

OLEANDER SCHOOL YEARLY CALENDAR 2009-2010
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July 28	Kindergarten Orientation
July 29	First Day of School
August 17-August 28	CELDT Testing Window (Grades K-5)
August 6	Back to School Night
August 27	Picture Day
September 7	Labor Day (No school)
October 26-October 30	Parent Conferences (Minimum Days)- Report cards given at conferences <ul style="list-style-type: none"> • 1st – 5th Grade Students -8:40 -12:30 • Kindergarten – Regular school schedule
October 30	End of the First Trimester
November 30	Second Trimester Begins
October 28*	First Trimester Awards Grades (Primary)
October 29*	First Trimester Awards Grades (Intermediate)
November 2- November 27	First Off-Track Recess
November 2- November 13	Intersession
November 30	Return from First Off-Track Recess
December 21-January 1	Winter Recess
January 4	Return from Winter Recess
January 18	Martin Luther King Jr. Birthday (No School)
February 8	Lincoln's Birthday (No School)
February 15	President's Day (No School)
March 5	End of the Second Trimester (Report Cards are sent home)
March 29	Third Trimester Begins
March 3*	Second Trimester Awards (Primary)
March 4*	Second Trimester Awards (Intermediate)
March 8-March 26	Second Off-Track Recess
March 9-March 18	Intersession
March 29	Return from Second Off-Track Recess
April 22-May 20?	STAR (CST/CAT-6/CAPA) Testing Window
March 3	STAR Writing Test (4 th Grade Only)
March 4	STAR Writing Test Make-Ups (4 th Grade Only)
May 31	Memorial Day (No School)
June 11-June 15	Fifth Grade End of the Year Activities
June 14*	Third Trimester Awards (Kindergarten)
June 10*	Third Trimester Awards (Grades 1 and 2)
June 11*	Third Trimester Awards (Grades 3 and 4)
June 15*	Fifth Grade Completion Ceremony
June 15	End of the Third Trimester (Report Cards are sent home)
June 15	Last Day of School (Minimum Day)

Report Card Dates	
October 26-October 30	First Trimester
March 5	Second Trimester
June 15	Third Trimester
Mandatory Progress Reports	
September 11	First Trimester
January 22	Second Trimester
April 30	Third Trimester

Additional Minimum Days	
October 30	First Trimester
March 5	Second Trimester
June 15	Third Trimester

Awards Assemblies	
October 28	First Trimester Awards (Primary)
October 29	First Trimester Awards (Intermediate)
March 3	Second Trimester Awards (Primary)
March 4	Second Trimester Awards (Intermediate)
June 14	Third Trimester Awards (Kindergarten)
June 10	Third Trimester Awards (Grades 1 and 2)
June 11	Third Trimester Awards (Grades 3 and 4)
June 15	Fifth Grade Completion Ceremony

Days of Non-Student Attendance	
September 7	Labor Day
November 11	Veteran's Day Observed
November 26-November 27	Thanksgiving Holiday
December 21-January 1	Winter Break
January 18	Martin Luther King Jr. Day Observed
February 8	Lincoln's Birthday Observed
February 15	President's Day Observed
May 31	Memorial Day

* Dates for Trimester Awards are tentative and subject to change. Dates for assemblies will be sent home with students.

The Fontana Unified School District Mission

To graduate all students prepared to succeed in a changing world.

Fontana Unified School District celebrates learning through the development of the whole child. Our commitment to excellence provides quality education, in depth, for all students.

Goals for the Fontana Unified School District

The Fontana Unified School District will prepare students for a productive future by providing:

Goal 1: LEARNING FOR ALL STUDENTS

Every student will be provided a comprehensive educational program aligned with the California State Standards that increase student achievement at the highest level and increases attendance.

Goal 2: SAFE, POSITIVE, WELL-MAINTAINED SCHOOLS

Every student will be provided with a clean orderly and adequately equipped school that is organized for its educational purpose and where every student is welcomed, respected and valued.

Goal 3: QUALITY STAFF PROVIDING QUALITY SERVICE

Every student will be provided with a quality education by highly qualified staff who will be continuously trained in teaching strategies, support programs and staff development activities.

Goal 4: SCHOOL/HOME/COMMUNITY PARTNERSHIPS & COMMUNICATION

Every student will be supported, and relationships enhanced, through open communication with parents, students, colleagues and the community to develop partnerships.

Goal 5: ACQUISITION & ALLOCATION OF RESOURCES THAT SUPPORT GOALS 1-4

Every student will be supported through the strategic allocation of all resources by continuously reviewing, updating and fully implementing all district plans.

Adopted by Board of Education: May 18, 2005

PRINCIPAL'S MESSAGE

Dear Families,

I want to welcome you to the 2009-2010 academic school year. The staff and I are looking forward to working with you and your children this year. This year, we will continue to strive to provide the best instructional environment for your students, while at the same time, provide an environment that is warm and welcoming to all. We have three new teachers we are welcoming to our Oleander family and I believe each of these individuals is an excellent match for our philosophy and vision here at Oleander.

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:

- Safety will continue to be a high priority. All gates to the campus will be closed. If your child is late, they will need to enter through the office.
- Only individuals **18 years and older**, have a valid picture identification card, and who are listed on the Emergency Screen will be allowed to pick up your child once they are checked into the office.
- Learning cannot occur if your child is not in school. Attendance will continue to be a high priority. Please have your child at school everyday so that their academic progress isn't impacted. Additionally, please try to schedule any doctor or dentist appointments late in the afternoon, as picking them up early can impact their education as well.
- We encourage parents to become an active member of our school community. Please join PTA and help enrich our students experience here at Oleander.
- Please take note of the newly adopted Wellness Policy for the Fontana Unified School District, which has nutritional guidelines and standards.
- Remember early dismissal is considered a reverse tardy and will prevent your child from being recognized as having Perfect Attendance.

We are preparing to have a great year this year. If you have any questions, please stop by the office, and meet with myself or the Assistant Principal. If we are unable to meet with you at that time, please schedule an appointment so that we can address your concerns as soon as possible.

Let's have a great year!

