

WEST RANDALL ELEMENTARY SCHOOL
15620 Randall Avenue
Fontana, CA 92335

STUDENT/PARENT HANDBOOK

2026-2027



Be Safe*Be Respectful*Be Responsible

Superintendent

Miki R. Inbody

Board of Education

Angel Ramirez – President

Marcelino “Mars” Serna – Vice President

Danielle Holley – Board Member

Adam Perez – Board Member

Mary Sandoval – Board Member

From the Principal

The staff welcomes you to West Randall Elementary School. As we begin our year, we want to provide you with general information about our school's programs, policies, and procedures. This handbook will assist you with some of your questions about many of our school procedures. If you need further information, feel free to call our office at (909) 357-5780. We look forward to a great year of learning!

Sincerely,

Yuliana Guerra Ed. D, Principal
West Randall Elementary School

Office Hours: 7:00 – 3:30

Office: (909) 357-5780

ASES: (909) 350-6585

Fax: 909) 357-7625

Please get a visitor badge in the office before entering the campus.

OFFICE STAFF

Yuliana Guerra, Ed. D., Principal
Brenda Cardona, Secretary
Rosana Villegas, Office Clerk
Corina Garcia, Community Aide
Grisel Del Rio, Health Assistant
Marlene Bacani, Nurse
Bruce Crafa, Library Assistant

2026-2027 School Year

Student/Parent Handbook - Signature Page

My child and I have read and discussed this handbook.

Student's Name: _____ Teacher: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

**Please sign and detach this page. Give the signed form
to your child's teacher.**

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Dear West Randall Elementary Community,

I am delighted to introduce myself as the Principal of West Randall Elementary. It is with great enthusiasm and a deep sense of commitment that I join this esteemed community, dedicated to nurturing academic excellence and fostering a supportive learning environment.

With over 17 years of experience in education, I bring a passion for student-centered leadership and a strong belief in the power of collaboration among students, educators, families, and the wider community. Last semester, I had the opportunity to serve as the interim principal and shared with you then that I am a Fontana Unified graduate and that I came back as a teacher, teacher on assignment, and assistant principal. I am very fond of our community and excited to now serve as West Randall's principal. My professional journey has equipped me with insights into curriculum development, instructional strategies, and fostering a positive school culture where every student can thrive.

I am eager to build upon the rich traditions and achievements of West Randall Elementary, working closely with all stakeholders to ensure that our students receive the highest quality education. Together, we will continue to celebrate diversity, promote inclusivity, and prepare our students for success in an ever-changing world.

I look forward to getting to know each of you and working together to uphold the values and vision of West Randall.

Thank you for your warm welcome, and I am excited about the journey ahead.

Warm regards,

Yuliana J. Guerra, Ed. D
Principal



WEST RANDALL ELEMENTARY SCHOOL 2026 - 2027 Daily Schedule

Office Opens	Breakfast – Earliest time students can arrive	Gate Opens	Office Closes
7:00 AM	7:15	7:35 AM	3:30 PM

Pre-School Inclusion Program SCHEDULE – Mon, Tues, Wed, Thurs, Fri

	SCHOOL BEGINS	RECESS and LUNCH	DISMISSAL
Pre-School	7:45 AM	9:30 – 10:00 Outdoor playtime 11:20 – 11:40 Eat in cafeteria	11:45 AM

TK SCHEDULE– Mon, Tues, Thurs, Fri

	SCHOOL BEGINS	LUNCH	RECESS	DISMISSAL
TK	7:45 AM	11:00 – 11:20 Eat 11:20 – 11:40 Play	8:50 AM – 9:05 AM	12:15 PM

*Earliest TK can arrive is 7:30am.

Kinder – 6TH GRADE REGULAR DAY SCHEDULE – Mon, Tues, Thurs, Fri

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
TK - K SDC	7:45 AM	9:10 AM – 9:25 AM	10:30 – 10:50 Play 10:50 – 11:10 Eat	12:50 PM – 1:00 PM	TK 12:15pm K 2:20pm
Kinder	7:45 AM	10:05 AM – 10:25 AM	10:55 – 11:15 Play 11:15 – 11:35 Eat	1:15 PM – 1:25 PM	2:20 PM
1 st & 1 st – 3 rd SDC	7:45 AM	9:10 AM – 9:30 AM	11:45 – 12:05 Play 12:05 – 12:25 Eat	1:30 PM – 1:40 PM	2:20 PM
2 nd – 3 rd	7:45 AM	9:10 AM – 9:30 AM	11:45 – 12:05 Eat 12:05 – 12:25 Play	1:30 PM – 1:40 PM	2:20 PM
4 th & 6 th	7:45 AM	9:35 AM – 9:55 AM	12:30 – 12:50 Play 12:50 – 1:10 Eat		2:20 PM
5 th & 3 rd -5 th SDC	7:45 AM	9:35 AM – 9:55 AM	12:30 – 12:50 Eat 12:50 – 1:10 Play		2:20 PM

