

PRINCIPAL'S MESSAGE

On behalf of the staff at Almeria Middle School (AMS), I would like to welcome you to the 2020-2021 school year! We look forward to an exciting and challenging year as we work together to fulfill the mission to "Learn Today for Success Tomorrow." This handbook is an effective tool to improve communication and facilitate student success. Parents and students; please take time to review the information provided in these pages and use it as a reference throughout the school year.

I would like to extend an invitation to all parents to stop by our office to introduce yourself. I have an open-door policy!

Kim Bente, Principal

ALMERIA SCHOOL PHILOSOPHY

Our theory of action is that if we provide a rigorous instructional program that meets the intellectual, interpersonal and social-emotional needs of our students, we will prepare them to be college and career ready.

To support this, Almeria Middle School is committed to:

- *Establishing a safe, clean and nurturing environment for all students and staff.*
- *Offering positive behavior interventions that will encourage high standards.*
- *Encouraging higher level thinking through targeted instruction and intervention.*
- *Teaching our students personal responsibility and traits for success.*
- *Developing effective communication within our school, between home and school and within our community.*
- *Establishing norms for restorative practices.*

Key to realizing this philosophy is the concept of positive reinforcement over negative reaction.

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Almeria Middle School
SCHOOL-WIDE STUDENT EXPECTATIONS 2020-2021

| SCHOOL AREA | W ork hard | A ct Responsibly | V ery Polite | E veryone Safe |
|---|--|--|--|--|
| <i>Arrival Dismissal</i> | <ul style="list-style-type: none"> • Arrive to your first class before the 7:30 am bell • Adhere to directions from adults • Leave campus or be in designated area by 2:15 pm | <ul style="list-style-type: none"> • Turn off and put away cell phones & electronics before entering breezeway in front of the school • Enter campus in appropriate dress code attire | <ul style="list-style-type: none"> • Acknowledge greetings with eye contact • Adhere to directions from adults • Use appropriate voice tone/language • Keep campus clean | <ul style="list-style-type: none"> • Walk to designated area • Follow all safety rules and traffic laws • Walk bikes, scooters and skateboards on and off campus • Have your school ID |
| <i>Bus</i> | <ul style="list-style-type: none"> • Walk directly to the bus lane • Arrive to the bus on time • Help others have a pleasant ride | <ul style="list-style-type: none"> • Respect the space of others • Always remain seated • Cell phones/electronics are for personal/self-use only • Clean up after yourself | <ul style="list-style-type: none"> • Use library voice on the bus • Use school appropriate language while talking on the bus | <ul style="list-style-type: none"> • Listen to the bus driver for all directions • Keep hands, feet, and backpack to self • Present school ID |
| <i>Cafeteria / Snack Bar</i> | <ul style="list-style-type: none"> • Adhere to directions from adults • Place unwanted food in the "Share Basket" | <ul style="list-style-type: none"> • Throw trash in appropriate containers • Clean up after yourself | <ul style="list-style-type: none"> • Line up in designated areas in an orderly way • Say please and thank you • Follow instructions from lunch and campus personnel | <ul style="list-style-type: none"> • Keep hands/ feet/ objects to self • Always walk • Line up in an orderly way |
| <i>Library</i> | <ul style="list-style-type: none"> • Return borrowed books on time • Return materials to appropriate place • Use appropriate websites | <ul style="list-style-type: none"> • Present school ID • Line up orderly & quietly • Focus on tasks without distracting others • Follow procedures | <ul style="list-style-type: none"> • Use appropriate language • Use inside voice • Adhere to directions from adults | <ul style="list-style-type: none"> • Keep hands and feet to yourself • Place backpacks in designated areas • Keep food, drinks, and gum outside of the library |
| <i>Offices</i> | <ul style="list-style-type: none"> • Remain seated • Work on provided assignments, if any • Walk directly to class or next location after being dismissed | <ul style="list-style-type: none"> • State your purpose politely • Sign in and be seated quietly • Wait patiently for your turn | <ul style="list-style-type: none"> • Use inside voice • Present self to staff with patience • Use polite language • Talk to personnel as they become available | <ul style="list-style-type: none"> • Keep hands, feet, objects to yourself • Stay in the office until otherwise directed • Keep clear of doorways |