Sincerely

Gorge Santiago
Principal

GENERAL SITE INFORMATION

SCHOOL HOURS

The school campus is open to students at 8:15 a.m., and supervision is provided, beginning at that time, on the playground for students in grades 1-5. Please do not bring your child too early to school because there is no supervision until 8:15 a.m. **Children may not leave the school grounds during the school day without prior written permission from parents and the approval of the school.** At the end of the school day students are expected to go directly home. Students should not go home with a friend without the parent's knowledge. ***Students who are not picked up within 10 minutes of dismissal will be checked into the office. Only adults 18 years and older and on the Emergency list, with a valid picture identification card will be allowed to pick them up.***

To avoid constant classroom interruptions, if there is a change in your child's pick-up schedule, please communicate that to your child before they arrive at school that morning. ***To avoid interruptions, no student will be dismissed after 3:00 p.m. on regular days and 12:30 p.m. on minimum days, unless there is an emergency or prior arrangements being made. Please schedule doctor/dentist appointments after school or during off track times. Checking students out early may result in a reverse tardy, which will affect your students attendance and possible awards. Please do not go to your child's classroom to pick them up. If you are near a classroom, or on campus, an administrator, teacher or noon-aide will ask you to wait in the assigned area. This is for the safety for all students. Your cooperation is appreciated and expected.***

Our school office closes at 4:30 p.m. and if your child has not been picked up, the school and/or city police will be contacted to pick up your child. (Please keep all contact information current)

SCHOOL VISITORS

Adults may visit the school whether they have a child enrolled or not AS LONG AS THEY HAVE LEGITIMATE BUSINESS ON CAMPUS AND HAVE PERMISSION FROM THE OFFICE AND THE PERSON BEING VISITED. If necessary, an administrator or designee will accompany the visitor. If an adult visitor becomes disruptive, disrespectful, or dangerous in any way, alert the office and request help. All visitors must check into the office before going to the classroom and all must have a visitor's pass. You do not allow a parent into your room if they do not have a Visitor's Pass. Call the office for assistance if there is a problem.

CAMPUS SECURITY

By Video:

Our campus is monitored by security video. This is to ensure the safety of all students here at Oleander.

ATTENDANCE PROCEDURES

Absence notes are to be received from the parent for each absence. Telephone contacts from the office and verification forms may be accepted in lieu of parent notes. Absent notes/telephone verification forms are kept by the teacher for each month and turned into the clerk as part of the track off/end of year checkout procedure.

Attendance calling is done daily in the office. Attendance is completed, using Zangle, each morning by 9:00 a.m. Students are expected to be in their seats and ready to learn at the start of class (8:40 a.m.) every day. Students will be considered tardy if they arrive to class after 8:45 a.m. The students will be tardy at 8:46 a.m. SART attendance forms and meetings with the

principal/assistant 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 (357-5700) 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 "unexcused" to "excused" on the school records. Continuous absences may result in a SARB (School Attendance Review Board) referral.

TARDIES: Students are expected to be in their seats and ready to learn at the start of class (8:40 a.m.) every day. Students who are tardy must report to the Attendance Clerk. **Parents should be aware that if a student is tardy in excess of thirty minutes on three or more days during the school year and such tardiness is not excused, it shall be classified as a truancy and shall be reported to the Department of Child Welfare and Attendance and to the parent.** Continuous tardies may result in a SARB (School Attendance Review Board) referral.

EARLY DISMISSAL: Students who leave the school before the regular dismissal time of 3:14 p.m. and 12:45 p.m. (Tuesday) must be checked out through the office. We cannot dismiss a child early by a telephone call. In addition, to avoid interruptions, students will not be dismissed 10 minutes before the end of the instructional day, unless it is an emergency. Please schedule appointments during off-track time. Because we value your child's instructional time, please help us keep interruptions to a minimum by not calling to leave personal messages for your child. Checking out your child before the end of the school day will result in a reverse tardy, which will affect the receiving of attendance awards.

Truancies:

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

CalWORKs

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

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

Excused absences will no longer be allowed for apportionment (ADA). Attendance focus will now be on compulsory attendance. "No student present, no money." A Valid excuse for compulsory education means there exists a justifiable personal reason for being absent. None of these will be used for apportionment as in the past. Since the focus has shifted from getting the absences excused (no such thing any longer for apportionment) to actual attendance, strategies must be developed to get students in school. Attendance clerks and workers should be major stakeholders in this role. Excessive justifiable absences must be scrutinized! If not, ADA will decline and so will our funding.

SART 1: letter to the parent (copy to the teacher) when the student has three (3) unexcused or unverified 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 further excessive 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 still-continuing 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.

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

TRANSPORTATION/PARKING

It is imperative you follow all traffic safety laws. Double parking or asking students to cross the street is dangerous and will not be allowed. If you must park, please do not park in front of the school as this is a drop off and pick up zone. Parking in this area will result in a citation. You may park on the east side of Oleander, but do not block any driveways or park in front on any curb painted red.

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 school under any circumstances. NO SKATEBOARDS, SCOOTERS, OR ROLLER SKATES ARE PERMITTED AT ANY TIME.***

Beginning at grade four, students may, with their parent's/guardian's permission and acceptance of responsibility for the student's safety, be allowed to ride a bicycle to and from school. Parents must sign a permission slip giving students permission to ride their bicycles. The office will then issue each student a bicycle pass. The school and the district shall not be held responsible for the safety of students who ride bicycles to and from school. Students who ride bicycles to school shall be required to park them in an area or areas designated by the school principal and shall be encouraged to use bicycle locks. The district shall not be responsible for lost, stolen, or damaged bicycles or safety helmets.

LOST AND FOUND

Items found on the playground and around the school are taken to the receptacles in the south west corner of the cafeteria, next to the stage. Items that remain there, unclaimed, will be donated to charity at the end of the school year. If your child is missing an item, please check the lost and found first.

ANIMALS

Animals occasionally come on the playground. Even the mildest dog may become infuriated when children crowd about, tease, or corner it. The custodian or principal should be alerted.

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

ADDRESS CHANGE

If you move during the school year, you have five days to notify the school of the change. You will need to come to school to fill out a change of address form and bring a utility bill (as proof of address) within five days or your student will be dropped.

DRESS CODE

Students are expected to wear a School Uniform daily at Oleander Elementary. The school uniform consists of a white or navy-blue shirt with blue jeans, girls can wear skirts. If your child does not come to school in a uniform they must wear clothing that complies with Board Policy #5132. Weather and safety should be considered in the selection of clothing and shoes. Shorts must not be too tight or baggy and must be hemmed (no cut-offs). Jogging shorts with splits up the sides are not appropriate for school. ***No clothing depicting violence, rudeness, alcohol, drugs, offensive words or pictures, gang affiliation or sports logos may be worn to school. Hats may be worn outside on the playground as long as the hats are not identified with a gang or sports team.*** Tank tops /Spaghetti Straps for boys and girls will not be allowed. Shirts must cover their stomachs. If your child wears coveralls, leaving one strap hanging is not allowed. Flip-flops, sandals, shoes with wheels, and open toe shoes are ***NOT*** allowed for safety precautions. Students may not wear or bring make-up to school. Jewelry that creates a health or safety hazard is not permitted. Students wearing inappropriate clothing to school will have their parents contacted.