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS **(PBIS)**

West Randall is in the sixth year of our school-wide behavior support system, called PBIS. Our school uses evidenced-based interventions to increase positive behavior and academic growth. We have developed school-wide expectations for the main areas of our school (cafeteria, playground, etc.). Our students will learn and practice these expectations throughout the school year. Students who follow the expectations regularly will be invited to our scheduled PBIS events. In addition, students may earn Bulldog points to purchase various rewards. Students who receive discipline referrals or suspensions **will not be able to participate** in the upcoming PBIS event.

WEST RANDALL SCHOOL-WIDE EXPECTATIONS

LOCATION	SAFE	RESPECTFUL	RESPONSIBLE
ON THE BUS	- Stay seated. - Keep hands, feet, and objects to yourself and in the bus.	- Keep your space clean. - Follow Bus Driver's directions. - Use kind words and actions.	- Use quiet voices. - Take care of your property and bus property. - Keep food and drinks in backpacks.
IN THE CAFETERIA	- Walk. - Stay seated until dismissed. - Keep hands, feet, and objects to yourself. - Three students may get water at a time.	- Listen and follow directions of Staff. - Be kind. - Use quiet voices.	- Raise hand for help. - Keep all trash on tray until done eating. - Only eat your food. - Clean up your area.
IN THE OFFICE	- Walk. - Keep hands, and feet to yourself. - Wait patiently when being picked up.	- Listen and follow directions of Staff. - Use good manners.	- Use quiet voices. - Get a Pass or Permission slip. - Clean up after yourself.
IN THE WALKWAYS	- Walk. - Keep hands, feet, and objects to yourself. - When possible, walk on the yellow line.	- Face front when walking. - Give personal space. - Respect the property of others.	Use quiet voices.
IN THE BATHROOM	- Walk. - Keep hands, feet, and objects to yourself. - Keep feet on floor. - Always use quiet voices.	- Respect the privacy of others. - Keep bathroom clean. - Let adult know if the Custodian is needed. - Use quiet voices.	- Flush the toilet. - Wash your hands, use paper towel, and place all waste in the trashcan. - Return to class or playground immediately.
IN THE LIBRARY	- Walk. - Push in your chair. - Use proper exits.	- Take turns on computers. - First come, first served on computers. - Use quiet voices.	- Use shelf-marker correctly. - Take proper care of books. - Return books on time to the library.
LINING UP	- Walk. - Keep hands and feet to yourself. - Line up single file.	- Listen and follow directions of Staff. - Stay together. - Voices should be turned off.	- Line up on time and in order. - Pay attention. - Eyes should be facing forward.
FRONT OF SCHOOL	- Walk. - Use Crosswalk. - Stay behind yellow lines. - Keep hands, feet, and objects to yourself.	- Listen and follow directions of Staff. - Be Kind.	- Wait quietly in line to enter/exit campus. - Wait for bell to ring before you enter/exit campus. - If able, stay with your parents as you wait.
ASSEMBLIES	- Walk. - Stay seated. - Keep hands, feet, and objects to yourself.	- Listen and follow directions of Staff. - Cheer for people appropriately. - Give your full attention through the assembly.	- Enter and exit quietly in line. - Wait to be dismissed. - Raise hand to be called on.
ON THE PLAYGROUND	- Walk, run only on the grass. - Stay within boundaries, "yellow lines" - Leave woodchips on the ground.	- Listen and follow directions of Staff. - Share equipment appropriately. - Patiently wait in line for your turn.	- Freeze at the bell and walk quickly to your line when the whistle blows. - Put equipment away quickly and correctly. - Follow school rules for all games. - Use restroom at recess.

School Rules and Expectations

ACADEMICS

All students are expected to achieve throughout the school year. Our K-5 students should strive for 3s or higher in all academic areas, by the end of the school year. Sixth grade students should strive for Cs or higher by the end of each semester. It is important for parents to encourage their child(ren) to put forth sincere effort each day in school. Students are expected to play an important role in their academic progression.

ARRIVAL/DISMISSAL PROCEDURES

Students MAY NOT arrive at school before 7:00. If they are eating breakfast, students will be admitted to the campus at 7:15. Students who are not eating will be admitted to the campus at 7:35. First through sixth grade students will enter campus through the front door of the office. TK and kindergarten students will enter through the gate near cafeteria (west side of office). This gate will be closed promptly at 7:35.

