

MAPLE ELEMENTARY

HOME OF THE MAPLE



STUDENT HANDBOOK 2021-2022

A Guide to Policies, Practices and Procedures

SCHOOL VISION STATEMENT

The staff of Maple Elementary School is dedicated to providing a safe and nurturing environment wherein students achieve academically, socially and emotionally to their maximum potential through cooperation, respect and dignity among all of us.

TABLE OF CONTENTS

	<u>PAGE</u>
1. Our Shared Vision	2
2. Welcome/Schedule of School Hours	3
3. Instruction and Related Programs	4
4. Parent and Community Information	5
5. Attendance	8
6. Safe School Climate	11
7. Emergency Plan	21
8. Health Services	21
9. No Smoking Policy	23
10. Parent Involvement	24
11. UCP Annual Notice for 2019-2020.....	26
12. Non-Discrimination & Sexual Harassment Policy 2019-2020.....	28
13. Appendix	
Mustang Code of Conduct	
How To Use Q Parent Connection	
Bell Schedule / School Calendar	
CWA Excused & Unexcused Absences / SARB Information	
FUSD Wellness Policy/ Nutritional Requirements / Snack List	
McKinney Vento "Homeless"Act	
Bullying & Harassment	
Complaint Procedures	
Education Codes / School Compact	
PBIS flow chart and discipline referral	



I have read the rules in the STUDENT HANDBOOK.
I discussed the rules with my parent/guardian.
I will obey the school rules.

Student's Signature

Grade

Parent/Guardian Signature

Date

Teacher Name

WE ARE

#STRONGERTOGETHER

**BECAUSE WE
ARE
#MAPLESTRONG!**



A WELCOME TO MAPLE ELEMENTARY STUDENTS AND PARENTS:

Dear Maple Families,

The staff and I would like to welcome you to the 2021-2022 school year at Maple Elementary School, home of the Mustangs! I am so excited to begin my sixth year as principal of Maple. As the world continues to heal from the effects of COVID-19, I am overwhelmed with joy knowing that students will return to Maple, full-time, for in-person instruction. Ensuring equity, access and excellence will continue to be our top priority. All students will have laptops and receive a quality education based on priority standards from one of the amazing Maple teachers.

We are continuing to implement PBIS in our school. PBIS stands for Positive Behavior Intervention and Support. Positive behavioral interventions and supports are strategies to encourage good behavior. Our school has established schoolwide expectations on how to be safe, responsible and respectful. Included you will find our schoolwide behavior matrix which will explain to our students how to display good behavior in all areas of the school. All of our teachers will also present a virtual discipline assembly so that students know how they can be safe, responsible and respectful while learning virtually at home.

The student handbook will provide you with information ranging from start times to parent involvement opportunities, to nutrition guidelines. Please take time to review this information as a family.

We truly believe communication is the key to a successful educational experience. Should you have any questions or concerns and would like to schedule a meeting, please call the office at 909-357-5670 and our wonderful office team will gladly schedule a meeting.

Together as a community of Maple Elementary School, we can provide the very best educational experience for all students.

We look forward to a great year!

Elena Arambula Zerbel
Principal

Karla Brewer-Edet,
Assistant Principal

OFFICE		
<u>OFFICE HOURS</u> 7:00 a.m. – 4:00 p.m.	<u>TELEPHONE NUMBER</u> (909) 357-5670	<u>FAX NUMBER</u> (909) 357-5679

SCHOOL HOURS	
<u>Kindergarten – 5TH GRADE</u> 7:45 a.m. – 2:20 p.m. (MTThF) MINIMUM DAY (Wednesday) 7:45 – 11:50 a.m. Students will be dismissed at 11:50 a.m.	<u>Transitional Kindergarten (TK)</u> GROUP A: 7:45 a.m. – 11:35 a.m. GROUP B**: 9:25 a.m. – 1:15 p.m. **7:45 – 11:35 a.m. (Wednesdays Only)

*** For Lunch Schedules please see Appendix ***

SUPERINTENDENT OF SCHOOLS

Randal S. Bassett, Superintendent

BOARD OF EDUCATION

Marcelino "Mars" Serna, Board President
Jennifer Quezada, Board Member

Adam Perez, Board Vice President
Mary Sandoval, Board Member

Joe Armendarez, Board Member

INSTRUCTION AND RELATED PROGRAMS

It is our goal that each child attains, to the fullest of his/her capabilities, the fundamental knowledge and skills that will allow him/her to function effectively as a participating and contributing citizen in our society. The following documents, activities and programs are designed to help each child achieve his/her best.

PACING GUIDES

The Fontana Unified School District has developed and adopted Pacing Guides. Although individual teaching strategies are left to the discretion of the school and the teacher, course content as outlined in the Pacing Guides is mandated. All teachers use these Pacing Guides in their long and short-range planning not only to ensure that the curriculum is being introduced and taught at appropriate grade levels, but also to ensure that all classrooms at a particular grade level are receiving the same information regardless of the specific teacher.