Oleander Elementary prohibits the wearing of any hat, cap, shirt or jacket displaying any sport logos.

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 when your address or phone number has been changed.** It is of utmost importance that we have your phone number or that of a friend, neighbor, landlord, or relative in case of an emergency. If we are unable to reach you 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.

GANG PREVENTION

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

Articles of attire or the display of symbols, emblems, or signs related to gangs or gang affiliation, drugs, alcohol or violence are strictly prohibited on all campuses of the Fontana Unified School District. Gang symbols, signs, and attire which may cause rival gang members to be openly hostile to each other, or create an atmosphere or intimidation, encourage the commission of illegal acts, or disrupt the educational process are prohibited.

School officials will confiscate any articles related to gang affiliation if the article is found to be disruptive to the educational process. The article will be retained and given to the parent/guardian or to a police officer if the article is known to be evidence in a criminal act. The principal shall notify the parent/guardian of the taking of the article from the student, the disposition of the article, and if the article is not illegal for the student to possess, or evidence in a crime, shall request the parent/guardian to retrieve the article and remove it from the school.

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

HEALTH SERVICES

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

Medication

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

Immunizations

Polio

4 doses at any age, but... 3 doses meet the requirement for ages 4-6 years if at least one was given on or after the 4th birthday; 3 doses meet the requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.

Diphtheria, Tetanus, and Pertussis

Age 6 years and under (Pertussis is required) DTP, DTaP or a combination of DTP or DTaP with DT (diphtheria and tetanus)~5 doses at any age, but... 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4th birthday.

Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DTaP or any combination of these~4 doses at any age, but... 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Td) dose is required.

7th Grade Td booster~1 dose not required but recommended if more than 5 years have passes since last DTP, DTaP, DT, or Td dose.

Measles, Mumps, Rubella (MMR)

Kindergarten~2 doses both on or after 1st birthday

7th Grade~ 2 doses both on or after 1st birthday

Grades 1-6 and 8-12~ 1 dose must be on or after 1st birthday

Hepatitis B

Kindergarten~3 doses at any age

7th Grade~3 doses at any age

Varicella

Kindergarten~1 dose

Out-of-State Entrants~1 dose for children under 13 years; 2 doses are needed if immunized on or after 13th birthday

Insurance

Don't Let Your Child Miss Out!

Your child may be eligible for health care even if you work, are self- Employed, own your own home, are married, or are a legal resident. There are even programs for children without legal status.

Free and low-cost programs include: California Kids, Healthy Families, CHDP, Kaiser Permanente Cares for Kids Plan 1, Medi-Cal and others.

If you would like assistance with the enrollment application process please bring

in the following documents: Original birth certificate, Green Card-INS form I-551, Proof of income from working parent(s) no more than 45 days old or tax return, Social Security No. and Proof of residence (e.g. utility bill).

Call us for an appointment. Fontana Unified School District-Central Enrollment Center-9453 Citrus Ave. Bldg #51-Fontana-CA, 92335- (909)357-5500 Ext. 6861

Smog Alerts

Stage I

1. No strenuous outdoor physical activities.
2. Students remain indoors who have respiratory difficulties, notes from parents or doctors, or complain about the effects of the smog.
3. Normal classroom work and normal walking about school is permissible.

Stage II

1. All students remain inside (except to use restrooms, etc.)
2. No after school recreation.
3. No physical activity.

Stage III

If school is in session when episode is declared:

1. Students remain indoors.
2. No physical activity.

In the event a Stage III alert is **forecast** for the next school day, the Superintendent of Schools will issue instructions to site supervisors on actions that are to be followed by district personnel and students for the day of the predicted episode.

High Heat Procedures

In the event of High Heat (), the principal or assistant principal will call inclement weather and we will follow the inclement weather schedule. During this time period, students are not to leave the classroom unless it is an emergency or to use restrooms. They are to stay inside with the doors closed.

Health Policy Guidelines

COMMUNICABLE DISEASES

1. **Head Lice:** Upon examination, if child is found to have head lice or nits, he/she will be excluded from school until proper treatment has been completed and all nits are removed.
2. **Impetigo and Ringworm:** Area is to be covered and under treatment if child is to remain in school.
3. **Pink eye, Conjunctivitis:** Itching, redness, and thick yellow discharge from one or both eyes. Child will be excluded until eyes exhibit decreased infection and redness.
4. **Other Communicable Diseases:** Child will be excluded until doctor releases child to return to school; i.e. rashes, blisters, sores, etc.

RESPIRATORY PROBLEMS

1. **Green Pus like Nasal Discharge:** Child will be excluded from school and will be asked to remain at home until discharges have cleared up.
2. **Coughing:** Coughing with "rattled" breathing from chest and chest congestion. Phlegm producing cough and/or bad nasal congestion. Child will be excluded from school and will be asked to remain at home until free from cough 24 hours.

ILLNESSES

1. **Fever:** If child has a fever of over 100, child will be sent home for observation. Child is to remain home until fever free before returning to school.
2. **Vomiting:** If a child has emesis (vomiting) and appear ill, child will be sent home. Child is to remain home until emesis free before returning to school.

3. **Diarrhea:** If a child has had 2 loose stools or 1 watery stool, child will be sent home. Child is to remain home until diarrhea free before returning to school.
4. **Stomachaches, Headaches, Sore Throats:** If child does not exhibit other symptoms, i.e. fever, etc., child should be kept at home or be expected to remain in school for that day.

Seizures

If child has uncharacteristic or severe and/or successive seizures, child will be sent home for observation.

Antibiotics

1. If a child is on antibiotic therapy and the doctor advised him/her to remain home for a specific number of days, child must be kept home until released to return to school. Doctor is to provide a written release.
2. A child on special antibiotic therapy may attend school with a note of doctor's recommendation.

Please notify the school nurse if your child is on antibiotic or other medication and let her know if there is something the staff should know or watch for. Contact the school health assistant for appropriate paperwork if you desire medication to be given at school. Parent **MUST** accompany child to school on return if sent home with a communicable disease. Child must be cleared through Health Office before readmission to class can occur. If not cleared, child must return home with parent.

HOMEWORK

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

USE OF TELEPHONES

Students must ask permission in advance to use the school phone. Students are not to use the phone to call home to discuss family matters or ask if a friend can go home with them. Students may use the phone for lunch money, lunches, and homework as long as they have a note from their teacher. The phone on the front office counter is the one to be used by students. Students, who have not been picked up by parents 15 minutes after dismissal, will be assisted in calling home by the office staff.

