

# BINKS ELEMENTARY SCHOOL



**7358 Cypress Avenue  
Fontana, CA 92336  
909-357-5030**

**2018-2019**

**Be Safe. Be Respectful. Be Responsible.**

# Home of the Koalas



## **PRINCIPAL'S MESSAGE**

Welcome to the 2018-2019 school year at Kathy Binks Elementary School, home of the Koalas! We are pleased to have you with us. Our goal is to provide exemplary educational opportunities for all students. We look forward to a successful and enjoyable school year.

This handbook represents one of many ways we have of maintaining an effective school-home communication network. An Annual Notice to Parents/Guardians from Fontana Unified School District also provides important information. Please take the time to review the information provided here and in the Annual Notice to use them as references throughout the school year. Feel free to contact us by telephone or e-mail if you have any questions, concerns, or suggestions. We believe in open and clear communication between school and home as an important component in the success of our educational program.

The staff at Kathy Binks is committed to student success and positive interactions with our community. Parent involvement is important at Binks. We hope that you will choose to be involved by volunteering or serving as a member of one of our parent organizations. If you would like to volunteer at our school, please stop by the office for the appropriate forms you will need to complete. We look forward to celebrating with you the achievements of our students as we continue to make student achievement a top priority.

Sincerely,  
*Lorena Huízar-Rodríguez*  
Principal



# FONTANA UNIFIED SCHOOL DISTRICT

## Core Values:

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

## Cornerstones for Success:

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

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

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

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

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

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

# KATHY BINKS ELEMENTARY SCHOOL

## 2018-2019 DAILY SCHEDULE

Office Opens	Breakfast	Playground Opens	Office Closes
8:00	8:10	8:25	4:30

### PRESCHOOL SCHEDULE

	SCHOOL BEGINS	BREAKFAST/LUNCH	DISMISSAL
AM Group	8:00	8:30 - 9:00	11:00
PM Group	11:45	12:15 - 12:45	2:45

### KINDERGARTEN SCHEDULE

	SCHOOL BEGINS	LUNCH	DISMISSAL
K-AM	8:45	11:15-11:45	12:35
K-PM	10:25	11:15-11:45	2:15

### KINDERGARTEN SCHEDULE MINIMUM DAY/WEDNESDAY

	SCHOOL BEGINS	LUNCH	DISMISSAL
AM and PM	8:45	11:15-11:45	12:35

### 1<sup>ST</sup> - 6<sup>TH</sup> GRADE REGULAR DAY SCHEDULE

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
1 <sup>st</sup>	8:45	10:00-10:15	11:15-11:55	1:35-1:50	3:20
2 <sup>nd</sup>	8:45	10:15-10:30	12:00-12:40	1:50-2:05	3:20
3 <sup>rd</sup>	8:45	10:15-10:30	12:00-12:40	1:50-2:05	3:20
4 <sup>th</sup>	8:45	10:30-10:50	12:45-1:25	N/A	3:20
5 <sup>th</sup>	8:45	10:30-10:50	12:45-1:25	N/A	3:20
6 <sup>th</sup>	N/A	N/A	N/A	N/A	N/A

### 1<sup>ST</sup> - 6<sup>TH</sup> GRADE MINIMUM DAY SCHEDULE/WEDNESDAY

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
1 <sup>st</sup>	8:45	N/A	10:35-11:15	N/A	12:50
2 <sup>nd</sup>	8:45	N/A	10:35-11:15	N/A	12:50
3 <sup>rd</sup>	8:45	N/A	11:20-12:00	N/A	12:50
4 <sup>th</sup>	8:45	N/A	12:05-12:45	N/A	12:50
5 <sup>th</sup>	8:45	N/A	12:05-12:45	N/A	12:50
6 <sup>th</sup>	N/A	N/A	N/A	N/A	N/A

**\*\*No campus supervision will be available before 8:25 am.**

**\*\*Students NOT eating breakfast should not arrive at school until 8:25 a.m.**

**\*\*\*Gate will be closed at precisely 8:45am. Students arriving after 8:45 should report to the office for a tardy slip.**

## Minimum Day School Hours

Kathy Binks Elementary will have a Minimum day every Wednesday for grades K-5 for the purpose of staff collaboration. Please be aware of the schedule.