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| SCHOOL AREA | W ork hard | A ct Responsibly | V ery Polite | E veryone Safe |
|---|---|--|--|--|
| Quad | <ul style="list-style-type: none"> • Adhere to directions from adults • Place unwanted food in the "Share Basket" • Keep cell phones/electronics in backpacks or pockets | <ul style="list-style-type: none"> • Throw trash in appropriate containers • Stay in designated areas • Use proper manners | <ul style="list-style-type: none"> • Respect personal space during passing period • Say excuse me, if someone is in your way | <ul style="list-style-type: none"> • Walk directly to class or next location • Line up in an orderly way • Refrain from horseplay, keep hands/feet and objects to self |
| Restrooms | <ul style="list-style-type: none"> • Adhere to directions from adults • Keep the restroom clean | <ul style="list-style-type: none"> • Clean up after yourself • Flush the toilet • Take care of business and leave • Wear the vest • Use materials appropriately | <ul style="list-style-type: none"> • Respect other's privacy • Wait your turn | <ul style="list-style-type: none"> • Report unsafe conditions • Keeps hands, feet, objects to yourself • Wash your hands |
| School Festivities/Events <i>(Assemblies and Rallies in the Gym, Sporting Events, Field Trips, Celebrations, Carnivals)</i> | <ul style="list-style-type: none"> • Present ID • Show good sportsmanship • Maintain appropriate voice level • Use appropriate language | <ul style="list-style-type: none"> • Be on time • Keep parents informed of pick up times • Allow others to listen and learn • Enter/exit in orderly lines • Keep gym free of food, gum and drinks | <ul style="list-style-type: none"> • Use appropriate voice level /language • Cheer appropriately • Be attentive • Stay seated | <ul style="list-style-type: none"> • Adhere to directions from adults • Always meet at assigned areas at the assigned times • Keep hands and feet to yourself • Report unsafe conditions |
| Walkways | <ul style="list-style-type: none"> • Greet each other kindly | <ul style="list-style-type: none"> • Keep the walkways clean • Keep moving • Adhere to directions from adults | <ul style="list-style-type: none"> • Use appropriate language • Use appropriate voice level | <ul style="list-style-type: none"> • Walk in appropriate spaces • Keep hands and feet to yourself |
| Wings | <ul style="list-style-type: none"> • Walk directly to class or next location • Keep socializing to a minimum | <ul style="list-style-type: none"> • Wear colored vest to restrooms • Adhere to directions from adults • Stand quietly by your room and wait for an adult • Always carry a pass | <ul style="list-style-type: none"> • Greet each other kindly • Make eye contact • Use appropriate voice level • Use appropriate language | <ul style="list-style-type: none"> • Keep hands/feet to yourself • Walk on paved areas only • Keep clear of doorways |

ALMERIA CODE OF CONDUCT

Almeria uses the acronym **WAVE** as a part of our school-wide student expectations, students at AMS are expected to:

- **W**ork Hard
- **A**ct Responsibly
- **V**ery Polite
- **E**veryone Safe

EVERYDAY STUDENTS ARE EXPECTED TO HAVE ON THEIR PERSON THEIR CURRENT SCHOOL ID CARD AND CARRY THEIR STUDENT AGENDAS AT ALL TIMES! REPLACEMENT I.D. CARDS AND STUDENT AGENDAS MAY BE PURCHASED IN THE ATTENDANCE OFFICE FOR \$5.00 EACH.

ALMERIA RULES TO LIVE BY

At Almeria, students and staff conduct themselves using our "Rules to Live By." These rules are: Truth, Trust, Be YOUR Personal Best, Active Listener and NO Putdowns.

Almeria Middle School students will be

- **EFFECTIVE COMMUNICATORS** who read, write, speak and listen.
- **POSITIVE PROBLEM SOLVERS** who look for a variety of solutions and seek help when needed.
- **ACADEMIC ACHIEVERS** who strive to do their personal best.
- **RESPONSIBLE CITIZENS** who respect the environment, are self-motivated and have life-long goals.
- **TEAM PLAYERS** who work well with others and can be counted on to follow through.
- **AMBITIOUS PERSONS** who display a positive attitude and strive to do their best.

ABSENCES/ATTENDANCE

We miss you when you are gone! Good attendance is important. State law dictates which absences qualify as excused absences. These include:

- Student illness or injury
- Emergency medical or dental treatment
- Death in the immediate family
- Court Appearance

Students are required by California law to attend school regularly and promptly. If a student is absent from school, it is the responsibility of the parent to notify the attendance clerk at 357-5350 x31221. Notes are to be turned in during first period upon student's return. Please try to schedule all medical/dental appointments after school.

Multiple unexcused absences can be categorized as trancies. School starts at 7:30am. The campus opens at 7:00am. We encourage all students to arrive on campus no later than 7:25am. Students are expected to be in their first period classroom by the start of school. Students not in their classrooms will be considered tardy. Frequent tardiness will result in disciplinary action. (See Truancy Section)

Parents/guardians can be issued a citation for truancy, requiring a court appearance. Truants from school may be picked up and ticketed by police officers resulting in fines and possible court intervention.

Almeria is a closed campus; students may not leave the grounds at any time during the school day without permission from the office. If a student is to leave during the school day, a parent or guardian listed on the emergency screen must come to the attendance office. While in the office, parents must sign a student out before the student leaves campus. **NOTE: EVERY TIME A CHILD IS CHECKED OUT EARLY, THE ADULT MUST PRESENT A VALID PICTURE ID AND MUST BE ON THE EMERGENCY CONTACT LIST.**

