

Virginia Primrose



Elementary School

Student - Parent Handbook
2026-2027

A Guide to Policies, Practices, and Procedures

Virginia Primrose Elementary School

751 N. Maple Avenue

Fontana, California 92336-5090

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Dr. Andrea McClain- Principal
Ms. Bonnie Prybycien-School Secretary
Ms. Aliyah Aziz- Attendance Clerk
Ms. Anabel Oliveros- Community Aide
Ms. Renee Sandoval- Health Assistant

Dear Families,

Welcome to Primrose Elementary School, home of the Eagles! It is an honor and a privilege to serve the students and the community of Primrose. The purpose of this handbook is to provide you with information on school policies, procedures and information to aid you in preparing your child for school. Please take a moment to review this handbook with your child. To make this a great year for you and your child, here are some important facts to remember:

- **This year, our biggest goal is to build a culture of reading. Please encourage your children to read at home daily, visit the library, and consider including books as gifts for birthdays, holidays, etc.**
- **Our school campus opens at 8:00 a.m. for students. Please do not leave your child/children prior to that time, as there are no staff members on campus supervising prior to 8:00 a.m.**
- **Breakfast is from 8:00-8:40 am. Instruction begins at 8:45 a.m.** All gates to the campus will be closed at 8:45 am. If your child is late, they will need to enter through the front office after 8:45 am.
- **Early pickups greatly impact instruction. If you must pick up students early, they must be picked up prior to 3:00 p.m. to avoid impacting end-of-day instruction and activities, such as homework explanations.**
- **We do not accept cupcakes or other food items for birthdays for several reasons, to include the many food allergies on campus and our focus on instructional time. You are welcome to send little bags with non-food items such as pencils, stickers, erasers, small toys, etc. that teachers can pass out at the end of the day, as long as there are enough bags for all students in the class.**
- Changes to your emergency card must be done in person. Please come to our office to fill out the form. **To pick up a student or conduct any school business, you must provide a government-issued picture ID, *per state and county laws*.**
- All gates and entries to our campus will be closed during school hours. **All visitors must sign in with the office and provide government-issued picture ID.**
- Per AB 3216, restrictions on cell phones at school became state law in 2026. Cell phones, smart watches, and tablets present significant distractions and disruptions to students and the classroom. To that end, please note that cell phones must be kept in a designated area and left turned **off** during the school day, and smart watches may **not** be worn at school. Students in violation of this policy may have their devices removed and kept in the office until a parent can pick them up. If your child uses a cell phone for diabetes or seizure monitoring, please contact our health assistant directly and provide us with medical documentation so we can accommodate this. Please note that the school and district are not responsible for any lost or stolen phones, watches, or devices.
- **Attendance is a high priority.** Absenteeism greatly impacts student achievement!

3 absences (Unexcused)- SART 1 Attendance Letter

6 absences (Unexcused)- SART 2 Attendance Letter, Meeting with School, Contract, Student Intervention Meeting for Attendance

9 absences (Unexcused)- SART 3 Attendance Letter, Meeting with School, Contract, LAMP Process, SARB

10 or more excused/unexcused absences: LAMP referral to CWA Liaison may be made. Ten excused absences are considered excessive.

- If your child walks to school, please remind them to use all crosswalks, follow all traffic rules, and listen to the crossing guards.
- Students in Kindergarten and First grade must be picked up by an adult for their safety. Students in Kindergarten and First will **not** be allowed to walk home by themselves under any circumstances.

We look forward to a great year! If you have any questions, please stop by the office to discuss any concerns or comments that you may have or call me at (909) 357-5790.

Respectfully, Dr. Andrea McClain, Principal



FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

Fontana's Shared Vision: Fontana Unified is a community united to ensure every student is prepared for success in college, career and life.

Core Values:

- **Teamwork and Respect:** We believe every person has the right to be accepted, treated with respect and that our school community will work collaboratively to achieve our goals.
- **Excellence and Achievement:** We believe all students can learn and achieve at high levels.
- **Responsibility and Accountability:** We believe effective teaching and learning is the collective responsibility of the family, school, district and community and that everyone should be held accountable for ensuring the success of each student.
- **Equity and Opportunity:** We believe every child and every school should have access to rigorous programs, challenging coursework and robust enrichment and extracurricular activities tailored to their individual needs.
- **Dedication and Commitment:** We believe all family, school and community members are dedicated and committed to achieving the values outlined above in a safe, welcoming school environment.