## **Kathy Binks Elementary School Behavior Expectations**

At Binks, we take student safety and behavior very seriously. We only have 3 rules, but these rules apply on the way to school, at school, and on the way home from school. The three simple rules are: **Be Safe. Be Respectful. Be Responsible.**

Students, parents, and staff members share responsibility for great student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair, consistent, and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow our code of conduct and to make good choices.

## Our Code of Conduct

Binks Elementary uses Character Counts to support our 3 rules. Character counts has 6 pillars of character in the Code of Conduct:

**Trustworthiness.**  
**Respect.**  
**Responsibility.**  
**Fairness.**  
**Caring.**  
**Citizenship.**

TRRFCC



These character traits help ensure all students are safe, respectful, and responsible on our campus (e.g., in the classroom, on the playground, and in the cafeteria).

## Character Awards

Student of the Month Awards will be given to students when they demonstrate good conduct and responsible behavior. One TRRFCC student per class will be selected each month. These students will be photographed and the photos will be posted on the school website.

## Classroom Management Plan

Every classroom at Binks will use Character Counts Code of Conduct as their Classroom Management Plan:

IF A STUDENT CHOOSES TO VIOLATE THE CODE OF CONDUCT



FIRST TIME = CAUTION

- SIGN IN THE CLASSROOM CHARACTER LOG



SECOND TIME = STOP

- SIGN IN THE CLASSROOM CHARACTER LOG
- FILL OUT RETHINKING LETTER

### THIRD TIME = TIME-OUT



- SIGN IN THE CLASSROOM CHARACTER LOG
- TAKE A BREAK IN ANOTHER CLASS
- FILL OUT THE TIME-OUT LETTER AND TAKE HOME TO PARENTS
- CONSEQUENCES: OTHER MEANS OF CORRECTION
- PARENT CONFERENCE WITH TEACHER

### FOURTH TIME= TIME-OUT IN THE OFFICE



- IMMEDIATELY SENT TO THE OFFICE
- FILL OUT CHARACTER VIOLATION
- CONSEQUENCES: OTHER MEANS OF CORRECTION
- PARENT CONFERENCE WITH PRINCIPAL

### Other Means of Correction May Include:

- Loss of Recess
- Campus Beautification (with parent consent)
- Time out in another classroom/office
- Parent pick-up
- Parent shadowing student at school
- Behavior Contract
- Behavior Support Plan

Any Binks Elementary staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate.

### **Character Violations (Physical Contact/Bullying/Sexual Harassment/Verbal Abuse/Profanities)**

Character Violations are used to record instances when students violate the Binks Elementary Code of Conduct. A copy of the Character Violation will be sent home for the parent to sign when a student violates the Code of Conduct.

- First Character Violation—Student fills out reflection letter, student meets with counselor/teacher/principal, behavior documented in student discipline system, possible phone call/note home, and possible loss of recess.
- Second Character Violation—Student sent to the office, student fills out reflection letter, call/note home, student meets with counselor/principal, behavior documented in student discipline system, conference with the teacher to discuss behavior interventions, parent contact.
- Third Character Violation—Student sent to the office, student fills out reflection letter, student meets with counselor/principal, behavior documented in student discipline system, parent conference with the principal, possible suspension.

### **Dress and Grooming**

Restrictions on the freedom of student dress shall be imposed whenever the mode of dress in question is unsafe, either for the student or for those around the students, is disruptive to school operations, and the education process in general, or is contrary to law. Fontana Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and wear clothes that are suitable for the school

activities in which they participate. Students' clothing must not present a health or safety hazard and must not be a distraction, which would interfere with the educational process.