BELL SCHEDULE

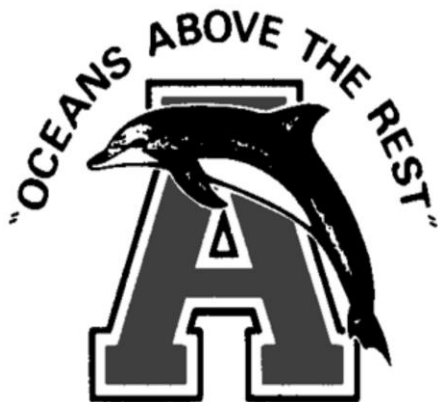
Regular Day:

| | |
|-----------------------------|--------------------|
| Breakfast | 7:05-7:25 |
| OPENING BELL | 7:25 |
| Period 1 | 7:30-8:27 |
| Period 2 | 8:32-9:29 |
| Period 3 | 9:34-10:31 |
| 1st Lunch | 10:31-11:06 |
| Period 4A | 11:11-12:08 |
| Period 4B | 10:36-11:33 |
| 2nd Lunch | 11:33-12:08 |
| 5 th Period | 12:13-1:10 |
| 6 th Period | 1:15-2:21 |
| Buses Depart | 2:17 |

Minimum Day:

| | |
|-----------------------------|--------------------|
| Breakfast | 7:05-7:25 |
| OPENING BELL | 7:25 |
| Period 1 | 7:30-8:10 |
| Period 2 | 8:15-8:55 |
| Period 3 | 9:00-9:40 |
| 1st Lunch | 9:40-10:15 |
| Period 4A | 10:20-11:00 |
| Period 4B | 9:45-10:25 |
| 2nd Lunch | 10:25-11:00 |
| Period 5 | 11:05-11:45 |
| Period 6 | 11:50-12:30 |
| Buses Depart | 12:35 |

**** PLEASE NOTE THAT EVERY WEDNESDAY IS A MINIMUM DAY ****



BICYCLES/SKATEBOARDS

With appropriate gear, including helmets, students may ride their bicycles, skateboards or scooters to school. **When entering the parking lot, students are to walk their equipment to the bicycle parking area at the front of the school. Students are expected to exit campus appropriately as well.** Bicycles, skateboards and scooters are to be locked at all times. The school is **NOT** responsible for theft or damage when these are parked in this area. Under no circumstances are bicycles, skateboards or scooters allowed on the main campus. Students are to obey laws and wear their helmets when riding. Failure to do so may result in a citation.

BUS & CAR RIDERS

Bus riders are expected to behave in a courteous and respectful manner while on the bus and in the bus area. Remember, driving a bus is a tough job and requires the full attention of the driver. Students are expected to obey the driver at all times. Students who violate bus rules are subject to further disciplinary consequences.

Car riders are expected to be dropped off in the front (Miller Avenue) or side (Almeria Avenue) of the school. Students should **NOT** be dropped off or picked up in the school parking lot. *Parents*, please remember not to double-park or make a U-Turn near the school. This creates unsafe conditions.

ALL STUDENTS, REGARDLESS OF WALKING OR RIDING TO OR FROM SCHOOL, ARE NOT TO USE THE PARKING LOT. Use sidewalks only.

DISCIPLINARY CONSEQUENCES

Educators across the nation recognize the importance of fostering positive, healthy school climates and helping students learn from their mistakes. Almeria is a PBIS school and takes a positive approach to discipline by using a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create a

positive school environment. In addition to our Almeria Behavior System, we work to include restorative practices within our system. Restorative practices include the use of informal and formal processes that work to proactively build relationships and a sense of community by preventing conflict and wrongdoing.

When students are not obeying the rules and policies of the school, they may be subject to disciplinary action. These consequences are used as interventions or means to correct the improper behavior. **Failure to serve the assigned corrective measure will result in the advancement of action according to the disciplinary hierarchy.**

Student Behavior Contract: Students with continual or serious behavioral problems may be asked to enter into a Behavior Contract with a teacher, a counselor or an administrator including their parent/guardian. These contracts direct specific requirements for that student. Failure to fulfill the requirements shall result in further disciplinary action, such as suspension or appearance before an Administrative Review Panel to determine whether procedures should be initiated to expel the student.

Detention: Teachers/Administration may assign a detention as a disciplinary consequence for minor classroom infractions or homework violations. These detentions are served with the teacher/administrator and are usually 15 minutes to 1 hour in length. Students are notified 24 hours in advance as to the time and date when they will serve. Failure to serve will result in additional consequences. Continued failure to show will result in a referral to the office.

After School Work Program (ASWP): Almeria implements an after school work program as part of the community service learning and as a corrective disciplinary action. Students are responsible to communicate with their parents the time and date when given this consequence. Students will be sent a notice in the morning

reminding them of their scheduled ASWP. **STUDENTS ARE EXPECTED TO REPORT IMMEDIATELY AFTERSCHOOL TO THE MAIN OFFICE. FAILURE TO REPORT AFTERSCHOOL WILL RESULT IN ADDITIONAL CONSEQUENCES.** Parents and/or guardians are responsible to provide transportation if needed. A notification will be sent to parents each time ASWP is assigned.

Mid-Day Reflection Center: Almeria offers a mid-day reflection center for students as a part of our discipline. Students will be sent a notice in the morning reminding them of their scheduled day. **IT IS THE STUDENT'S RESPONSIBILITY TO ARRIVE ON TIME TO THEIR DESIGNATED REFLECTION ROOM AND TO FOLLOW ALL DIRECTIONS OF THE ADULT IN CHARGE.**

Parent Shadowing/Reverse Suspension: At times, in lieu of suspension, a parent may be asked to shadow a student for part of or the whole school day. This arrangement is made at the discretion of administrators only.