PARENT/VOLUNTEER INFORMATION

VOLUNTEERS are very much wanted and appreciated. ***If you choose to volunteer 10 hours or more each month, you are required to be fingerprinted. The cost for the fingerprints is to be paid by the volunteer.*** The following guidelines have been prepared for you.

1. Please sign in and out at the office anytime you are on campus and obtain a Volunteer badge to wear.
2. Please avoid questions or discussions about your individual child to teachers while volunteering in the classroom. This is not an appropriate time to conduct a conference.
3. The use of profane language at school is inappropriate and unacceptable.
4. Please refrain from making negative comments about students, staff, or other volunteers. If concerns should arise, please discuss the matter with the staff involved or make an appointment with the principal.
5. Small children are not allowed to accompany parents volunteering in the classroom.

Observance of the above guidelines will help to make a positive experience for all concerned.

PARTIES

In an effort to keep our focus on the academic achievement of our students, **a maximum of three classroom parties** will be allowed for the school year. These parties need to be held during lunchtime or for the last 30 minutes of the school day. Individual student birthday parties are not allowed. Treats such as **Cupcakes or a cake are no longer allowed through the District Wellness Policy.**

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 or inadvisable may receive individual or home instruction. Instruction in the home/hospital program will be provided by the Fontana Unified School District. Contact the district office, department of alternative education.

FIELD TRIPS

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

LIBRARY

Textbooks & Library Book Regulations~ students are financially responsible for all books checked out to them. If your child is missing a book, the book must be found or your student will have to pay for the book. If the missing book is a text book, you have days to find the book or pay the fine. Your child must have access to all text books.

ACADEMICS

ACADEMIC RECOGNITION

The API (Academic Performance Index) is based on CST scores for grades 2-5. Oleander's API score was 731 for the 2007-2008 school year. Among similar schools based on socio-economic conditions, parent education, ELL population, transiency rate and number of teachers with credentials, we ranked 7. Among similar schools in the state, we ranked 2.

STUDENT RECOGNITION

Students are recognized throughout the year for achievement in academics, attendance, and behavior. Awards Assemblies are held at the beginning of the trimester for the previous trimester to recognize students for their efforts. Furthermore, Lunch with the Principal certificates are given monthly to students who have shown improvement in academics and behavior (teacher criteria). Attendance awards are based on daily attendance, tardies, and reverse tardies (early pick-up). Picking your child up before the school day is over could make him/her ineligible for the attendance awards.

It is important that we keep these recognition awards in perspective and realize that all children will not receive an award. Encourage your child to do his/her best regardless of an award.

The awards and criteria that will be given at the end of each trimester are:

- **Perfect Attendance Award**- This award shall be given to the students that have 0 absences, 0 tardies, and 0 reverse tardies.
- **Excellent Attendance Award**- This award shall be given to the students that have no more than 1 absence or 3 tardies (includes reverse tardies).
- **Personal Success Award**- This award shall be given to the students that have demonstrated success in academics, attendance, or behavior.

- **Principal's Honor Roll Award**- This award shall be given to students that receive **ALL** O's (outstanding) in grades K-3 and A's in grades 4-5 on their report cards in the areas of Language Arts, Mathematics, Social Studies, and Science.
- **Academic Achievement Award**- This award shall be given to students that have received O's and one (1)S in grades K-3 and all A's and one (1) B in grades 4-5 on their report cards in the areas of Language Arts, Mathematics, Social Studies, and Science.
- **Outstanding Citizenship Award**- This award shall be given to students that demonstrate appropriate behaviors and are role models of citizenship.

At the end of the year awards assembly special awards will be given to students that have received either the Principal's Honor Roll Award or the Perfect Attendance Award for ALL three trimesters. In order for the students to qualify for this special recognition, the student must have been at Oleander since the beginning of the school year (July 30, 2009).

RETENTION (AB 1629 & AB 1639)

California has two laws that affect whether students will move to the next grade or will be retained. Assembly bills 1629 and 1639 require school districts to identify students who are performing below grade level and to provide extra instruction outside the regular school day. Those students who still do not meet grade level standards after receiving the extra instruction will be held back to repeat the grade. If your child is at risk of having to repeat a grade, you will receive notification from the school principal or the student's teacher.

Graduation Requirement

Courses required for graduation and university admission.

The California Education Code (EC) establishes minimum requirements for graduation from California high schools. These requirements should be seen as minimums and support regulations established by local school boards.

The California State University (CSU) and the University of California (UC) have established a uniform minimum set of courses required for freshman admission. The UC has created a Doorways (Outside Source) site that provides complete information about the high school courses approved for university admission. In addition to the required courses, California public universities have other freshman admission requirements (Outside Source).

High School Subject Area	State Mandated Requirements* (EC 51225.3) For High School Graduation	UC Requirements For Freshman Admissions	CSU Requirements For Freshman Admissions
English	3 years	4 years of approved courses	4 years of approved courses
Mathematics	2 years, including Algebra I beginning in 2003-2004. (EC 51224.5)	3 years, including algebra, geometry, and intermediate algebra. 4 years recommended.	3 years including algebra, intermediate algebra, and geometry.
Social	3 years of	2 years of	2 years, including

Science	history/social science, including one year of U.S. history & geography; one year of world history, culture, and geography; and one semester each of American government and economics.	history/social science, including one year of U.S. history or one-half year of U.S history and one-half year of civics or American government; and one year of world history, cultures, and geography.	one year of U.S. history or U.S. history and government and one year of other approved social science.
Science	2 years, including biological and physical sciences.	2 years with lab required, chosen from biology, chemistry, and physics. 3 years recommended	2 years, including one year of biological and one year of physical science.
Foreign Language	1 year of either visual and performing arts or foreign language See above	2 years in same language required. 3 years recommended	2 years in same language required.
Visual and Performing Arts	See above	1 year of visual and performing arts chosen from the following: dance, drama/theatre, music, or visual art.	1 year of visual and performing arts chosen from the following: dance, drama/theatre, music, or visual art.
Physical Education	2 years		
Electives		1 year**	1 year**
TOTAL	13	15 (7 in the last 2 years)	15

***beginning in 2005-06, all students must pass the California High School Exit Examination prior to graduation, in addition to meeting course requirements.**

**Must be chosen from approved academic courses in history, English, advanced mathematics, lab science, foreign language, social science, or fine arts. See UC Doorways (Outside Source) for approved courses at your high school.