Grades 1, 2, and 3 will be dismissed through the gates near the marquee or through the back door facing the bus lane. Our 4th, 5th and 6th grade students will dismiss from the front gate directly east of the office. All bus riders will dismiss through this same gate. Students who pick up younger siblings should choose a meeting place other than the front gate.

Kindergarten students will be dismissed from the gate near the cafeteria once the parent/guardian is identified. AM TK will be dismissed through the same gate that they enter in the morning. PM TK students will leave through the front door of the office.

ATTENDANCE POLICY

California State Law requires students to attend school regularly and promptly. Regular school attendance is a very important part of a successful school experience. We expect students to attend school each day. If a student is to be absent from school, parent/guardian should call the West Randall Attendance Office at (909)357-5780.

- ***Tardy Policy***

Students must be in their class line by 7:45. Students who do not arrive by this time will receive a "Tardy Slip".

- ***Early Check-Out Policy***

Please be aware of the early check-out policy at West Randall Elementary. During the last 30 minutes of class the teacher is finishing the lesson and preparing every student for dismissal. It is extremely disruptive to the students if the class is interrupted to release a student. It takes away from time the teacher devotes to all students in the classroom. If you need to check your student out of school early, please do so **no later than 30 minutes** prior to the end of the school day. All students must be checked out by parent/guardian, with an ID, listed in their Parent Contact files. For emergencies ONLY, students may be checked out to an adult, with an ID, listed in their Emergency Contact, but parent/guardian will be called first for confirmation. Thank you for your cooperation. It is greatly appreciated.

BICYCLE AND PEDESTRIAN SAFETY

Fourth through sixth grade students may ride their bicycles to school. They must have a signed permit slip on file in the office. Students must walk their bikes to and from the bike racks and lock their bikes to the racks. Disregard for bicycle safety rules may result in the suspension or denial of the privilege to ride a bicycle to school. Students must wear helmets while riding to and from school. Scooters, roller blades/skates, and wheelie shoes are not allowed on campus. The school is not responsible for lost or stolen bikes.

CELL PHONES

Students can carry cellular phones, but they may only be used off campus and before or after school. Students must always keep phones off during class. A misuse or a disturbance caused by such devices will result in confiscation and possible disciplinary action. The phone will be returned to a parent or guardian. The school is

WEST RANDALL ELEMENTARY SCHOOL

not responsible for locating, repairing, or replacing such device. Parents and students are responsible for the loss or misuse of cell phones.

CLASSROOM RULES

Teachers will establish rules related to general classroom behavior. These rules will be posted, and parents will receive a copy of the rules.

DISCIPLINE

- *Consequences*

Students who have behavior issues could possibly receive an Office Support Form or Discipline Referral from the teacher or principal. Consequences for negative behavior could include, but are not limited to the following: warning, structured recess, review of expectations, time out in office, teacher class detention/suspension, parent contact/conference, community service, after school detention, or at-home suspension given by the principal. In addition to the above, students will be excluded from the scheduled PBIS event if they receive a Discipline Referral or Suspension.

- *Rewards*

For following school-wide rules and expectations, students will earn rewards, such as, verbal praise, Bulldog points to purchase rewards, stickers/pencils/certificates, and/or participation in our PBIS event.

COVID 19 SAFETY

- *Cough/Sneeze Etiquette* – Remind your child to sneeze or cough into his/her elbow when necessary.
- *Drinking Fountains* – Fountains may only be used as filling stations. Students may bring a water bottle.
- *Face Coverings* – Face coverings are optional.
- *Screening* – Screen your child at-home prior to the start of school each day. If your child is sick with fever (100.4 degrees or higher) or exhibits other COVID 19 symptoms, do not send your child to school. Be sure to notify our school office. Parent will be notified to pick up any child with a temperature (100.4) and signs of illness.

DRESS CODE

The faculty, staff, students, and parents at West Randall Elementary School want our school to be a place where students are serious about their educational program. We believe that student dress influences the school's academic environment. We also believe that student behavior and the total school atmosphere are strongly influenced by the dress and appearance of students. Therefore, at West Randall Elementary School, students are expected to dress in a manner that embodies a high regard for learning, minimizes distractions, and promotes a safe and positive school climate. Student dress and appearance must not disrupt the educational process or endanger the health, safety and welfare of self and others. The following guidelines have been established with school administration having the final decision regarding all dress code issues.