Suspension: Suspension is the removal of a student from ongoing instruction at Almeria Middle School. During suspension, no classes or activities may be attended. Students are not allowed on any school campus in California. If suspended students enter school grounds, they will be subject to further disciplinary actions.

Citations: Citations may be issued to students by the Fontana Unified School District School Police Department or the Fontana City Police Department for the following penal code violation such as:

- Fighting
- Vandalism/Tagging/Graffiti
- Truancy
- Possession of a Weapon
- Possession of Tobacco
- Possession of Marijuana/Drugs
- Possession or Consumption of Alcohol

The above list is not all inclusive of the infractions for student citation.

S. (Student) Initials ____ P. (Parent) Initials ____

DISTRICT GRADING POLICY

(Board Policy 5121)

Assigned grades will reflect a student's achievement toward mastery of course content standards. Grades for achievement will be reported each marking period as described in the Secondary Grading Policy. Grades will reflect levels of achievement consistently and fairly.

Teachers will base their grades on a minimum of 70% formal standards-based assessments that are **SUMMATIVE** in nature. Summative assessments include but are not limited to: tests and quizzes, common assessments, summative tests, large projects and portfolios. A maximum of 30% will be based on informal, standards-based assignments that are **FORMATIVE** in nature. Formative assessments include but are not limited to: informal quizzes, practice tests, small projects, homework, classwork and warm-ups. Grade level professional learning communities (PLCs) will have agreed upon like weighting and categories for determining student grades. **Extra credit may be given at a teacher's discretion and ONLY if all other assignments have been completed.**

Grades "A" through "F" will be given based on the following guidelines:

"A" – Student shows mastery of content above grade level rigor.

"B" – Student has completed proficient work on all course objectives at grade level rigor.

"C" – Student has completed proficient work on the most important objectives, although not all objectives, at below grade level rigor.

"D" – Student has completed proficient work on at least half of the course objectives but is missing some important objectives and is at significant risk of failing the next course in the sequence.

"F" – Student produces minimal information even with prompting. The student has completed proficient work on fewer than half

of the course objectives and cannot successfully complete the next course in the sequence.

Grades for **citizenship** and effort shall be reported each marking period as follows:

"O" - *Outstanding* **"N"** - *Needs Improvement*
"S" - *Satisfactory* **"U"** - *Unsatisfactory*

Criteria for determining marks for citizenship may include but are not limited to:

- Student obeys rules.
- Student respects public and personal property
- Student maintains courteous, cooperative relations with teachers and fellow students
- Student works without disturbing others

Criteria for determining marks for effort may include but are not limited to:

- Student takes responsibility for having necessary tools and materials
- Student shows interest and initiative
- Student goes to work immediately, and completes assignments
- Student uses free time resourcefully

Please note:

Students must complete all assignments, assessments, and activities assigned by their teacher during Virtual Learning to earn their grade. Failing to attend their virtual classes during the scheduled time and not completing the work assigned may result in a failing grade.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher may arrange a conference with the student's parent/guardian or send the parent/guardian a written report. If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)



DRESS CODE

The Governing Board of the Fontana Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. (Board Policy 5132)

Students, while at school or any school-related activity, are expected to follow the Almeria "Dress for Success" Code. The following regulations set limits on what is permissible:

- Shoes must be worn at all times. Sandals must have heel straps. Steel toed boots, flip-flops, slippers, moccasins, soft-soled shoes or backless shoes are not acceptable. No heels or wedges over 1 inch.
- See through, cut-up, strapless, "spaghetti" strapped, backless, off-the-shoulder, bare midriff style (no skin between top and bottom), halter or low-cut tops are not permitted. Plain white see through under shirts, muscle or T-back shirts are not to be worn. Tank tops must have at least a 1" thick strap and conceal ALL undergarments. Layered clothing must meet dress code guidelines.
- Clothing, jewelry and personal items (backpacks, purses, tote bags, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive or bear drug, alcohol or tobacco advertising/endorsements. Shirts with graphics/slogans with a double meaning may not be worn.
- Backpacks, purses, clothing, your body, notebooks, etc. are to be graffiti free at all times.

- Any article of clothing that advocates racial, ethnic or religious prejudice is prohibited.
- Excessively baggy clothing and sagging are not permitted. Overly tight or revealing clothing is also not permissible. No pajamas except on designated dress up days.
- Shorts, skorts, skirts and dresses are to be no shorter than fingertip length when hands are at side. Frays in pants must be below the fingertip length when hands are at side and no skin showing. Pants with holes below the knee are permitted only if leggings are worn underneath.
- PE uniforms may not be worn in classes other than physical education.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Hats, beanies, bandanas, head bands and other headwear (other than those for religious purposes) are not permitted except on school sponsored dress up days. Hoodies may be worn outdoors ONLY -- not in the classroom.
- Spiked belts, bracelets, earrings and other jewelry are not permissible.
- Initial and/or oversized belt buckles are prohibited. Shoelaces are not to be worn in lieu of a belt. No heavy "wallet type" chains or other heavy chains are to be brought or worn to school.