Cornerstones for Success:

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

- Schools cultivate citizens who take pride in ownership of their schools, communities and the world through learning about and giving back to their communities.
- Students have access to a rigorous, well-rounded education that combines critical thinking, creativity, technology, and real-world application.
- Students have opportunities to select from diverse enrichment courses including the visual and performing arts, physical education, career pathways and programs including Dual Language Immersion, International Baccalaureate, STEM (Science, Technology, Engineering and Math), and Advanced Placement.

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

- Schools prioritize teaching and learning and recognize the importance of addressing the emotional and physical needs of the whole child.
- Teaching is culturally competent and tailored to the needs of individual students, who are active participants in their own academic success.
- Students are exposed to engaging academic and personal experiences which prepare them for college and career, including real-life experiences such as internships.
- Schools provide a safe, welcoming and well-maintained environment conducive to learning. Students and teachers have access to up-to-date learning materials and technology.
- Teachers and staff receive support and professional development, act as role models and exhibit passion, professionalism and dedication to student success.

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

- Every Fontana school values and respects diversity. Schools celebrate the success of students, staff and community members in ways that reflect the values of the district, including academic achievement, leadership, personal growth, critical thinking and community involvement.
- Schools engage parents/guardians as partners in student success, including cultivating a welcoming, customer-service driven environment, providing learning opportunities for parents and guardians at the school, working with families to define high expectations for students at home and at school.
- The district values support from local community organizations and businesses and strives to build strong partnerships with outside partners to support student success.

Virginia Primrose Elementary School
2026-2027 SCHEDULE



Office Opens	Breakfast	Office Closes
7:30 a.m.	8:00 a.m.-8:40 p.m.	4:00 p.m.



Kindergarten - 5th Grade REGULAR DAY SCHEDULE

Grade	Instruction Begins	Recess	Lunch	Recess/Snack	Dismissal
K	8:45	10:05-10:20	11:00-11:40	1:20-1:35	3:20
1 st	8:45	10:20-10:40	11:20-12:00	1:35-1:45	
2 nd	8:45	10:40-11:00	11:40-12:20	1:50-2:00	
3 rd	8:45	10:40-11:00	12:00-12:40	1:50-2:00	
4 th	8:45	11:00-11:20	12:40-1:20		
5 th	8:45	11:00-11:20	12:40-1:20		

Kindergarten - 5th Grade MINIMUM DAY SCHEDULE

Grade	Instruction Begins	Recess	Lunch		Dismissal
K	8:45	10:00-10:10	11:05-11:35		12:50
1 st	8:45	10:10-10:20	11:20-11:50		
2 nd	8:45	10:20-10:30	11:35-12:05		
3 rd	8:45	10:30-10:40	11:50-12:20		
4 th	8:45	10:40-10:50	12:05-12:35		
5 th	8:45	10:50-11:00	12:20-12:50		

** School campus opens at 8 a.m. for all students. There is no student supervision prior to 8 a.m.*

**Breakfast is served from 8:00-8:40 a.m.*

SCHOOL YEAR CALENDAR

FONTANA UNIFIED SCHOOL DISTRICT 2026-2027 SCHOOL CALENDAR

JULY 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	N	PD	
Student Days = 0						

SEPTEMBER 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Student Days = 21						

NOVEMBER 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Student Days = 15						

JANUARY 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	PD	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Student Days = 13						

MARCH 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Student Days = 18						

MAY 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	MD	29
30	31					
Student Days = 19						

AUGUST 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	PD	MD	MD	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Student Days = 18						

OCTOBER 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Student Days = 22						

DECEMBER 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Student Days = 14						

FEBRUARY 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
Student Days = 18						

APRIL 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Student Days = 22						

JUNE 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Student Days = 0						

AUGUST

6 First Day of School – All Grades

SEPTEMBER

7 Holiday – Labor Day (No School)

NOVEMBER

11 Holiday – Veterans Day (No School)

23-27 Fall Break (No School)

DECEMBER

21-31 Winter Break (No School)

JANUARY

1-8 Winter Break (No School)