Parent Organizations and Committees

PTA

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

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

SCHOOL SITE COUNCIL (SSC)

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

The School Site Council meetings are held monthly at 9:00 a.m. on the school campus. It is vital that we have parent involvement and participation. We encourage any interested parent to join us.

ENGLISH LEARNERS ADVISORY COUNCIL (ELAC)

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

PARENT CENTER

Oleander has set-up a parent center in room T-5 in which parents can have access to many resources. The parent center provides books that can be checked out to parents in English and Spanish, at various reading levels. The parent center also provides parenting pamphlets and parenting videos in English and Spanish that can be viewed in the center that teaches parenting skills. Parents can visit the parent center Monday through Friday during school hours.

BEHAVIOR MANAGEMENT

GENERAL SCHOOL RULES

The following school rules are necessary for a safe and productive school environment.

1. **RESPECT:** Students shall show respect and consideration for others, including school property, etc.
2. **OBEDIENCE:** Students will obey school and classroom rules, participate in classroom activities and follow the directions of all school officials.
3. **PLAYGROUND RULES:** Students are to stop playing and freeze when the bell rings. No wrestling, tackling, karate, judo, chicken-fighting, bumper cars, horse-back riding, play-fighting or football. No climbing on fences; if a ball goes over a fence, tell a duty teacher or noon aide and follow their instructions. Do not bounce balls against the buildings or in the hallways. Do not throw sand, dirt, grass, rocks or wood chips. Do not kick the red balls, use a soccer ball instead. Do not chase or run on the asphalt unless a game is being played. Do not play Keep-Away with hats, balls, jackets, etc. Students are not to bring any balls or toys from home.
4. **RESTROOM USE:** Students will not play in the restrooms or disturb others who are there at the same time. Used paper towels will be placed in the trash cans. Students will be responsible for keeping the restrooms clean and neat. Parents will be financially liable for damages as a result of their child's vandalism. Students are to respect the privacy of others. Please wait for an empty stall.
5. **BRINGING PERSONAL ITEMS TO SCHOOL:** Students may **NOT** bring personal items to school. The school/district is not responsible for lost or damaged personal property. Students are not to bring gum, candy, sunflower seeds (or other seeds), glass items, toys, balls, walkmans, cell phones (may be turned off in back packs), or other electronic devices to school.

Return of Confiscated Items:

- 1st. Offense- Item returned to student in normal school day
- 2nd. Offense- Item returned to parent in normal school day
- 3rd. Offense- Item returned to parent at the end of the school year
6. Roller blades, scooters, and skateboards are not allowed on campus at any time including before and after school. ***Bringing items such as imitation firearms, pocket knives, etcetera or drugs/ alcohol of any kind will result in suspension and may result in expulsion and school police being notified.***
7. **APPROPRIATE LANGUAGE/GESTURES:** No obscene language or gestures will be tolerated on campus.

TO AND FROM SCHOOL

1. Student who walk to and from school.

- Use only designated walkways or crosswalks (no jaywalking).
- Obey crossing guards.
- No trespassing on other people's property.
- Go directly home after school unless parental permission is given to remain after school and adult supervision is available.
- Do not harass other students or people in the neighborhood going to and from school.
- Walk in groups or with a buddy.

2. Bus riders:

- Make sure you have your bus pass.
- Wait at the bus stop in an orderly manner.
- Remain seated while the bus is in motion.
- Refrain from eating or chewing gum on the bus.
- Keep your hands to yourself.
- Avoid loud talking or shouting.

CELL PHONES

Bringing cell phones to school is strongly discouraged. Cell phones must be kept off and in your child's backpack. If the cell phone is seen or is on, and interrupts instructional time, it will be confiscated and returned to your child at the end of the day (please see Electronic Devices for policy on confiscated items). The school will not be responsible for any lost, stolen or damaged cell phones.

CLASSROOM RULES

The rules set up by the teacher's for their classrooms are in line with the general school site and district guidelines. Every parent will be given a copy of their child's discipline plan by their teacher during Back to School. Discuss the rules and consequences with your child. Under no circumstances should students receive negative consequences for using the restroom during class.

CAFETERIA RULES

This school year, Oleander School is participating in the National Schools Breakfast and Lunch Program. A hot, well-balanced lunch and breakfast, including milk, will be provided to *all* students at no charge. Lunch menus are sent home with each child each month. Proper conduct is expected and required of all students in the cafeteria. Students are expected to remain seated until dismissed, clean-up after themselves, and to use their "indoor" voice while speaking to their friends. Children who misbehave will risk losing their privilege of playing at school during the noon hour. State regulations require that students must select items without assistance. The cafeteria will open for breakfast at 8:10 everyday. If you want your child to eat breakfast, they

need to be here at 8:15. ***Class begins at 8:40 a.m., and if your child arrives at 8:40 a.m. to eat breakfast, they will be considered tardy, and will not be eligible for an award for Perfect Attendance.***

When students enter the cafeteria they are expected to:

1. Walk into the cafeteria quietly.
2. Select one entree, one vegetable, fruit, bread, and pick up milk.
3. Take tray to Cafeteria Manager and key in their lunch number (if applicable).
4. Walk and sit down in assigned area.
5. Follow all directions from the adults on duty.

Cafeteria Rules

1. Talk quietly (inside voices).
2. Eat your food.
3. Stay seated.
4. DO NOT throw food or any other objects at anyone.
5. Toss trash in cans/recycle trays when dismissed.
6. Raise hand for help by noon aides.
7. WALK to line up when excused.

If rules are not followed, future lunch detention may be given by the administration.

ELECTRONIC DEVICES

I-pods , mp3's, PSP's, Gameboys, Nintendo DS or other electronic devices are not allowed at school. If these items are brought to school they will be confiscated and the following will be implemented:

	Action	Person Responsible/Notified	Item Returned
First Offense	Item confiscated	Student/Parent	End of the day
Second Offense	Item confiscated	Parent	End of the week with a referral
Third Offense	Item confiscated	Parent	End of the year with referral

We are not responsible or liable for any item brought to school that is lost, stolen or damaged.

PHILOSOPHY OF DISCIPLINE

We view a safe and orderly campus as an essential component for successful education. Student discipline at Oleander helps each child to act responsibly. All students will comply with school rules, maintain proper standards of dress and appearance, and be accountable for their conduct to and from school.

The school offers a program prescribed by the Board of Education to prepare students for citizenship and to create an awareness of the individual's responsibility for his/her own actions in accordance with the rules of socially accepted behavior. Rules of discipline exist to ensure orderly, healthy, and productive environments in the school and classroom. The rules are designed and administered so they promote self discipline, civility, and respect for self and others.