Violations of Dress Code are disruptive to the learning process and classroom instruction and will result in the following consequences:

1st & 2nd Offenses:

- Warning
- Shirts – turned inside out or change into loaners
- Bottoms – change into loaner clothes
- Parent Contact

3rd Offense:

- 1 mid-day reflection assigned
- Logged into discipline screen
- Change into loaner clothes
- Parent Contact

Violations beyond the 4th offense will be considered chronic and require a parent meeting. At this point, parents will be required to provide an appropriate set of clothing to be used for further dress code infractions.

THE ADMINISTRATION RETAINS THE SOLE DISCRETION TO DETERMINE IF THE GARMENT MEETS THIS STANDARD. IN CASE OF QUESTIONABLE DRESS (NOT COVERED IN THE RULES LISTED ABOVE), THE SITE ADMINISTRATORS WILL MAKE THE FINAL DECISION.

S. Initials _____ P. Initials _____

EDUCATION CODES

Suspension is the removal of a student from ongoing instruction. Education Code 48900 states that a pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is currently enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (q) inclusive:

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearms, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil has 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, an alcoholic beverage, or intoxicant of any kind as defined in the Health and Safety Code.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in c above, or an alcoholic beverage or an intoxicant of any kind, and then 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.
- (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.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266C, 288, or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (q) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been 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).

A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: while on school grounds, while going to or coming from school, during the lunch period, whether on or off the campus, or during, or while going to or coming from, a school sponsored activity.

EDUCATION CODE 48900.2 (SEXUAL HARASSMENT) In addition to the reasons specified in Ed. Code 48900, a student may be suspended from school or recommended for expulsion if student has engaged in sexual harassment such as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature which must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

EDUCATION CODE 48900.3 (HATE-VIOLENCE) A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence. This includes racial "hate" crimes.

EDUCATION CODE 48900.4 (HARASSMENT, THREATS OR INTIMIDATION) A student enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion... if the student has intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, 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 that student or group of students by creating an intimidating or hostile educational environment.

EDUCATION CODE 48900.7 (TERRORISTIC THREATS AGAINST SCHOOL OFFICIALS, SCHOOL PROPERTY OR BOTH) 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. "Terroristic Threat" shall include any statement, oral or written, 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, even if there is no intent of actually carrying it out.

EDUCATION CODE 48904 (VANDALISM/TAGGING). Vandalism includes negligent, willful, or unlawful damaging or taking of any district owned real or personal property. Any student, or the parent/guardian of any minor student, shall be held liable for all property belonging to the district that has been damaged, destroyed, stolen or lent and not

returned upon demand. The parents or guardian having custody or control of a minor who commits an act of vandalism may be held liable for up to \$10,000 for that act. The student who commits an act of vandalism shall also be subject to disciplinary action by the district including suspension and expulsion.

EDUCATION CODE 48915 (c) states that the principal or the superintendent of schools shall recommend the expulsion of pupil for any of the following Education Code violations committed at school or at any school activity off grounds.

- Causing serious physical injury to another person, except in self-defense.
- Brandishing a knife* or other dangerous object at another person.
- Selling of any controlled substance.
- Committing or attempting to commit a sexual assault.
- Possession of an explosive.
- Robbery or extortion.

* Knife means any dirk, dagger, or other weapon with a fixed sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3.5 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

EDUCATION CODE 48910 (TEACHER SUSPENSION FROM CLASS) States that a teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the incident and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. As soon as possible, the teacher shall ask the parent/guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist

may attend the conference. A school administrator shall attend the conference if the teacher or the parent/guardian so requests.

ELECTRONICS/CELL PHONE POLICY

Students are not allowed to bring radios, iPods, MP3 players, video type games or other electronic devices to school. Cell phones (including earbuds) are not to be used during the instructional school day and must remain in the off position and out of sight while on campus. The phone may be taken if they are seen or ring during class (unless teacher gives permission to use device for instructional purposes). A student is considered "on campus" once they enter the breezeway in the front of the school. Almeria will use the following disciplinary actions for any and all electronic devices:

1st Offense:

- Warning
- Parent Contact

2nd Offense:

- Device confiscated and turned into office
- Parent contact
- 1 mid-day reflection assigned
- Student may pick phone up at the end of the day

3rd Offense:

- Device confiscated and turned into office
- Parent/guardian must pick up
- Logged into discipline file
- 1 day ASWP

VIOLATIONS BEYOND THE 4TH OFFENSE ARE CONSIDERED CHRONIC AND WILL REQUIRE A MANDATORY PARENT MEETING. STUDENTS WILL BE EXPECTED TO CHECK THEIR PHONE IN AND OUT OF THE OFFICE FROM THIS POINT FORWARD.

S. Initials

P. Initials _____

EMERGENCY DRILLS

Emergency drills are required by law and are an important safety precaution. Drills are conducted on a regular basis to insure students are aware of all emergency procedures. It is essential that when the first signal is given everyone obeys promptly and clears the buildings by the prescribed routes as quickly as possible and in an orderly and quiet manner. When an earthquake happens, you should DUCK under a table or desk for COVER and HOLD onto the table or desk with your back to the windows. Remain in this position until given further signals and/or instructions for evacuation. Be prepared for loud rumblings.