11 Professional Development Day (No School)

18 Holiday – Martin Luther King, Jr. Day (No School)

FEBRUARY

8 Holiday – Lincoln's Birthday (No School)

15 Holiday – President's Day (No School)

MARCH

22-26 Spring Break (No School)

MAY

27 Last Day of School – All Grades

JUNE

18 Holiday – Juneteenth Observed (No School)

ALL SCHOOLS MINIMUM DAYS

Wednesday each week

ELEMENTARY AND MIDDLE SCHOOL MINIMUM DAYS/CONFERENCES

October 19 – 23, 2026

ALL SCHOOLS END OF SEMESTER MINIMUM DAYS

Friday, December 18, 2026 – End Semester 1

Thursday, May 27, 2027 – End Semester 2 – Last Day of School

END OF QUARTER/SEMESTER FOR MIDDLE/HIGH SCHOOLS

Friday, October 9, 2026 – End Quarter 1

Friday, December 18, 2026 – End Semester 1

Friday, March 19, 2027 – End Quarter 3

Thursday, May 27, 2027 – End Semester 2 – Last Day of School

HIGH SCHOOL FINAL EXAMS/MINIMUM DAYS

December 15 – 18, 2026

May 25 – 27, 2027

Cell Phones and Electronic Devices Policy for Primrose Elementary School

- In 2026, the state of California enacted **AB 3216 – The Phone-Free Schools Act**. This act requires all school districts to adopt policies that regulate student smartphone use during the school day.

Summary of our cell phone policy/ AB 3216

Use Restrictions

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

Your teacher will share his/her own class guidelines as to where students will store their items during the day (for example, in backpacks or in designated areas).

Policy Violations and Consequences

- Failure to comply with this policy will result in disciplinary actions as follows:
- First Infraction: Temporary confiscation of the device with a verbal warning.
- Second Infraction: Confiscation of the device and return at the end of the school day.
- Subsequent Infractions: Parent/guardian retrieval of the device from the school office during designated hours, with potential restrictions on future device privileges.

Confiscation and Security Protocols

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

Accountability and Security

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

Filming and Photography

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

Classroom and Emergency Use

- Cell phones and electronic devices may only be used in classrooms when **explicitly authorized by the teacher for educational purposes**. What are educational purposes?
- “Educational purposes” refers to the use of electronic devices under teacher supervision for activities that directly support instructional goals. Examples include:

-Accessing digital textbooks or learning platforms (e.g., Microsoft Teams, school email)
-Taking notes, conducting research for class assignments or projects
-Using educational apps or tools (e.g., calculators, language learning apps, coding platforms)

-Viewing teacher-approved instructional videos or multimedia content

Emergency Use

- In the event of a life-threatening emergency, students may use their personal devices only *if school staff are not present or immediately available to respond*.
- Whenever possible, emergency communication should be coordinated through school personnel to ensure an accurate and timely response. A life-threatening emergency is defined as any situation in which a person's life is in immediate danger—such as severe injury, serious medical conditions (e.g., seizures or loss of consciousness), or active threats like fire or violence—requiring urgent action.
- Parents who need to reach their child during instructional time should call the school office. Staff will coordinate communication to minimize disruptions.

School-Related Off-Campus Activity Cell Phone Use

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

Exemptions

- Accommodation may be granted by the site administrator for students with documented health-related needs that require device access during school hours. Appropriate documentation must be provided and reviewed. Please see the office if you have documented health-related needs and they will provide you with the next steps.

Compliance

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

Virginia Primrose Elementary School Behavior Expectations

BE SAFE BE RESPECTFUL BE RESPONSIBLE BE KIND

Supporting Behaviors

Our mission is to create a safe environment for all students. We implement schoolwide processes to support students in and out of their classrooms. We share our school rules with all students at the beginning of the year during classroom presentations.