AREAS OF RESPONSIBILITY IN DISCIPLINE

Party	Responsibility
PRINCIPAL	The school principal shall be responsible to the Superintendent of Schools for the conduct of the school. The principal shall have the responsibility and the authority to form a school rules committee, review and approve rules and regulations submitted by the school rules committee, submit school rules to the School Board, and enforce school rules and district policies related to standards of student behavior.
TEACHERS	Teachers shall be directly responsible for adequate control of pupils under the supervision of the school. This responsibility shall extend to the active and effective enforcement of school rules and appropriate classroom and campus behavior.
PUPILS	Each pupil shall maintain a satisfactory standard of conduct and self-control, be diligent in study, and adhere to the rules and regulations of the school.
PARENTS AND GUARDIANS	Parents or guardians shall be held responsible for cooperating with school authorities and seeing that their children are diligent in study and attendance. Parents or guardians are expected to participate in conferences regarding the behavior of their children. In cases where a child continuously displays inappropriate behavior, parents may be requested by the teacher to attend school for all or part of a school day.

CONSEQUENCES OF STUDENT MISCONDUCT

Students who become involved in misconduct while under the jurisdiction of the school shall be subject to appropriate disciplinary actions. When appropriate, alternative methods of discipline are used with the purpose of making a positive change in the student's behavior. Please review our **GENERAL SCHOOL RULES**. Depending upon the nature of the misconduct, one or more of the following options may be exercised:

General Guidelines of Discipline

Student Infraction	Possible Action	Positive Outcome	Responsible Staff	Parent Contact	Record
<ul style="list-style-type: none"> • Classroom and school misconduct. 	Verbal Warning & Conference w/Staff	Behavior Changed, and time to "cool down"	All Staff	None	None
<ul style="list-style-type: none"> • Classroom and school misconduct. 	"Time Away" from class	Removed from situation. Behavior Changed "cool down"	All Staff	Telephone or Note sent	Teacher keeps record
<ul style="list-style-type: none"> • Aggressive Playing • Profanity and vulgarity • Defiance • Teasing 	Recess Detention	Time away to consider better choices. Understand there are consequences for actions.	All Staff	Telephone	Referral
<ul style="list-style-type: none"> • Repeat of above infractions. • Cheating • Pushing & Shoving • Fighting (any 	After-School Detention (parents make transportation arrangements) or may be referred to admin. For consequence	Consider choices to alter future behaviors.	Teacher and Administration	Telephone Contact and 24 hour notice prior to detention. Teacher may also initiate conference	Referral kept by administration

<ul style="list-style-type: none"> degree) Bullying 					
<ul style="list-style-type: none"> Repeat of above infractions. 	Suspension from Class (One Day) & Exclusion from Field Trips*	Day away with another teacher to discuss choices and away from negative stimuli.	Teacher	Telephone call Suspension Form Mailed	Referral kept by administration
<ul style="list-style-type: none"> Repeat of above infractions. Fighting off school grounds Sexual Harassment 	Suspension from School or In-School Suspension (Administrator's Discretion)	Day away at home or in another classroom removed from situation, to change future behavior.	Administration	Telephone call; student sent home, , and/or parent, student, teacher conference	Suspension in student record
<ul style="list-style-type: none"> Repeat of above infractions. Excessive suspensions Violation of EC 48900 A1-Q, 48900.2-4, 48900.7 	Suspension from school AND Pre-Expulsion Hearing (Expulsion to be determined by District Office)		Principal/District Office	Letter Mailed Expulsion Hearing	Complete record of action taken by D.O.

Action Depending on the severity of the incident, action taken, including suspension or expulsion can take place regardless if no other prior incident took place.

Students may be excluded from a field trip for safety reasons.

Suspensions from school are limited to 5 school days for each offense and are limited to a total of 20 school days per year; students who exceed 20 school days shall be recommended for expulsion.

Suspension from class or school by the teacher (one day in house) or principal, are authorized only for specific offenses, as listed in the Education Code 48900, such as:

- Habitual defiance of authority
- Habitual disruption of school activities
- Causing harm or threatening to cause harm to other students or staff
- Possession and/or sale of controlled substances, such as tobacco, drugs, alcohol
- Possession and /or use of weapons or imitation weapons as dangerous objects.
- Robbery or extortion
- Obscene acts
- Sexual harassment/assaults

DAMAGE TO SCHOOL PROPERTY

Purposely damaging school property (books, desks, computers, graffiti, etc) can result in a suspension and parents will be held financially liable.

AFTERSCHOOLWORK PROGRAM (Detention)

Students may receive after-school detention to help correct negative behaviors. Parents will be given 24 hours notice, and will be responsible for picking up their child and providing transportation.

SUPERVISED SUSPENSION CLASSROOM

As an alternative to at-home suspension, students may be suspended to another classroom for the day. Parents will receive written notification when their child has been suspended from the classroom.

SATURDAY SCHOOL

Saturday School will not be used as a means to correct negative behavior. Saturday School will be offered as an extended day opportunity for students who are considered Retention Candidates, At-Risk Candidates or have been retained. ***This will be offered if funds are available.***

Ed Codes:

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 (q), inclusive:

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

SEXUAL HARASSMENT

It is the intent of the regarding benefits, services, honors, programs, or activities available through the educational institution. Board of Education (BP 5145.7) that no student shall be sexually discriminated against because of unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature by any person within the educational setting. Every year, students in all grade levels are trained in how to prevent sexual harassment, and the consequences for committing sexual harassments. Furthermore, students are encouraged to speak to an administrator, teacher or another adult to prevent a stop sexual harassment.

SCHOOL PROGRAMS

COUNSELOR

We are fortunate enough to have a half-time Counselor at Oleander. Students are referred to the Counselor by teachers or administration. If you wish for your child to see the counselor, please provide the teacher a written note, or stop by the office.

ELL SUPPORT TEACHER

The ELL support teacher is responsible for providing small group support to English Language Learners identified as levels 1-4 on the annual CELDT exam given to English Language Learners. Furthermore, they are responsible for conducting in class modeling of various ELL strategies to assist teachers in meeting the needs of ELL students.

INTERSESSION

An intersession program, focused on reading, mathematics, and writing skills is offered during off-track times. Students who are at-risk for retention have first priority, but teachers may recommend other students for this program.