- No gang attire is allowed.
- All clothing must be of appropriate size and worn properly. Pants must fit and be worn at the waist. Clothes must be clean, neat and have no tears or frayed edges.
- Shirts and tops are to provide coverage in front/back, and the midriff area must be covered. Spaghetti straps/halter-tops are not permitted. Tank top straps must be 2 inches wide and cover to the shoulder.
- Shorts are to be long enough to reach the mid-thigh area. Also, holes in jeans/pants must be below mid-thigh area.
- Underwear may not be exposed (boxers, undershirts, pajamas, etc.)
- Sunglasses are not to be worn at any time while on campus unless they are for medical purposes.
- Hats may be worn properly, centered on student's head. NO writing/messages on hats. Hat cannot be worn indoors; they must be taken off when in the classroom.
- Hair must be clean and neatly groomed and not distracting to the learning environment. All other jewelry

worn must not create a safety hazard and must not be distracting to the learning environment.

- Clothing, backpacks, notebooks, and all other school attire are not to include the use of derogatory, offensive, or profane language, symbols, and slogans.
- Clothing, backpacks, notebooks, and all other school attire are not to promote or endorse the use of alcohol, tobacco, illegal drugs, or encourage other illegal or violent activities.
- Sandals or high heels are not allowed in school. Shoes must have a closed toe and must have a strap across the back.
- Students found not in compliance with the Dress Code guidelines will be asked to make appropriate modifications to their attire. Any student who repeatedly fails to comply with the guidelines will be subject to progressive discipline action, which could include parent communication, time out in office, after school detention, etc.

EMERGENCIES/DISASTERS

The West Randall Disaster Plan outlines procedures if any of a variety of disasters or emergencies should take place while students are at school. A child will be released only to the adult or adults indicated on the student's emergency information form. Safety drills for earthquakes, fires, and lockdowns are held monthly to assure the safety of all children. In the event of an actual disaster, children will be kept in protective custody until they can be released to parents/guardians.

HEALTH SERVICES

Parents are to notify the health office about serious health concerns and regularly prescribed medication. In order for students to have prescribed medications at school, parents/guardians must submit a written authorization, in addition to a written statement from prescribing physician. Prescribed medication must be provided in the original container, and it must be clearly labeled with the student's name. Students are not permitted to carry medication to and from school.

Students are to notify the teacher/staff member immediately if an injury occurs. In case of serious injury/illness, parents are contacted for referral to their family physician. If students become ill, they may ask their teachers for a pass to see the Health Assistant.

Accidents

In case of an emergency, the paramedics are called. It is very important that we have **ALL** phone numbers where parents can be reached in case of an emergency. Therefore, we require Emergency Cards be filled out completely. We must also have the names and phone numbers of people we may contact if you cannot be reached. **IF ANY EMERGENCY CONTACT INFORMATION CHANGES DURING THE YEAR, PLEASE NOTIFY YOUR CHILD'S TEACHER OR THE SCHOOL OFFICE. THIS WILL HELP US ENSURE THE SAFETY OF YOUR CHILD.**

HOMEWORK

Homework gives students an opportunity to independently practice skills learned in class. Completing homework on a regular basis helps students to develop responsibility, study habits, and self-discipline. All students are required to complete and turn in homework as required by their teacher.

INSURANCE

Although West Randall 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.

INTERNET AND ELECTRONIC MAIL (Acceptable Use Policy)

The Fontana Unified School District (FUSD) supports instruction using educational and administrative computers, school-licensed software, and other media, as well as networks and servers. The FUSD provides Internet access through an electronic network.

LAPTOPS

Students in Kinder – 6th grade are issued a laptop by our school's Library Specialist. Students are held responsible for taking care of the laptop and bringing the laptop to school daily. If there is an issue with your child's laptop, please notify the school office immediately.

LOST AND FOUND

Please mark outerwear with your child's first and last name to assist us in returning lost items to your child. All lost items will be put in the Lost and Found container located in the cafeteria. Items not claimed by the end of the year will be given to charity.

PARENT CONCERNS

Parents who have a school-related concern should first address their concern with the classroom teacher. The teacher is the best source of information, and most problems can be solved at that level. Should a concern continue, parents may make an appointment with the principal by calling the school office at (909) 357-5780.

PLAYGROUND RULES

- Keep hands, feet, and objects to yourself.
- Avoid games that involve contact/touching (tag, wrestling, football, etc.).
- Stay in supervised areas and away from fences and classrooms.
- Follow all directions given by adult supervisor.
- Report all problems to an adult supervisor.
- Food/snacks must be eaten on picnic benches.
- Freeze when the bell rings and wait for whistle to be dismissed to walk to class line.

Play Structure

- Students must line up for play structure if there is a crowd of students waiting. Ten students will be permitted at a time.

Blacktop

- ONLY walking is permitted on the blacktop.