HOMEWORK

Homework is designed to reinforce student learning. Whenever possible, students should contact classmates when absent for missed assignments or visit their Q account. Please check your child's agenda to ensure he/she keeps accurate documentation regarding homework. Parents may request homework assignments through the office if a student is out for **three** or more days.

Teachers will communicate their homework expectations in their respective syllabi. In general, homework is assigned **most days**, especially in ELA and Math. Students are expected to complete assignments on time. Should your child not be assigned homework on a given day, our **school wide expectation** is that...

- Students will read at least 15 minutes daily
- Students will enhance Math and ELA skills via teacher generated lessons and district approved websites. Login directions will be provided through math classes within the first two weeks of school.

INDEPENDENT STUDY

An independent study program is available for students that will be unable to attend class for five or more consecutive days. Three days' notice is required to set up an independent study contract. Twenty days is the maximum amount of time that a student can be enrolled in independent study. Please contact the independent study coordinator or the front office.

INTERNET POLICY

FUSD has established a Student Internet Acceptable Use Policy that parents must sign and agree to follow for students to have access to the Internet. Specific sites are blocked and/or prohibited for student safety. **WHILE ON CAMPUS AND WHILE DISTANCE LEARNING FROM HOME, STUDENTS MAY NOT COMMUNICATE ONLINE WITH ANYONE.** A master list will be generated and kept in the office. Inappropriate Internet access will result in disciplinary action and loss of privilege.

LEADER IN ME

Leader in Me is a whole-school model based on "principles and practices of personal and interpersonal skills with the powerful premise that every child possesses unique strengths and has the ability to be a leader." Here at Almeria Middle School we teach our students these proven 7 Habits of leadership and success.

- Habit 1: Be Proactive
- Habit 2: Begin with the End in Mind
- Habit 3: Put First Things First
- Habit 4: Think Win-Win
- Habit 5: Seek First to Understand, Then to be Understood
- Habit 6: Synergize
- Habit 7: Sharpen the Saw

MEDICATIONS

All medications taken at school, including over-the-counter medications, must be prescribed by a physician or dentist. The school is required to have a written statement from the prescribing doctor and a written authorization from the parent or legal guardian before a student may take any medication at school. Medications must be provided to the school in the container in which it was purchased and must be clearly labeled with the student's name. Please see or call our Health Assistant should you have any questions.

PERSONAL PROPERTY

The school will make every effort to protect the personal property of students; however, it is not responsible for any loss or damage. Students are responsible for loss or damage of personal property such as textbooks, cell phones, electronic devices, clothing, equipment or instruments. Students are not to bring valuable items to school. **TOYS, LARGE SUMS OF MONEY AND ARTICLES OF SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL. AEROSOL CANS, GLASS CONTAINERS, OR SHARPEES OF ANY KIND ARE NOT PERMITTED.** Students should not ask friends to look after their books, purses, backpacks, clothes, etc. and should never share their PE locker with anyone.

PUBLIC DISPLAYS OF AFFECTION

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection (PDA) are not permitted. This behavior may result in a parent meeting and other disciplinary consequences if inappropriate

behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

SCHEDULES

Almeria Middle School counselors will enroll students into courses. They will try to schedule students into the courses they have requested; **HOWEVER, THIS IS NOT ALWAYS POSSIBLE.** Schedule changes will be made only within the first two weeks of each semester and **ONLY** for the following reasons:

- Missing a course needed
- Missing a period
- A duplicate course
- Discretion of administrator

THERE WILL BE NO “TEACHER SHOPPING” or SCHEDULE MATCHING WITH A FRIEND.

Any request made after the given deadlines may require a parent/teacher/administrator meeting prior to the change being considered. Submission of a schedule change request does not guarantee that the request will be granted.

SCHOOL SAFETY & SECURITY

In an effort to keep our schools free from drugs, the district may use specifically trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or a district sponsored event. Almeria Middle School may participate in the Safe Schools Turnaround Program sponsored by FUSD's

School Police in which trained school police and district security officers randomly search students for items that present a safety concern. In addition, security video is utilized on Almeria's campus. For questions regarding school safety, please contact the office.

STANDARDS FOR PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

Academic, attendance, behavior standards, and ID cards are required for participation by Almeria Middle School students in ALL extra-curricular activities.

EXTRA-CURRICULAR ELIGIBILITY:

- **Academic:** A student must maintain a 2.0 GPA as well as have a passing grade in all subject areas for which he/she is registered.
- **Attendance:** A student must not have any unexcused absences or trancies and no more than four tardies.
- **Behavior:** Students must not have any suspensions or discipline referrals to be eligible to participate. Almeria Middle School and FUSD rules and regulations must be upheld.

CONDITIONS OF ELIGIBILITY: The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. (ED CODE 35160.5). Local Board policy requires the 2.0 GPA.

CONSEQUENCES OF INELGIBILITY: An ineligible student may not participate in any extra-curricular activities or any other school sponsored activity on or off school grounds. Examples of activities include: All sports, promotion, afterschool clubs, dances, recreational trips, etc.

STUDENT ID CARDS

For safety and security purposes, we need to be able to identify students who belong to Almeria and those who do not. ALL students

at Almeria are issued a school ID and lanyard (free of charge) once school pictures have been taken. These items are to be brought to school every day. Students must be able to show id upon request from any staff member. Replacement ID cards may be purchased in the attendance office for \$5.00.