Primrose Support Structures

Schoolwide Structures

- Supervision and reminders throughout the day by all staff members
- Behavior expectations presentations in class by the principal or counselor
- Bullying and sexual harassment presentation (grades 3-5) per FUSD School Police/Administration
- Reviewing expectations by location (Office, Hallway, Library, Playground, Classroom, Cafeteria, Health Office, Restrooms)

Classroom Support Structures

- 2nd Step Character Lessons- 2x a month in every classroom
- Counseling support and lessons

Playground Support Structures

- Teachers or aides walk students to and from classrooms for lunch and recess
- School Aides supervise designated areas with radios for safety and communication

Minor Infractions:

Most minor infractions will be handled by a staff member or teacher. Any Primrose Elementary staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. We will make all efforts to communicate with our parents regarding incidents. Please make sure that you keep current working phone numbers in our student system. Communication will either be in the form of a phone call or a copy of the minor incident report to fill out.

Minor Behaviors:

- Inappropriate language
- Defiance/disrespect
- Disrupting the class or cafeteria
- Minor dishonesty
- Cheating/plagiarism
- Recess issues

The progression of minor incidents may include:

- 1) Verbal warning/conference with student/problem solve with student
- 2) Reteach behavioral expectations related to incident
- 3) Remind students of consequences
- 4) Assign a consequence

Other Means of Correction- Minor Infractions

- Alternate recess options
- Call home
- Counseling referral

Major behaviors will be referred immediately to the front office and will be managed by administration. Below is a list of major incident behaviors.

Major Behaviors:

- Abusive/threatening/inappropriate language
- Dishonesty
- Fighting or physical aggression
- Major defiance/disrespect
- Major disruption of classroom or cafeteria
- Property damage
- Bullying/harassment
- Ongoing technology/cell phone/device issues

The progression of major incidents may include:

- 1) Student will be sent to office
- 2) Conference with student
- 3) Investigate if necessary
- 4) Determine consequences
- 5) Communicate with parents regarding the incident and potential consequences

****Please note that we document behavioral and other issues on our student discipline online portal, Q, which parents can also access*****

Other Means of Correction

- Behavior contract
- Parent shadowing at school
- Referral to outside counseling agency
- Alternate recess
- Call home
- Counseling referral
- Suspension
- Loss of scheduled celebrations/special events

Suspension by Teacher from Class: When other means of corrective action fail to bring about proper conduct, a teacher may suspend a student from class for up to two (2) school days under provisions of Education Code 48900. The student has a right to know the reason(s) for the suspension and to have the opportunity to explain what happened. As soon as possible after the suspension, the teacher must notify the parent of the suspension and arrange a parent/guardian/teacher conference regarding the suspension. A teacher may also refer a student to the principal for consideration of suspension from school.

Teacher Notification of Suspended Students: The school district shall inform the teacher of every student who has been suspended for the previous three years. In addition, when informed by the juvenile court of a minor's conviction for certain serious offenses, the superintendent/principal shall inform teachers and other staff with direct responsibility for the student of the offense. This warning is in effect for one year.

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 serious 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.
- **Definition of Expulsion:** Expulsion means the lengthy removal of a student from school attendance for a specified time period or determined by the Board of Education, for continual violation of Education Code 48900. See description of code below.
- **Education Code Section 48900:** Please see the section marked Education Code in the latter part of this document for a detailed description of offenses for which students may be suspended.

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 explain 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.

PRIMROSE RULES

BE SAFE - BE RESPECTFUL- BE RESPONSIBLE - BE KIND

 Primrose Elementary					
	Playground	Classroom	Cafeteria	Restroom	Hallway
Be Kind	- Allow others to join - Take pride in keeping our playground clean - Use kind words	- Be nice to one another - Be helpful - Give positive encouragement	- Use kind words - Treat others as you wish to be treated - Do good deeds everyday	- Use kind words - Treat others as you wish to be treated - Return to class when you are done	- Use kind words - Treat others as you wish to be treated - Do good deeds everyday
Be SAFE	- Run on grass - Walk on blacktop - Freeze when bell rings - Walk to line after whistle	- Push in chair - Walk quietly as you enter class - Use classroom tools appropriately	- Keep food on your tray - Walk and maintain personal space (arm length) - Raise your hand if you need help	- Walk into the restroom - Keep water and soap off the floor - Report any problems to the office	- Walk - Keep hands, feet, and objects to self - Remain quiet in line
Be RESPECTFUL	- Maintain personal space - Play fairly and follow game rules - Respect the property of others (hands off)	- Look & listen when the teacher & others are speaking - Respond kindly to other's opinions	- Eat only what's on your tray - Voice Level 0-1 - Listen and follow directions given by adults politely	- Give people privacy: Only 1 student per stall - Voice Level - 0 - Wait your turn	- Voice Level 0-1 - Be respectful of any materials on hallway walls - Be respectful of learning happening in classrooms
Be RESPONSIBLE	- Take personal belongings with you - Play games in designated areas - Use playground equipment appropriately	- Keep your work area clean - Finish and turn in all your class/homework - Ask for help when you need it	- Pick up trash around you - All food and drink stay in cafeteria - Follow designated path	- Put trash in garbage cans - Wash your hands and turn off water - Flush toilet	- Have a pass when out of class - Only go where you are supposed to be - Report problems to office or teacher