Four Square

- The server drops the ball once into her/his square, and then hits it into a different square.
- Each player needs to hit the ball with any part of his/her hand into an opposing player's square.
- The ball must not be hit high in the air.
- If the ball lands on a line or goes outside of the lines before it bounces, the player who hit the ball is out.
- If the player who is supposed to hit the ball misses, the player is out.

Grass

- Students play on the grass area, closest to the blacktop.
- Avoid contact sports (tag, wrestling, football, baseball, etc.).

Basketball

- Students can only play single court basketball with no more than three on each team.
- Avoid rough play (grabbing, pushing, pulling, etc.).
- Three more players will come in after one team makes three baskets if there are more than six students who want to play basketball.

Handball

- Player A hits the ball, then player B must hit it; both players go back and forth taking turns hitting the ball.
- If the ball bounces more than once before hitting the wall or does not bounce at all before hitting the wall, that player is out.
- If a player allows the ball to hit the ground more than once before he hits it to the wall, that player is out.
- If a player hits the ball outside the boundaries, that player is out.

Tetherball

- One person serves the ball.
- The opponent is given a choice of either side of the court.
- The server hits the ball around the tetherball pole with an open or closed hand.
- The opposing player tries to unwind the rope, by hitting the ball, and then tries to wind the rope around the pole in the opposite direction.
- The player who winds the rope completely around the pole is the winner.

Administration may modify or change any rule or expectation in this handbook to meet safety and academic standard.

PROGRESS REPORTS/REPORT CARDS

Parents in TK-5th Grade will receive student Progress Reports, at the end of Quarter 1 and Quarter 3 (sent by mail). A Report Card will be mailed home at the end of each semester. There are four reporting periods for students in TK-5th Grade.

For 6th Grade, parents will receive student Progress Report in the middle of each quarter and Report Card at the end of each quarter. There are eight reporting periods.

Parent Conferences are scheduled at the end of the 1st quarter of school. At this time, parents will receive a copy of the 1st quarter Progress Report or Report Card (6th Grade).

RETENTION

The Fontana Unified School District has set standards of achievement in Reading, Language Arts and Mathematics to be achieved by the end of school year for all students in kindergarten through sixth grade. If your child has not made significant progress by the end of the second semester of school, he/she may be at risk of being retained (Education Code 48070.5). You may be asked to attend meetings with the principal to review your child's progress and, in accordance with policy set by the Fontana Unified School District, to determine if your child is recommended for retention.

SCHOOL LIBRARY

West Randall's library is an integral part of our students' instructional program. Our library has a full-time Library Specialist who makes the library a friendly place for students to study, locate materials, conduct research, and read for pleasure. The library is open to the first twenty students before (7:15 – 7:35) and after school (2:20 – 2:40), starting the 2nd month of school. Books may be checked out for a week at a time. Parents are welcome to visit the library with their child during the times above to check out books.

STUDENT ACADEMIC SUPPORT

Each school year, West Randall provides in-school intervention support to all students, based on their needs. This support takes place during the school day in both English Language Arts (ELA) and Math. In addition to the above, West Randall provides additional support, after school, to those who may be at-risk in ELA or Math. If a child needs such support, parents will receive a notice inviting their child(ren) to our Bulldog Academy (After School Tutoring). In the Bulldog Academy, students will receive intensive support in a targeted academic area.

SIXTH GRADE AWARD ASSEMBLY (PROMOTION)

At the end of each school year, West Randall holds an awards assembly for all 6th grade students who will be promoted to the 7th grade. Students must earn passing grades in all subject areas, in order to attend. To keep track of student's progress, parents are encouraged to sign up for QParent Connect to see if their child is completing all assignments. Parents will also be informed several times during the school year of student progress. In addition to Parent Conferences, parents will receive a total of eight Progress Reports and/or Report Cards outlining student progress.

BOM AWARD - Bulldog of the Month

On a monthly basis, teachers email names to Community Aide; Community Aide will make certificates and call parents to invite them to award ceremony. Only parents and students receiving award will be invited to the ceremony. Announcement of BOM 7:50 am, teachers send their BOM to cafeteria. A picture of the student will be taken for our Bulldog of the Month Wall, and it will also be posted on IG. Bulldogs of the Month will receive a certificate, a restaurant coupon, a pencil and a sticker.

STUDENT RIGHTS AND RESPONSIBILITIES

The mission of Fontana Unified School District is to graduate all students prepared to succeed in a changing world. This can only be accomplished through a partnership between Fontana Educators, Parents, and Students. We, the students at Fontana Unified School District, understand the active role we must play in order for this to be a successful partnership. As part of this intertwined relationship, there is an expectation regarding the quality of our experiences in FUSD.