STUDENT INTERVENTIONS TEAM

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

TUTORING

A variety of tutoring programs are offered to students before or after school in Language Arts and Math. Morning tutoring usually takes place from 7:30 to 8:15, while afternoon tutoring is from 3:30 to 4:15. The tutoring is provided by classroom teachers and is funded through various categorical programs. Some of the tutoring that occurs includes:

- **ELAP:** A program for 4th and 5th English Language Learners. This program is funded by a grant designed for 4th and 5th grade students to help them in acquiring English in order to become successful in reading and writing.
- **Reading Tutoring:** Students are selected by teachers to receive assistance in specific areas of reading. This is designed for students in grades 1-5.
- **Math Tutoring:** Students are selected by their teacher to receive assistance in specific areas of mathematics. Emphasis is placed on developing a strong foundation in basic skills including, adding, subtracting, place value, regrouping, multiplication, etc.

**Programs offered are dependent on funding.

STUDENT COUNCIL

Please see Associated Student Body (ASB)

SPECIAL EDUCATION

The Resource Specialist Program (RSP) and Designated Instructional Services (DIS)—Speech and Language programs provide support to students who meet specific criteria as defined in the Individuals with Disabilities Education Act (IDEA).

ENRICHMENT CLASSES

Enrichment classes are for the 4th and 5th grades. Music takes place on Fridays.

ADAPTED PHYSICAL EDUCATION (APE)

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

GIFTED AND TALENTED EDUCATION

The district tests all second graders to see if they qualify for the Gifted and Talented Education (GATE) program. Children in the program at Oleander are clustered and receive differentiated instruction in their regular class to meet their educational needs.

ASSOCIATED STUDENT BODY (ASB)

Comprised of 4th and 5th grade students. Those that apply participate in leadership activities on and off campus. Students are responsible for assisting and supporting various school programs including Red Ribbon Week, Testing Week, Canned Food Drives, School Spirit Days and so forth. These students must have been identified as being At-Risk or Advanced on the California Standards test, and must model positive behavior.

DISASTER PREPAREDNESS

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

DISTRICT POLICIES

Wellness Policy

In accordance with Fontana Unified School District's Board Policy #3354.1, the following rules apply in reference to serving students refreshments during the school day. **Parents and Guardians who wish to provide refreshments are encouraged to bring commercially prepared food items that meet the guidelines of Fontana's Unified School District's Wellness Policy., as students who have food allergies will have access to the listed ingredients**

All food must follow the Fontana Unified School District's Wellness Policy

The Board of Education of the Fontana Unified School District recently adopted a Student Wellness Policy (Board Policy 5030) in order to comply with new state and federal laws. The new policy recognizes the link between student health and learning. Board Policy – Student Wellness outlines the components of a comprehensive health literacy program designed to build the skills and

knowledge that all students need to maintain a healthy lifestyle and includes: physical activity; health education; nutrition services; counseling services; safe and healthy school environments; and parent/guardian and community involvement.

A major component of the policy outlines the new nutrition standards for foods and beverages sold to students during and after the school day, including sales from vending machines, student stores and fundraisers; the new nutrition standards for food and beverages offered to students during celebrations, classroom parties and as rewards.

With these required changes, we believe that we are developing a better nutrition/wellness program for our students and sending them a consistent message that proper health and nutrition are an important part of their education.

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

ELEMENTARY NUTRITIONAL REQUIREMENTS

Items offered must be commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.

Food/Snack Standards:

- Not more than 35% of its total calories shall be from fat.
- Not more than 10% of its total calories shall be from saturated fat.
- Not more than 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar.
- Not more than 175 calories per item.
- *Exemptions* are nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.

Beverage Standards:

- Fruit-based and vegetable-based drinks that are at least 50% juice without added sweeteners.
- Drinking water without added sweeteners.
- Milk products including 2%, 1%, nonfat, soy, rice and other similar non-dairy milk.
- An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-oz. serving.

Food and Beverages Sold or Served in Elementary Schools, PreK to 6

Issue	Standards
<p>Food & Beverage Sales During the School Day</p>	<p>The sale of food is not permitted except when <u>all</u> of the following conditions are met::</p> <ul style="list-style-type: none"> ▪ The student organization may sell one food item per sale. ▪ The food sold meets the nutritional requirements listed below. ▪ The specific nutritious food item is pre-approved. ▪ There are not more than four such sales per year at a school. ▪ The sale does not begin until after the close of the regularly scheduled midday food service period. ▪ The sale during the regular school day is not of food items prepared on the premises. ▪ The food sold is not one sold in the food service program during the school day. ▪ The food sold is a dessert-type food. ▪ The food sold is commercially prepared and stable at room temperature unless

	proper cold/hot temperatures can be maintained.
Fundraising	<p>The sale of food and beverages that do not meet nutrition standards is allowed under two circumstances:</p> <ul style="list-style-type: none"> ▪ Sale by students at school at least 30 minutes after the end of the school-day. ▪ Sale by students is off and away from school premises
Celebrations & Parties	<p>Rewards and Incentives:</p> <ul style="list-style-type: none"> ▪ Food or beverages will not be used as rewards for students' academic performances, accomplishments or behavior. <p>Parents and staff are strongly encouraged not to use food and beverages for celebrations and classroom parties.</p> <p>Food or beverages served at any schoolwide event (Grandparents Day, jog-a-thon, etc.):</p> <ul style="list-style-type: none"> ▪ The food offered will meet the nutritional requirements lists below. ▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained. <p>Curriculum and/or Culturally-based Activities (multicultural festival, Thanksgiving feast):</p> <ul style="list-style-type: none"> ▪ These activities require advanced approval by the principal. ▪ Each class will be limited to no more than two curriculum and/or culturally based activities per year. ▪ The food offered will meet the nutritional requirements listed below. ▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained. <p>Classroom Parties:</p> <ul style="list-style-type: none"> ▪ There will be no more than three class parties during the school year. ▪ The food offered will meet the nutritional requirements listed below. ▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained. <p>Celebrations (student birthday, individual student accomplishments):</p> <ul style="list-style-type: none"> ▪ These activities require advanced approval by the principal and classroom teacher. ▪ Celebrations may not interfere with the instructional program. ▪ These activities may NOT include food items.

Uniform Complaint Procedures



Uniform Complaint Procedures **FONTANA UNIFIED SCHOOL DISTRICT**

GOAL

It is the goal of the Fontana Unified School District to ensure compliance with applicable state and federal regulations. The district has adopted policies and procedures for the investigation and resolution of complaints alleging failure to comply with applicable state and federal laws.

RESPONSIBILITY FOR UNIFORM COMPLAINT PROCEDURES

The Associate Superintendent of Human Resources will monitor compliance with provisions outlined in the District's Uniform Complaint Procedure Process. Complaints or allegations regarding noncompliance with applicable state and federal guidelines should be submitted in writing to the Associate Superintendent of Human Resources.