SCHOOL POLICIES

CLASSROOM COMMUNICATION

Our aim is to limit disruptions to classroom instruction. To make appointments with the teacher, please message him or her directly through Parent Square. You may also leave messages with our office staff and the message will be placed in the teacher's mailbox.

SCHOOL VISITORS

All visitors must check into the office and provide government-issued photo ID. Our front office will provide a visitor's pass.

CAMPUS SECURITY

Our campus is monitored by security cameras. All gates will be locked during school hours. This is to ensure the safety of all students here at Primrose.

ATTENDANCE PROCEDURES

Please send a note when your students are absent. Telephone contacts from the office and verification forms may be accepted in lieu of parent notes. Attendance is completed each morning by 8:50 a.m. Students are expected to be in their seats and ready to learn at the start of class (8:45 a.m.) every day. SART attendance forms and meetings with the principal/designee will be used to monitor students with chronic attendance problems, including tardies and late/early pick-ups.

Absences: California now has a positive attendance law: i.e., schools only receive funding for actual days of attendance. Please be sure your child attends school every day. **IMPORTANT: Whenever your child is absent, please call the school (357-5790) or send a dated note on the day of the child's return stating specifically the reason for the absence.** If your child must be absent for **more than five (5) days**, you may contact his/her teacher to fill out an Independent Study Contract. The teacher needs to be given 3 days' notice. Upon the child's return and the successful completion of that contract (as verified by the teacher), those absences will be changed from "Excused" to "Independent Study Credit", which counts as the student being present, on the school records. Continuous absences may result in a SARB (School Attendance Review Board) referral. **Note: Students may make up an absence at Saturday School.**

Tardies: Students are expected to be in their seats at the start of class (8:45 a.m.) every day. Students who are tardy must first enter the front office and report to the Attendance Clerk. **Parents should be aware that if a student is tardy more than thirty minutes on three or more days during the school year and such tardiness is not excused, it shall be classified as truancy and shall be reported to the Department of Child Welfare and Attendance and to the parent.** Continuous tardies may result in a SARB referral. **Note: There is no way to make up a tardy.**

SCHOOL ATTENDANCE REVIEW TEAM/SCHOOL ATTENDANCE REVIEW BOARD

SART 1: Letter to the parent (copy to the teacher) when the student has three (3) unexcused or excused absences and/or three (3) tardies of 30 or more minutes. The teacher confers with the parent and student and keeps documented information in the SART folder.

SART 2: Letter to the parent for six (6) absences and/or tardies. The parent is requested to set up a meeting with the principal to discuss the attendance problem.

SART 3: Letter to the parent for nine (9) absences and/or tardies. A meeting time and date will be scheduled for the parent to meet with the principal.

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

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

TRANSPORTATION/PARKING

Please follow all traffic safety laws and do not park in the red fire lane loop. You may park on the south side parking lot or in the street.

HANDICAP PARKING

Only automobiles/people with designated placards may park in the handicap parking. School police will issue citations for any cars parked without a handicap placard.

BICYCLE/SCOOTER/SKATEBOARD PROCEDURES

The Board of Education expects students who ride bicycles to and from school to consistently wear bicycle helmets in conformance with California law, observe traffic and other safety laws and rules, and display courtesy toward drivers of motor vehicles, other bicycle riders, and pedestrians. ***Students in grades K-3 are not allowed to ride bicycles to and from school under any circumstances.***

LOST AND FOUND

Items found on the playground and around the school are taken to the cafeteria. Items that remain there, unclaimed, will be donated to charity at the end of the school year.