All Students have the right:

- to be treated equally with proper respect by their peers, teachers, support staff, and administrators.
- to attend a safe campus that creates an effective learning environment.
- to healthy, fresh food for breakfast and lunch.
- to receive guidance regarding college and career expectations as well as what needs to be done to meet those requirements.
- to ask questions, get clarifications, and seek help regarding topics of instruction.
- to equal access to resources including interventions, tutorials, and credit recovery programs.
- to participate in activities/sports for which they qualify.
- to receive an unbiased education and have the full cooperation and support of teachers.
- to express themselves in a way that doesn't disrupt learning or school activities.
- to be excused from class at appropriate times to use the restroom.
- to have a second chance to be successful in a school environment.

All Students have the responsibility:

- to come to school every day, on time, and prepared to learn in every class.
- to respect everyone and the role they play as students, teachers, support staff, and administrators.
- for their own behavior and keeping the campus clean.
- to pay attention in class and ask questions when you don't understand something.
- to strive to maintain at least a 2.0 GPA.

TOYS

Students are not permitted to bring any type of toy (fidget spinners, Pokémon Cards, etc.) to school. All toys will be confiscated, and only Parent/Guardian will be able to pick up the toy.

VISITING CLASSROOMS

Parents/guardians may request classroom observation visits. To minimize instructional disruption and protect student privacy, requests must be submitted at least 24 hours in advance and are subject to administrative approval. Classroom visits are scheduled at a mutually agreed-upon time and are for observation purposes only. The school reserves the right to reschedule, limit, or deny visits in accordance with instructional priorities, safety, and student confidentiality. All visitors are required to check in at the front office, present valid identification, and receive a visitor badge prior to entering any instructional area. Unannounced classroom visits are not permitted. Classroom visits are for observation purposes only. To protect student privacy and confidentiality, visitors may not engage students, address the class, or discuss individual students during instructional time. If a parent/guardian wishes to meet or conference with a teacher, an appointment must be scheduled outside of instructional time. This allows staff to protect student confidentiality and dedicate appropriate time to address questions, comments, or concerns. The school reserves the right to limit, reschedule, or deny classroom visits if they are deemed disruptive, pose a safety concern, or conflict with instructional priorities, in accordance with state law and district policy.

PARENT INVOLVEMENT

Associate Student Body (ASB)

West Randall has an ASB which meets throughout the year to organize fundraisers and other positive activities for students. Although the ASB is composed of staff members, our student leadership and parents may give input and volunteer to participate in yearly activities.

ENGLISH LANGUAGE LEARNER ADVISORY COUNCIL (ELAC)

English Language Advisory Council meets regularly to discuss and learn about ways students can increase their achievement in English Language Development. ELAC is composed of parents and staff.

SCHOOL SITE COUNCIL (SSC)

School Site Council meets once a month to review student achievement, school programs, and allocation of funds. The council also helps to develop the Single Plan for Student Achievement. SSC is composed of parents and staff members.

SCHOOL VOLUNTEERS

West Randall Elementary School needs parents to volunteer to help with teacher projects (preparing/stapling student booklets, etc.) and to participate in school committees, such as, ELAC and School Site Council. Parents may also volunteer for school activities throughout the school year. All volunteers will need to complete the district's volunteer screening process, including a clear TB test and Megan's Law clearance. If you are interested in volunteering your services, please complete the volunteer form in the office. We welcome you to share your talents and expertise with us.

SCHOOL PROGRAMS AND SPECIAL SERVICES

CAMPUS SECURITY CAMERAS

West Randall is equipped with security cameras outside of the classrooms to monitor various areas on campus. The cameras monitor the playground, hallways, and school office.

INDEPENDENT STUDY PROGRAM

Parents may request an Independent Study Plan if a child will be absent for a minimum of 3 days and a maximum of 14 days. Contact the school office to make arrangements at least two weeks before the absences are to begin, if possible. All of the work must be completed and turned into Independent Study Teacher on the scheduled return date to receive full attendance credit.

LOCAL CONTROL FUNDING FORMULA

California schools are funded under a new model known as Local Control Funding Formula or LCFF. Districts are required to develop a Local Control Accountability Plan (LCAP) to guide priorities in the in the budget development process.

REQUEST FOR ASSISTANCE FORM

Through our PBIS behavioral system, parents may request assistance for their child for behavioral, academic, and/or socio-emotional concerns. You may find the Request for Assistance Form on the West Randall website,

or you may pick up a blank form from the office. Once you return the form, it will be given to the School Counselor. Someone will contact you with more information within five (5) days.