### **Dress Standards**

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

- ***Pants/Shorts/Skirts/Jumpers***

Baggy shorts or pants are not acceptable. If belts are worn, they must not be more than one size too large, must be worn through the belt loops and if the belt buckle has a letter, it must be an initial of the child's name. Shorts and skirts must be mid-thigh length or longer. Tights are acceptable only under skirts, or shorts.

- ***Shirts/Blouses***

Oversized shirts or blouses that are too long are not acceptable because it presents a safety hazard when students are playing. See-through or fishnet fabric, halter tops, bare midriff, spaghetti straps, and tank tops are not allowed. Students may not wear shirts inside out. Undergarments are not to be seen outside of clothing. Students will be required to contact parents to provide a change of clothing in these circumstances.

- ***Jackets/Coats/Jerseys***

Jackets and coats, as well as all other clothing, backpacks, notebooks, etc. must not have writing or pictures that are sexually suggestive, derogatory, gang-related, or could be construed to have a "double meaning," which advocate the use of drugs or alcohol or suggest the use of profanity. Athletic team jackets, jerseys or team t-shirts that display team logos could become disruptive to school operations and the education process and are not allowed.

- ***Jewelry***

Jewelry should not be worn at school. Necklaces, bracelets (including rubber band bracelets), rings, watches with toys or noise, anklets, toe rings, dangling earrings, and any other piercing are not to be worn at school. This is a safety issue. Post earrings are allowed. Wallets with/without chains or straps attached to hip are prohibited.

- ***Shoes***

Closed-toed shoes must be worn at all times, may be any color and should be appropriate for school activities. Backless shoes, backless sandals, sandals with open toes, flip-flop sandals, bedroom slippers, moccasins, rubber/plastic shoes, *shoes with wheels*, footsies or high heels are not allowed.

- ***Hats/Caps/Sunglasses/Scarves***

Students may wear hats, caps, sunglasses, or scarves to school. However, they must be removed while indoors. Items must be worn properly.

- ***Cosmetics***

Makeup and acrylic nails create a distraction in the learning environment and are prohibited.

### **Kathy Binks Elementary School Academic Expectations**

At Kathy Binks Elementary School we have high expectations for all students and believe if students work hard they can be successful. In addition, we would like to provide all students at Kathy Binks Elementary with the academic and social skills necessary to be successful in middle school, high school, and have the choice to go to college.

### **Academic Honesty**

Students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all rules of academic honesty and provide a learning environment that does not

tolerate dishonesty. Any student who violates the rules of academic honesty will be subject to disciplinary action.

### **Attendance**

It is important that students be on time and attend school every day. If students are not able to attend school, parents must call the office. In addition, students should talk to their teacher to find out the work missed when absent from school. Students with perfect attendance for the month will receive an attendance keychain for that month. If a student must be absent for **more than five (5) days**, please 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. When students miss school, they miss out!

**Note:** *Students may make up an absence by attending Saturday School on designated Saturdays.*

### **Homework**

Homework is an important part of our education program. Homework assignment is a practice supported by the Board of Education in the Fontana Unified School District. Your child's teacher will provide information for you regarding specific homework procedures for your child. Students in K-3 may expect to do 30 minutes of homework each weeknight; students in grades 4-5 may be expected to have one hour per night of homework. Homework varies from teacher to teacher. Reading is always an important activity for students to perform at home.

### **Assemblies**

There will be an awards assembly at the end of first and second semesters. Invitations are only sent out to families if the student(s) will be receiving an award.

### **Cool Koala Tickets**

Students who are caught demonstrating good character may receive a purple ticket. Purple tickets are placed in a box in the office and 5 tickets are selected every week which students redeem for a prize.

### **Awards**

Perfect Attendance= 0 absences/0 tardies

Excellent Attendance= 3 or less tardies **OR** 1 absence with 0 tardies

Principal's Honor Roll= all 4s on report card

Honor Roll= mostly 4s with some 3s on report card

Koala-ty Student Award= 4 teacher choice awards based on character

### **Internet Use**

All Fontana Unified School District students and parents must sign a Student Internet Acceptable Use Policy before students are allowed to use school Internet services. Child safety is a critical concern for Internet consideration. As part of the Fontana Unified School District, both students and parents need to understand the nature of the Internet and its available services. The rules and guidelines set forth are to insure the safety of all students wishing to use the Internet. A copy of this policy will be sent home by your child's teacher.