EMERGENCY INFORMATION

In case of an accident or sudden illness at school, emergency treatment is given to the child, and the parent is notified. You are urged to keep the School Emergency Information Card up to date. **Please notify the school at once if your address or phone number has changed.** It is of utmost importance that we have your phone number or that of a friend, neighbor, landlord, or relative in case of an emergency. If we are unable to reach you in case of emergency, the police will be notified to assist in getting proper emergency care. No child is sent home in the absence

of parents. If a medical emergency appears serious in nature, the school will notify 911 and an ambulance will be called. Parents will assume financial responsibility for this medical assistance.

HOMEWORK

Parents are encouraged to provide an appropriate space and a quiet time conducive to the completion of homework each evening. When children do not have assigned homework, they should be encouraged to spend time reading.

PARENT/VOLUNTEER INFORMATION

Volunteers are very much wanted and appreciated. **Please see our front office for volunteer paperwork. The cost for the fingerprints is to be paid by the volunteer.**

CLASSROOM PARTIES/BIRTHDAYS

Student birthday parties are not allowed. Treats such as cupcakes, cakes, or ice cream are not permitted per our District Wellness Policy and per our school practice of focusing on instruction bell to bell. **You are welcome to send little bags with non-food items such as pencils, stickers, erasers, small toys, etc. that teachers can pass out at the end of the day, as long as there are enough bags for all students in the class.**

HOME AND HOSPITAL INSTRUCTION

Any pupil with a temporary disability (2 weeks or longer) which makes attendance in regular day classes or alternative education program impossible may receive individual or home instruction. Instruction in the home/hospital program will be provided by the Fontana Unified School District Department of Alternative Education. Please contact the front office as needed for the next steps in this process.

FIELD TRIPS

Field trips are an extension of the curriculum. Students must have a parent/guardian permission slip to attend.

Parents who would like to join us need to complete volunteer paperwork, to include fingerprinting. Parents who volunteer regularly will be asked to chaperone first. Should additional chaperones be needed, other parents may be invited. Students may be excluded from a field trip for safety reasons.

LIBRARY

With regard to textbooks and library books, parents/students are financially responsible for all books and electronic devices that are checked out to them. If children are missing a book, computer equipment, or musical instruments, parents may be fined.

BUS CONDUCT/SAFETY RULES

To ensure the safety of students riding the school bus, all riders must abide by the following adopted District rules and regulations and California State laws. **Failure to do so may cause refusal of transportation to any student:**

- Please arrive at the assigned pick-up point at least five (5) minutes before the bus is due to arrive.
- Use only the bus stop, bus, and bus pass assigned to you.
- Orderly behavior is required at the bus stop and school loading zones. When the bus arrives, you must stay in a line, stand at least six feet back from the curb, and not move toward the bus until it has come to a complete stop and the driver has opened the door.
- Find a seat quickly after boarding the bus and remain seated, facing forward, at all times while the bus is in motion.
- Please be aware that the bus driver must be able to devote full attention to the road to ensure the safety of everyone aboard the bus and that the safety of the whole group depends upon the proper, safe, conduct of everyone. Therefore, any distraction or disturbance, such as shouting, yelling, boisterous behavior, or any unnecessary loud noise or conversation with the driver, cannot be permitted.
- Always keep head and arms inside of the bus, and never yell or shout out the window.
- Orderly behavior is required while you are aboard the bus. Abusive body contact (fighting, slapping, hitting, poking, shoving, etc.) is not permitted.
- Eating, drinking, and chewing gum are not allowed on the bus.
- Animals (mammals, birds, reptiles, fish, insects, etc.); large objects (skateboards, boxes, etc.); glass objects; aerosol cans of any type; matches; lighters; radios; knives of any kind; scissors; guns; alcoholic beverages and/or drugs, or balloons MAY NOT be carried aboard the bus.
- Littering on the bus, vandalism, or throwing anything in or out of the bus are not permitted.
- Always wear shoes on the bus (bare feet are not allowed). Cleats are not allowed.
- You must never open, close, or tamper with any part of the bus or its equipment unless specifically instructed to do so by the driver.

- Follow your driver's instructions when getting off the bus, and always cross in front of the bus when crossing the street.
- Students may not use profane language, obscene gestures, or be in possession of pornographic materials.