**** ID CARDS ARE EXPECTED TO BE ON YOU AT ALL TIMES ****

IDs are required to...

- Participate in lunch activities
- Attend field trips
- Purchase breakfast and lunch
- Ride the bus
- Check out books from the library
- Participate and/or attend after school activities, including sporting events

Rewards for Wearing an ID may include ...

- Going to lunch early
- Front of the line passes
- Dolphin Dollars
- Prizes from random drawings

Students who choose to habitually violate the ID Card Policy expectations, will receive further consequences and the discretion of the teacher, staff member and or administration.

S. Initials _____ P. Initials _____

STUDENT RECOGNITION

Almeria recognizes students with good attendance, with high academic achievement and with superior citizenship

STUDENT RECOGNITION

throughout the year. This is done through programs such as Renaissance, Student of the Month, end of semester celebrations, Perfect Attendance and our Letter Program.

Additionally, students have the opportunity to participate in end of the year grade level activities. To be eligible for participation, students are given an eligibility requirement letter in the fall of each school year. Students must have a signed letter of agreement and follow the criteria outlined for participation in these events.

TARDY POLICY

School starts at 7:30am. The campus opens at 7:00am and all students are encouraged to be on campus no later than 7:25am. All students are expected to be in their first period classroom and ready to learn before the tardy bell rings. A student with a legitimate excuse for being tardy **MUST** present a written note from their parent and/or guardian to the attendance office when they arrive at school. Students not in their classrooms on time throughout the day for any period will be considered tardy and follow the same structure of consequences. From time to time, "tardy sweeps" will be conducted to ensure continued good attendance.

The following disciplinary action will take place for unexcused tardies:

- **1st and 2nd Tardies:**
 - Teacher warns student
 - Teacher logs under Q Visits
- **3rd and 4th Tardies:**
 - Teacher warns and counsels student
 - Teacher makes a personal call home to the parent
 - Teacher logs under Q Visits
- **5th – 8th Tardies:**
 - Teacher disciplines student
 - Teacher logs under Q Visits
- **After the 8th tardy**

- Teacher fills out referral form
- Administrator will give out consequences such as but not limited to:
 - Counseling
 - ASWP
 - Saturday School
 - Parent Meetings
 - Contracts

TELEPHONE/DELIVERIES

The office phones are used for school business. In an effort to preserve instructional time within the classroom, all non-emergency phone calls will be sent to the student as time allows. Please make arrangements for rides, staying after school, etc. prior to coming to school. **The school will not deliver items to students. It is the student's responsibility to check in the attendance office if they are expecting a delivery**

TRUANCIES

Any pupil subject to compulsory education or to compulsory continuation education who is absent from school without a valid excuse **3 FULL DAYS** in one school year or **TARDY or ABSENT FOR MORE THAN 30 MINUTES DURING THE SCHOOL DAY** without a valid excuse or on 3 occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance supervisor or superintendent of the school district. Upon the fourth truancy within the same school year, the pupil shall be classified a **HABITUAL TRUANT.**

VANDALISM AND CARE OF PROPERTY

Students have a responsibility to respect the property of others. Students and their parents/guardians shall be liable for the total cost of damage or loss of school property.

This responsibility applies in the matter of books, supplies, and equipment of all kinds, as well as vandalism and damage to buildings, grounds or equipment.

VISITORS

Visitors, parents, and guardians are always welcome. A 24-hour notice is required to visit/observe in a classroom. ALL visitors must check into the main office for a visitor's pass and a temperature check. To ensure minimum interruption of the instructional program, we respectfully ask that visitors refrain from inhibiting instruction. If a conference is desired, we will gladly schedule an appointment.

COVID-19 Distance Learning Policy

Distance learning/online classes have a scheduled start and end time. Teachers will take attendance for each class period. Students are expected to be logged on at the start of each class and remain as an active participant until the end of each class. Students will be marked tardy and absent during distance learning. Chronic attendance issues will have consequences.

NOTE: Students who continue to be habitually tardy face other disciplinary consequences including but not limited to Fontana Unified School District's SART referral process and/or district intervention meeting.

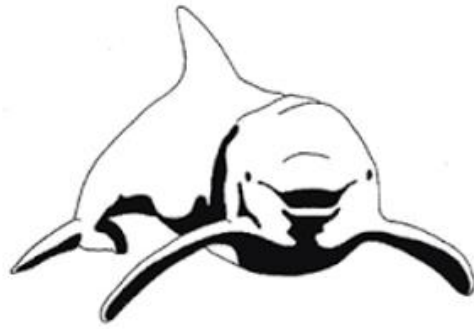
S. Initials _____ **P. Initials** _____

COVID-19

All visitors will call the office for assistance. All visitors must wear a mask and maintain social distancing while making their request. All visitors will have their temperatures taken, If a visitor does not have a mask, one will be offered. If a visitor has a temperature greater than 100.4 or refuses to wear a mask, they will not be allowed to enter the campus.

PLEASE NOTE THAT ALL POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK MAY BE CHANGED OR MODIFIED BASED ON NEED AND/OR RECOMMENDATIONS FROM SCHOOL AND/OR DISTRICT ADMINISTRATION AND/OR THE FONTANA UNIFIED SCHOOL BOARD OF EDUCATION.