### **Internet Resources**

Kathy Binks is dedicated to providing a 21<sup>st</sup> century learning environment for every child. Instruction and assessment practices at Kathy Binks will require the use of web-based programs. Internet access will only be granted to students who returned a signed annual parent notification form. We highly encourage



you to take advantage of using programs such as Lexia, MobyMax, CoolMath, and Starfall at home each night. You may access these programs through the Kathy Binks Elementary School website (<http://www.fusdweb.com/sites/elem/binks/default.aspx>) under Student Links.

### **Reporting Student Progress**

- Individual parent conferences are held once each school year. Conferences provide parents and teachers with an opportunity to discuss each child as an individual. Through a free exchange of information and ideas the school becomes more effective in planning and carrying out programs that meet each child's individual needs. Either the teacher or parents may initiate additional conferences. Parents are encouraged to make communication a two-way process. Contact the school and make appointments for conferences whenever necessary.
- Report cards will be provided at the end of each semester. Fontana Unified School District uses a standards-based reporting system at the elementary grades. Important information regarding student progress on identified Common Core State Standards will be on the report cards. Report cards will be mailed home to the address on school file.
- Progress reports are provided the sixth and twelfth week of each semester to all students. This report is to inform parents of student progress towards identified Common Core State Standards within a given semester. Progress reports will be mailed home to the address on school file.

### **Kathy Binks Elementary School Safety and General Expectations**

#### **Arrival/Departure**

1. Students in grades K – 5 are to be dropped-off at the loading/unloading zone (along the curb marked in yellow) and enter the campus through the front gates in front of the office.
2. Parents walking students to the school drop off area or picking them up in this area are to **use the parking lot crosswalk. DO NOT CROSS IN FRONT OF CARS IN THE LOADING/UNLOADING AREA pick up/drop off students or return to your vehicle.**
3. Once the gate is closed, students must enter through the office and fill out a tardy slip. Students not inside the campus by 8:45 are tardy.
4. Parents are to drive to the furthest (South) end of the loading zone (yellow curb). The yellow curb area is for drop off/pick up only. Students are to enter/exit cars only on the curb side. Young children are not permitted to play outside the vehicle while waiting. Cars are to move forward with the flow of traffic to assist in maintaining an orderly dismissal. **No parking along the curb.**
5. Kindergarten students are NEVER to be dropped off in the parking lot and should never use the cross walk without a parent/guardian. They may be dropped off in the loading/unloading zone in front of the office.
6. Late start kindergarten parents may drop off students at the kindergarten gate beginning at 10:20. The gate will be supervised by school personnel until 10:25. The gate will be closed at 10:25, and students arriving after this time must go through the office and will be marked as tardy.
7. Students will exit the school through the south bus gate. Teachers will walk students to the grass in front of the cafeteria to find their parents, and then walk the remaining students to the front of the office. Students in Kindergarten and First grade will be signed into the office, and must be signed out of the office by an authorized adult.
8. Children are not called to the office for early release until an adult reports to the office for the student. A valid I.D. must be provided. No Exceptions!
9. Phone calls requesting that individuals be added to the emergency contact list are not permitted. If changes need to be made to a student's contact list, parents/guardians will need to come to the office with I.D.

10. Students in grades K to First grade must be picked up by an adult listed on the emergency contact list.
11. Students needing to leave early must be signed out by an authorized adult through the office. ***Students may not be picked up within 15 min. of dismissal*** unless proof of a doctor's appointment is provided. This is extremely disruptive to classroom instruction time and must be limited to verified doctor appointments only.