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 students, is disruptive to school operations, and the education process in general, or is contrary to law. 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 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, which would interfere with the educational process.

DRESS STANDARDS

Dress should be suitable and comfortable for normal school activities. Health and safety are guides to acceptable school attire. Undergarments are NOT TO BE SEEN outside of clothing.

- **Pants/Shorts/Culottes/Skirts/Jumpers-** Baggy shorts or pants are not acceptable. If belts are worn, they must not be more than one size too large, must be worn through the belt loops and if the belt buckle has a letter, it must be an initial of the child's name. 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-** 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 fabric, halter tops, bare midriff, spaghetti straps, and tank tops are not allowed. Students may not wear shirts inside out. Undergarments are not to be seen outside of clothing. Students will be required to contact parents to provide a change of clothing in these circumstances.
- **Jackets/Coats/Jerseys-** Jackets and coats, as well as all other clothing, backpacks, notebooks, etc. must not have writing or pictures that are sexually suggestive, derogatory, gang-related, or could be construed to have a "double meaning," which advocate the use of drugs or alcohol or suggest the use of profanity. Athletic team jackets, jerseys or team t-shirts that display team logos could become disruptive to school operations and the education process and are not allowed.
- **Jewelry-** Jewelry is not allowed to be worn at school. Necklaces, bracelets (including rubber band bracelets), rings, watches with toys or noise, anklets, toe rings, dangling earrings, and any other piercing are not to be worn at school. This is a safety issue. Post earrings are allowed. Wallets with chains, straps attached to hip or wallets are prohibited.
- **Shoes- Closed-toed shoes should be worn at all times.** Flip-flops, backless shoes, backless sandals, sandals with open toes, bedroom slippers, moccasins, rubber/plastic shoes, *shoes with wheels*, or high heels are not allowed and pose a tripping hazard at recess/PE. Students wearing such shoes may not be permitted to participate in regular activities for safety reasons.
- **Hats/Caps/Sunglasses/Scarves-** Students may NOT wear hats, caps, sunglasses, or scarves to school except during hot or cold weather to protect from the elements, **except for religious head coverings such as yarmulkes/kippot or hijabs**. Non-religious head coverings must be removed while indoors. Items must be worn properly.

DAMAGE TO SCHOOL PROPERTY

Purposely damaging school property may result in a suspension and parents will be held financially liable.

EDUCATION CODES (EC):

California State Education Codes Dealing with Suspension and/or Expulsion:

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 any of subdivisions

(a) to (g), inclusive:

EC 48900:

- (a)(1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2)** Willfully used force or violence upon the person of another, except in self-defense.
- (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e)** Committed or attempted to commit robbery or extortion.
- (f)** Caused or attempted to cause damage to school property or private property.
- (g)** Stolen or attempted to steal school property or private property.

- (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products.
- (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- (k)** Disrupted school activities or otherwise defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l)** Knowingly received stolen school property or private property.
- (m)** Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replicas is a firearm.
- (n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 or 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 as defined in subdivision (b) of Section 245.6 of Penal Code.
- (r)** A pupil may 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 or principal or occurring within any other school district. A pupil may be 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.
- (s)** A pupil who aids or abets, as defined in Section 3413 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer 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).
- (t)** As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u)** A superintendent of 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.
- (v)** It is in the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2 Sexual Harassment (Definition Education Code 212.5)

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

EC 48900.3 Act of Hate Violence

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 of 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 223.

EC 48900.4 Harassment, Intimidation, etc.

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 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 class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

EC 48900.7 Terroristic Threats Against School Officials, School Property or both

(a) In addition to the reasons specified in Sections 48900, 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 actually carrying it out, which, on 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.

SCHOOL PROGRAMS

INSTRUCTIONAL SUPPORT TEACHER

The Instructional Support Teacher meets with students in small group settings during WIN time to help students gain valuable literacy skills.

STUDENT INTERVENTIONS TEAM

The SIT meets regularly to review the progress of students. The SIT team makes recommendations for program interventions. Whenever a student is referred to the SIT, the teacher completes an extensive report on the student's progress. Parents and students are invited to the SIT meetings.

SPECIAL EDUCATION

Our school offers resource, speech, and other related services, in addition to hosting four special day classes. Please ask your teacher if you have any questions about special education!