STUDENT SUCCESS TEAM (SST)

The Student Success Team provides support for students who are experiencing academic, social, or emotional difficulty. Any teacher may refer a student. Parents should request a SIT in collaboration with the classroom teacher. The Student Intervention Team may recommend modifications in the existing program, additional interventions and/or strategies, or referral for additional services.

CALIFORNIA STATE EDUCATION CODE SECTIONS EC 48900 - 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 EC 48900 subdivisions (a) to (t), 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 a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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. Please note that with the passage of AB 424 no one has the authority to grant permission to possess a firearm on school grounds.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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 a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a 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 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 drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

WEST RANDALL ELEMENTARY SCHOOL

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(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 a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means as Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the profile.

(iii) An Act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction

of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district 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 the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) 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 be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Particular Circumstances – Section 48915 (c5), as added, provides that a pupil shall be recommended for expulsion for possession of an explosive. Subdivision (h) as added, defines the term explosive as used in Section 48915. (*Amended by SB 166, Ch. 116, Statutes of 2001*).

Sexual Harassment EC 48900.2

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 purposes 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. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Hate Violence EC 48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Harassment EC 48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the

WEST RANDALL ELEMENTARY SCHOOL

principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

EC 48900.5 Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

EC 48900.7 (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

EC 48911 A reasonable effort must be made by school officials to notify parents in person or by telephone at the time of suspension. Notification of suspension in writing is mandatory.

The student and parent is entitled to an informal meeting with the school principal. The principal's decision is final.

EC 48915 (a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person.

WEST RANDALL ELEMENTARY SCHOOL

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

With the passage of SB 419, Education Code 48901.1 was added which eliminated the suspension of students in grades K-8 for willfully defying the valid authority of school personnel-48900(k).



FUSD

**FONTANA UNIFIED
SCHOOL DISTRICT**

District Required Notices, Policies, and Complaint Procedures

Student Civil Rights & Protections 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.

Legal Notice for Students and Parents/Guardians Bullying and Harassment

The Fontana Unified School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

WEST RANDALL ELEMENTARY SCHOOL

Bullying is defined as any *severe or pervasive* physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. For a complaint form or additional information, contact one of the following individuals

at: **Fontana Unified School District, 9680 Citrus Avenue, Fontana, CA 92335**

- **Equity Compliance Officer:** Associate Superintendent, Student Services (909) 357-5000, Ext 29194, TitleIX@fusd.net
- **Title IX Coordinator:** Executive Director, Certificated Human Resources, (909) 357-5000, Ext. 29045, TitleIX@fusd.net
- **504 Coordinator:** Associate Superintendent, Student Services (909) 357-5000, Ext 29194, TitleIX@fusd.net

504Coordinator@fusd.net

REPORT IT

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to an administrator, teacher, or other adult personnel on campus. Students have an option of reporting the incident anonymously through a reporting form located at their school, or through the **We Tip Hotline at 1-855-86-Bully (1-855-862-8559)**.

INVESTIGATION

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. The school administration shall investigate the accusation and shall determine appropriate action.

TRANSFER REQUEST

A child that has been reported as the victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under **California Education Code 46600 (b)**. Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at www.fusd.net/transfers or at the **Office of Child Welfare and Attendance** located at **9548 Citrus Avenue, Building B, Fontana, CA 92335**.

Sexual Harassment Regulation (BP 5145.7)

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Associate Superintendent, Student Services
9680 Citrus Avenue
Fontana, CA 92335
(909) 357-5000, EXT 29194
TitleIX@fusd.net

Executive Director, Certificated Human Resources
9680 Citrus Avenue
Fontana, CA 92335
(909) 357-5000, EXT 29045
TitleIX@fusd.net

The district shall notify students, parents/guardians, employees, bargaining units, and applicants for employment of the name or title, office address, email address, and telephone number of the district's title IX Coordinator. (34 CFR 106.8)

Prohibited Conduct

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. This shall include the name or title, office address, email address, and telephone number of the employee(s) designated as the district's Title IX Coordinator. (Education Code 234.6; 34 CFR 106.8)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included in any handbook provided to students, parents/guardians, employees, or employee organizations (34 CFR 106.8)

Reporting Complaints

A student or parent/guardian who believes the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or the Title IX Coordinator, regardless of whether the alleged victim files a formal complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

Complaint Procedures

All complaints of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to AR 1312.3 - Uniform Complaint Procedures.

Complaint & Resolution Processes

Title IX Sexual Harassment Compliant Procedures Administrative Regulation 5145.71

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

For a complaint governed by Title IX based on conduct that occurred, in whole or in part, between August 1, 2024, and January 9, 2025, or prior to August 14, 2020, the Title IX Coordinator shall consult with district legal counsel to determine which procedures to use.