SCOPE OF COMPLAINT PROCEDURES

This procedure applies to the following programs administered by the State Department of Education:

- Adult Education
- Consolidated categorical Aid Programs
- Migrant Education
- Vocational Education
- Child Development Programs
- Child Nutrition Programs
- Indian Education
- Special Education Programs

This procedure also applies to complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, in any program or activity conducted by the District.

WHO MAY FILE A COMPLAINT?

A complaint may be filed by any individual, including a duly authorized representative, interested third party, public agency, and/or organization. Individuals who may file complaints include District students, employees, and parents or guardians. Investigations are conducted in a manner that protects against retaliation and confidentiality of parties and the facts to the greatest extent possible.

FILING A COMPLAINT

A written complaint alleging unlawful discrimination shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, or by one who believes an individual or any specific class of individuals has been subjected to prohibited discrimination and evidence relevant to the complaint can be presented during the process. A complaint alleging unlawful discrimination shall be filed with the Associate Superintendent, Human Resources, 9680 Citrus Avenue, P. O. Box 5090, Fontana, CA 92335-5090, no later than six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. A complainant may file a written request for an extension of time for filing a complaint of unlawful discrimination with the State Superintendent of Public Instruction. The District has 60 days from the date the complaint is received to investigate and render a decision.

APPEALS

Any complainant(s) may appeal a District decision to the State Superintendent of Public Instruction by filing a written appeal with the Superintendent within 15 days of receiving the District decision. The complainant shall specify the reason(s) for appealing the District decision. The appeal shall include:

- A copy of the complaint; and
- A copy of the District decision.

CIVIL LAW REMEDIES

Please be advised that you are not required to exhaust the District Uniform Complaint Procedure prior to pursuing civil law remedies in Superior court. Statutory authority for such actions includes, but is not limited to, the following:

1. California Education Code Section 200, et. Seq. prohibition of sex discrimination.
2. California Government code section 11135 prohibition of discrimination in programs funded by the State.
3. Title VI Civil Rights Act of 1964 (42 U.S.C. section 2000d) prohibition of race, color, or national origin discrimination.
4. Title IX Education Amendments of 1972 (20 U.S.C. sections 1681, et. Seq.) prohibition of sex discrimination.
5. Sections 504, Rehabilitation Act of 1973 (29 U.S.C. section 794) prohibition of disabled persons.
6. Americans with Disabilities Act (42 U.S.C. sections 12101, et. Seq.) prohibition of discrimination against disabled persons.

DIRECT STATE INTERVENTION

A complaint may be filed directly with the California Department of Education, without first exhausting the District Uniform Complaint Procedure, if one or more of certain conditions exist (Title 5 California Code of Regulations Section 4650). For more information regarding the right to direct state intervention, please contact Howie DeLane, Categorical Complaints Management Unit, California Department of Education, P. O. Box 944272, Sacramento, CA 94244-2720; telephone (916) 657-3630.

QUESTIONS

For more information regarding Uniform Complaint Procedures or assistance with the process, please call (909) 357-5000 or contact: Fontana Unified School District, Human Resources, 9680 Citrus Avenue, P. O. Box 5090, Fontana, CA 92335-5090.

California Department of Education
**Contacts for Programs and Services Covered Under
 The Uniform Complaint Procedures**

Program	Contact	Telephone
Adult Education	Jean Scott	(916) 323-5074
Career Technical Education	Al Tweltridge	(916) 327-5711
Child Development, including the following: Alternative Payment Protective Services Campus Resource and Referral County Welfare School-Age Exceptional Needs (Latchkey) General School-Age Parent Family Child Care Severely Handicapped Homes State Preschool Migrant	Terry Miller	(916) 323-1306
Consolidated Categorical Aid, including the following: Economic Impact Aid – State Compensatory Education (EIA/SCE) Economic Impact Aid – State Program for Students of Limited English Proficiency (EIA/LEP) No Child Left Behind (Titles I – VI) School Improvement Tenth-grade Counseling Tobacco-Use Prevention Education (TUPE) Peer Assistance and Review (PAR) School Safety and Violence Prevention Act	Categorical Programs Complaints Management Unit	(916) 319-0929

Indian Education	Manuel Alfaro	(916) 319-0389
Migrant Education	Manuel Alfaro	(916) 319-0389
Nutrition Services	Eva Lopez-Contreras	(916) 445-5008
Special Education	Procedural Safeguards Referral Services Unit	(800) 926-0648
Service	Contact	Telephone
Nondiscrimination Requirements and Civil Rights Guarantees, Office of Equal Opportunity	Sharon Felix-Rochon	(916) 445-9174*

For additional general information on uniform complaint procedures, contact the Categorical Programs Complaints Management Unit, California Department of Education, School and District Accountability Division, 1430 N Street, Sacramento, CA 95814-5901; telephone (916) 319-0929, or visit our Web site at <http://www.cde.ca.gov/ccpdiv>.

In the Fontana Unified School District, this will affect students in grades K-8. Students in Kindergarten through grade 3 will be at risk of being held back if they do not meet standards in reading or language arts. Elementary students in grades 4 and 5 will be at risk if they do not perform to standards in reading, language arts and math. We will measure student performance using past spring's CST scores, classroom grades, and district tests.

Williams Complaints Notice
(Notice to Parents, Guardians, Pupils, and Teachers—Complaint Rights)

Parents, Guardians, Pupils, and Teachers:

Pursuant to *California Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers.

The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years

after the completion of grade 12.

5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.fusd.net. You may contact the Superintendent, Jane D. Smith, at (909) 357-5000, extension 7010. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

Internet Acceptable Use Policy

In order to use the computers at school your child must sign and return the Districts Acceptable use policy. Please be sure to include your child's student ID number. The following is a sample of what the document will contain:

Your signature is required as confirmation that you and your child fully understand the guidelines and rules of this policy.

Child safety on the internet

As part of the Fontana Unified School District, both students and parents need to understand the nature of the Internet and its available services. This brochure is an overview of the Student Acceptable Use Policy in place at our district. The rules and guidelines set forth are to insure the safety of all students wishing to use the Internet. You may request a complete copy of this policy by calling (909) 357-5075 or visit FUSD's website at www.fontana.k12.ca.us.

Student rules for online safety

To help protect students, the District has established the following rules for online safety:

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

Dear Parents

Oleander has updated this school handbook in compliance with the education code for discipline as required by law.

Please read and discuss the rules with your child. Sign and return this form indicating that you have received this handbook and discipline plan. By signing this form does not mean you agree with our policy. Your signature will only verify you received the handbook.

Sincerely,

Gorge Santiago, Principal

Date

Parent Signature

Name of Student

Teacher's Name