### **School Visitors**

All visitors must check into the office before going on campus and all visitors must wear a visitor's pass while on campus. To visit a student's class, please be sure to make arrangements with the teacher at least 24 hours in advance. To volunteer on a regular basis, please see the office for the proper application form(s).

### **Campus Security**

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

### **Parties**

Individual student birthday parties are not allowed. Treats such as cupcakes, cakes, pizza, soda, or ice-cream are no longer allowed through the District Wellness Policy. To bring something, other than an edible snack, to share with a student's class, please speak with your child's teacher or call the office.

### **Lost and Found**

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

### **Cell Phones**

Cell phones at school are highly discouraged. However, if a student brings a cell phone to school it must remain turned off and in their backpack until dismissal. Under emergency situations students will be allowed to use the school's phones to contact parents. Cell phones that are on/used during the school day will be confiscated and returned to parent through the office.

Cell phone confiscation/return policy:

- 1<sup>st</sup> offense: Cell phone returned after school the day it is confiscated.
- 2<sup>nd</sup> offense: Cell phone returned after 5 days after confiscation. Parent contacted
- 3<sup>d</sup> offense: Conference with Parent & Student. Possible ban of cell phone on campus.

### **Take 5**

Students and parents should take five minutes every day to discuss the day at school. Some guiding questions include:

1. What is your student goal?
2. What did you do today to help achieve your student goal?
3. How did you make character count today?
4. What can you do tomorrow to conduct yourself as a Kathy Binks student?
5. Parents encourage your child in a very specific and genuine way.



# FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

## **NON-DISCRIMINATION & HARASSMENT POLICY 2018-2019**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination and 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.

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.

The district strongly encourages any student who feels that he/she is being or has been 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 harassment shall notify the principal or a district compliance officer.

**Questions or complaints of alleged discrimination, harassment, intimidation and/or bullying or Title IX equity and compliance concerns for students should be directed to: Oscar Dueñas, Associate Superintendent Student Services, 9680 Citrus Avenue, Fontana, CA 92335, 909.357.5000 extension 29194 Email: [Oscar.Duenas@fUSD.net](mailto:Oscar.Duenas@fUSD.net)**



# FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

## UCP Annual Notice for 2018-2019

**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, bullying, student lactation accommodations, pregnant and parenting students, and Lesbian, Gay, Bisexual, Transgender, and Question (LGBTQ) resources; and noncompliance with laws relating to pupil fees.

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 of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance.

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

- 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 2018-2019 (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](http://www.fusd.net).



# Fontana Unified School District

Every Student Successful | Engaging Schools | Empowered Communities

9680 Citrus Avenue • P. O. Box 5090 • Fontana • California 92334-5090 • (909) 357-5000 • www.fusd.net

August 6, 2018

Dear Parents/Guardians:

As a Kathy Binks 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 hold. 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 a graduate degree 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) 357-5030

Sincerely,

*Lorena Huizar-Rodriguez*

Principal

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## BOARD OF EDUCATION

Peter Garcia  
Jason B. O'Brien  
Mary B. Sandoval  
Marcelino "Mars" Serna  
Matt Slowik, MURP, MPA

## SUPERINTENDENT

Randal S. Bassett

\*\*\*Please remove and return to the office or your child's teacher. \*\*\*

FONTANA UNIFIED SCHOOL DISTRICT  
Kathy Binks Elementary School  
2018-2019

ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL HANDBOOK

Teacher's Name \_\_\_\_\_

Student's Name \_\_\_\_\_

Parent Name \_\_\_\_\_

I hereby acknowledge receipt of the 2018-2019 Kathy Binks Elementary School Handbook. I am aware that I am responsible for following the legal requirements, policies, regulations, and directives of the State of California, the Fontana Unified School District Board of Education and Kathy Binks Elementary School. I understand that failure to abide by the laws of the State of California, policies of the Board of Education, or the rules and directions of Kathy Binks Elementary School, whether received in written or verbal form, may result in disciplinary consequences.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





**CHARACTER IS DOING THE RIGHT THING EVEN  
WHEN NO ONE IS WATCHING**