All other complaints alleging sexual harassment brought by or on behalf of students shall be investigated and resolved in accordance with Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures. The determination over which process shall be used to investigate and resolve a complaint shall be made by the district's Title IX Coordinator.

The Title IX Coordinator shall ensure that all requirements and timelines for Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures are concurrently met while implementing the Title IX procedure.

Basic Requirements

When implementing Title IX grievance procedures, the district shall: (34 CFR 106.45)

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process in accordance with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures, as defined in 34 CFR 106.30, against a respondent

Remedies following a determination of responsibility for sexual harassment shall be designed to restore or preserve equal access to the district's education program or activity, and shall be provided in accordance with "Remedies," below.

2. Require an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determination may not be based on a person's status as complainant, respondent, or witness
3. Ensure that the Title IX Coordinator, investigator, decisionmaker, or any person who facilitates an informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that such individuals receive training in accordance with 34 CFR 106.45
4. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process
5. Include reasonably prompt timeframes for the conclusion of the grievance process, including reasonably prompt timeframes for filing and resolving appeals, and informal resolution processes if appropriate and offered by the district

The district's procedures shall also include a process that allows for the temporary delay of the grievance procedures or the limited extension of timeframes for good cause, with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6. Describe the range of, or list, the possible disciplinary sanctions and remedies that the district may implement following any determination of responsibility
7. State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, and apply the same standard of evidence to formal complaints against students and employees and to all formal complaints of sexual harassment
8. Include the procedures and permissible bases for the complainant and respondent to appeal
9. Describe the range of supportive measures available to complainants and respondents
10. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege

Additionally, the district shall not disclose the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act statute

or regulations, as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising under Title IX. (34 CFR 106.30, 106.71)

Reporting Allegations/Filing a Formal Complaint

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in Administrative Regulation 5145.7 - Sexual Harassment, or to any other available school employee, who shall forward the report to the Title IX Coordinator within one workday of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint shall include the complainant's physical or digital signature, or another indication that the complainant is the person filing the complaint, and be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

If the district has actual knowledge of sexual harassment or allegations of sexual harassment but the alleged victim does not file a formal complaint, the Title IX Coordinator may file a formal complaint and, in situations when an imminent safety threat exists, shall file a formal complaint. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or even if no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Emergency Removal from School

If a student is the respondent, the district may remove the student from the district's education program or activity on an emergency basis, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. Any such removal may not constitute discipline for student record purposes or Board Policy 5144 - Discipline. Additionally, this authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30. Additionally, the Title IX Coordinator shall dismiss a formal complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States. In addition, the Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient

circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. (34 CFR 106.45)

The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint, including that the district shall not require such waiver as a condition of enrollment or employment or continuing enrollment or employment. (34 CFR 106.45)

As part of an informal resolution, the parties may agree upon discipline such as suspension or expulsion without the need for an investigation.

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations; the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution; and any consequences resulting from the informal resolution process, including that records will be maintained or could be shared
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice may also include the name of the investigator, facilitator of an informal process, and decisionmaker and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

Consolidation of Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the district may consolidate formal complaints alleging sexual harassment against more than one respondent; by more than one complainant against one or more respondents; or by one party against another party. (34 CFR 106.45)

Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including evidence that the district does not intend to rely on in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to conclusion of the investigation
7. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decisionmaker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decisionmaker shall issue, and simultaneously provide to both parties, a written decision as to the scope of the respondent's responsibility for the alleged conduct, if any. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The district may extend the timeline for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decisionmaker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Either party may appeal the written decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decisionmaker(s) affected the outcome.

If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decisionmaker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decisionmaker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal shall be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant as appropriate. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Corrective/Disciplinary Actions

The district may impose disciplinary sanctions or other actions after the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44, 106.45)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion in accordance with Board Policy and Administrative Regulation 5144.1 - Suspension/Expulsion and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities). (Education Code 48900.2, 48915)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law
2. Conference with parent/guardian
3. Educating the student regarding the impact of the student's conduct on others
4. Positive behavior support
5. Referral of the student to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process

The district shall make such training materials publicly available on its website, or if the district does not maintain a website, available upon request by members of the public.

For complaints containing allegations of childhood sexual assault, the Superintendent or designee shall also indefinitely maintain the following: (Code of Civil Procedure 340.1)

1. A record of the allegation(s)
2. A record of the investigation procedures followed
3. A record of the written determination
4. A record of the corrective action implemented, if any
5. A record of any appeals and the outcome of the same
6. All training materials addressing the prohibition and investigation of childhood sexual assault

Additionally, the Superintendent or designee shall indefinitely maintain a record of insurance which evidences the district's coverage for acts of sexual assault.