ENRICHMENT CLASSES

We offer enrichment classes in music and science for 4th/5th grade students as well as the arts for K-3 students.

GIFTED AND TALENTED EDUCATION

The district tests students to see if they qualify for the Gifted and Talented Education (GATE) program. Children in the program will receive differentiated instruction in their regular class to meet their educational needs and may participate in extracurricular GATE activities.

INTERNET ACCEPTABLE USE POLICY

All Fontana Unified School District students and parents must sign a Student Internet Acceptable Use Policy before students are allowed to use school internet services. Child safety is a critical concern for internet consideration. 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. A copy of this policy will be sent home by your child's teacher.

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.

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.

Complaint & Resolution Processes
Uniform Complaint Procedures (UCP) Annual Notice

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

- Accommodations for Pregnant and Parenting Students
- Adult Education Programs
- After School Education and Safety Programs
- 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 in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200-220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
- Educational and graduation requirements for students in foster care, homeless students, students from military families and students formerly in a juvenile court school
- Every Student Succeeds Act (ESEA)
- Local Control and Accountability (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Student Fees
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Plans for Student Achievement (SPSA)
- School Safety Plans
- School Site Councils
- State Preschool Programs
- State Preschool Health and Safety Issues in License Exempt Programs
- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
- Any other state or federal educational program the Superintendent of Public Instruction or 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.

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. 29194
TITLEIX@fusd.net

Notice of Parent and Student Rights Under Section 504, The Rehabilitation Act Of 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504", is a nondiscrimination law enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, bending, seeing, hearing, speaking, breathing, working, learning, thinking, concentrating, and performing manual tasks. This list is non-exhaustive.

Dual Eligibility: Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this

Notice form to set out the rights assured by Section 504 to disabled students who do not qualify under the IDEA.

The enabling regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. You have a right to be informed by the school of your rights under Section 504. (The purpose of this Notice form is to advise you of those rights.) 34 CFR 104.32
2. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. (Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.)
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 CFR 104.35
7. Testing and other evaluation procedures must comply with the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical condition, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports. 34 CFR 104.3
8. Placement decisions must be made by a group of persons (i.e., the Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35
9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. 34 CFR 104.35
10. You have the right to notice prior to any action by the District in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36
11. You have the right to examine and review all of your child's educational records, including the right to obtain copies of such educational records at reasonable cost unless the cost would deny you access to the records, and the right to request corrective action if you believe information contained in the record is inaccurate or misleading. If the school district refuses to amend the record, you have the right to request a hearing. 34 CFR 104.36
12. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or education placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36
13. If you wish to challenge the actions of the District's Section 504 Committee in regard to your child's identification, evaluation, or educational placement, you should file a written appeal with the District's Section 504 Coordinator within 10 (ten) calendar days from the time you received written notice of the Section 504 Committee's action(s). A hearing will be scheduled before a hearing officer, and you will be notified in writing of the date, time, and place for the hearing.
14. If you disagree with the decision of the hearing officer, you have a right to a review of that decision by

a court of competent jurisdiction. 34 CFR 104.36

15. On Section 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the District's Section 504 Coordinator, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
16. You also have a right to file a complaint with the Office for Civil Rights. The address of the Regional Office which covers California is:

**United States Department of Education, Office for Civil Rights, Region IX
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102**

Cell Phones and Electronic Devices Policy

TK-8 Schools

Introduction

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

Use Restrictions

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

Classroom and Emergency Use

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

Definition of Educational Purposes

"Educational purposes" refers to the use of electronic devices under teacher supervision for activities that directly support instructional goals. Examples include:

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

Filming and Photography

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

School-Related Off-Campus Activity Cell Phone Use

- Students may not use personal cell phones or electronic devices during school-sponsored off-campus activities (e.g., field trips, academic competitions, performances, or community service events) unless explicitly authorized by a supervising adult.
- This includes making calls, texting, using apps, or taking photos and videos.

- Exceptions may include using devices for navigation, emergency contact, or event-specific instructions, and must be clearly communicated by staff prior to or during the activity.

Policy Violations and Consequences

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

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

Confiscation and Security Protocols

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

Accountability & Security

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

Exemptions

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

Compliance

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

Final Thought

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