PEOPLE TO KNOW



PRINCIPAL

Kim Bente

ASSISTANT PRINCIPAL

Lisa Alexander

COUNSELORS

*Erika Agosto
Dr. JoAnn Conriquez*

CLIMATE & CULTURE COACH

Gabriela Romero

SCHOOL PSYCHOLOGIST

Colin Hackett

COMMUNITY OUTREACH LIAISON

Danelia Romero

COMMUNITY BILINGUAL AIDE

Roselyn Aceves

DISTRICT SECURITY OFFICERS

*Brad Christian
Marisol Suarez*

LEAD CUSTODIAN

Melody Cothren

LIBRARIAN

Stacey Weiner

ADMINISTRATION OFFICE

| | |
|-----------------------|---------------------|
| <i>Maria Moreno</i> | <i>Sp. Projects</i> |
| <i>Nancy Strain</i> | <i>Discipline</i> |
| <i>Diana Zambrano</i> | <i>Secretary</i> |

ATTENDANCE OFFICE

| | |
|-----------------------|----------------------|
| <i>Aja Arana</i> | <i>Guidance Tech</i> |
| <i>Margie Foote</i> | <i>Nurse</i> |
| <i>Maria Quintero</i> | <i>Attendance</i> |
| <i>Cheri Ramos</i> | <i>Health Clerk</i> |
| <i>Rosanna Vega</i> | <i>Records</i> |



Fontana Unified School District

Every Student Successful | Engaging Schools | Empowered Communities

9680 Citrus Avenue • P. O. Box 5090 • Fontana • California 92334-5090 • (909) 357-7600 • www.fusd.net

August 1, 2020

Dear Parents/Guardians as an Almeria Middle School student, your child is attending a school which receives Title I federal funds through the Elementary and Secondary Education Act (ESEA). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

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

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

If you would like this information, please contact the school office at 909-357-5350.

Sincerely,

Kimberly L. Bente
Principal

BOARD OF EDUCATION

Peter Garcia
Jason B. O'Brien
Adam Perez
Mary B. Sandoval
Mars Serena

Telecommunications Device for the Deaf (909) 357-501

SUPERINTENDENT

Randal S. Bassett



FONTANA UNIFIED SCHOOL DISTRICT

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NON-DISCRIMINATION/HARASSMENT

Students

Board Policy 5145.3

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

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code [234.1](#))

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The

NON-DISCRIMINATION/HARASSMENT Students (continued)
BP 5145.3

Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion for behavior that is severe or pervasive as defined in Education Code [48900.4](#). Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Adopted: February 7, 2001

Revised: April 20, 2016

Questions or complaints of alleged discrimination, harassment, intimidation and bullying or Title IX equity and compliance concerns for students should be directed to:

Craig Baker, Sr. Executive Director of Student Services
9680 Citrus Avenue, Fontana, CA 92335
909.357.5000 extension 29194 Email: Craig.Baker@fusd.net



FONTANA UNIFIED SCHOOL DISTRICT

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SEXUAL HARASSMENT

Students

Board Policy 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment even where the alleged victim of the harassment has not complained

SEXUAL HARASSMENT Students (continued)
5145.7

BP

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

Record Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Adopted: May 19, 1993

Revised: May 18, 2016

Questions or complaints of alleged discrimination, harassment, intimidation and bullying or Title IX equity and compliance concerns for students should be directed to:

Craig Baker, Sr. Executive Director of Student Services
9680 Citrus Avenue, Fontana, CA 92335
909.357.5000 extension 29194 Email: Craig.Baker@fusd.net



FONTANA UNIFIED SCHOOL DISTRICT

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UCP Annual Notice for 2017 – 2018

For stakeholders including students, employees, parents/guardians of its pupils, district advisory committees, school advisory committees, private school officials or representatives, and other interested parties

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

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

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

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program
- Consolidated Categorical Aid Programs
- Foster and Homeless Students

- Local Control Funding Formula (LCFF) and Local Control Accountability Plans (LCAP)
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Migrant Education
- Physical Education instructional minutes
- Pupil Instruction – course periods without educational content
- Regional Occupational Program
- Special Education Programs
- Titles I-IV programs, including improving academic achievement, compensatory education, English Learners programs replaced by Every Student Succeeds Act (ESSA) 2016-17
- Tobacco-Use Prevention Education
- Unlawful pupil fees

UCP Annual Notice for 2017 – 2018 (continued)

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

Foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District Liaison for Foster and Homeless Youth to assist the student in ensuring proper transfer of credits, records, and grades when transfers occur between school or between districts.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Chief of Staff
9680 Citrus Avenue
Fontana, CA 92335
909.357.5000

A pupil fees complaint is filed with the District and/or the principal of the school.

Complaints alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated, and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the decision regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A copy of the District's UCP policies and procedures is available free of charge at the District Office or on the District website: www.fusd.net.



FONTANA UNIFIED SCHOOL DISTRICT

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Fontana Unified School District

Williams Complaint Classroom Notice

Notice to 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 material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.

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.

3. 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. 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 also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>