ENGLISH LANGUAGE LEARNER PROGRAM (ELL)

The ELL program provides opportunities for non-English or limited English speaking students to develop English language skills while continuing to make progress in their grade level curriculum. All students who are limited in their English language development are assisted to develop fluency in English and have equal opportunity for academic achievement and access to the core curriculum.

HOMEWORK

Homework is an important part of our educational program, and it is a practice supported by the Board of Education in Fontana Unified School District. Your child's teacher will provide information for you regarding specific homework procedures for your child. **Students in K-3 should expect to do thirty minutes of homework each day Monday-Thursday; students in grades 4-5 are expected to have one hour per night of homework. Students are encouraged to read each night.**

LANGUAGE, SPEECH AND HEARING

Speech and language services are provided for identified students whose speech and language needs cannot be sufficiently addressed in the general education classroom. The classroom teacher, parent or administrator refers a student for these services. A trained speech and language therapist assesses the student; if a significant language/speech disorder is found, a program is established to meet the needs of the student.

SCHOOL IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT

The School Improvement Plan for Student Achievement (SIPSA) is a state program that requires the school to coordinate services to students. For example, if we have limited English proficient (LEP) students, resource specialist (RSP) students, and gifted (GATE) students, we work to coordinate the services to these students so that they all receive the basic, core curriculum and through a delivery model that does not often take them out of the general education classroom. To accomplish this, we may have the RSP teacher come to the general education classroom to provide services or have the general education teacher provide services for gifted students. In addition, we must show that the general education teachers and the specialist teachers collaborate to provide programs for shared students.

SPECIAL EDUCATION

Special Education is provided by our district for students with exceptional needs. These needs may be physical, developmental or cognitive. They may involve special placement, extra support or enrichment. Admission to these special programs is based upon an individual study made by an Individualized Education Planning Team. Referrals for participation may be made by a teacher, administrator or parent.

STUDENT INTERVENTION TEAM (SIT)

In order to provide the best education program for our students, a Student Intervention Team has been organized to make suggestions regarding educational services for students. Members of this team include the principal or designee, classroom teachers, the resource specialist teacher and the parents of the student who is having school difficulties that impede his or her learning. SIT members meet to discuss strategies for helping a student experience learning success.

TITLE 1

Maple Elementary is a Title 1 school, which is a federally funded program. The goal of the Title 1 program is to provide extra help and instruction. At Maple Elementary, classroom teachers, instructional aides and support staff work with students to provide additional support in language arts and math.

PARENT AND COMMUNITY INFORMATION

ARRIVALS AND DEPARTURES

- Students in grades 1-5 should **NOT** arrive earlier than 7:15 a.m. or remain on the campus later than 2:30 p.m., unless they are participating in a supervised activity. Supervision **WILL NOT** be provided for students who arrive before 7:15 a.m. or remain later than 2:30 p.m. (unless enrolled in the after-school program).
- Students should arrive at school between 7:15 and 7:25 a.m.
- Students leaving campus early must be signed out through the office by an adult identified and listed on their student information record.
- All students are expected to go directly home after school.
- Please follow instructions given by crossing guard/staff directing traffic.
- If a student is outside after 2:30 p.m., they will be asked to come into the office to ensure student safety.

CAFETERIA SERVICES

Maple Elementary offers both a breakfast and lunch program for students. The breakfast program is offered from 7:15-7:35 a.m. for Transitional Kindergarten (AM), and Kindergarten through 5th Grade. Lunch occurs during the school day. Breakfast and lunch menus are online, please visit [Maple Elementary Menu July 2021 | Schoolmenu.com](#). We expect students to follow our cafeteria expectations. See Appendix

**** Please review the Nutrition Guidelines and Snacks Approved for Grades K-6 in Appendix.**

CHANGE OF EMERGENCY INFORMATION

Please notify the school immediately if there is a change in your address, in your telephone numbers, in your child's health status, or in your legal guardianship.

EMERGENCIES

It is especially important that we have accurate, up-to-date information including the name and telephone numbers of the person to contact in case of an emergency concerning your child. We need to be notified immediately, if this information changes. **Students will only be released to persons listed on the student's emergency information record. Adults picking up a student MUST show a picture ID.**

EMERGENCY MESSAGES

We are interested in the safety of your child. If you need to have your child go home with someone else or in a different manner than usual, please remind your child in the morning and send a note to his/her teacher. **Please do not call the office with a message unless it is an absolute emergency.** We must verify each call that concerns a change in school directions for a student. This means that after a call has been received a Maple staff member will call the parent back at the phone number we have in our computer system. Thank you for your help and understanding.

PETS ON CAMPUS

Please **do not** bring leashed or unleashed dogs or animals on Campus (CA. Ven. Code –21113A).

JAY WALKING

Please remember to cross on Maple Ave. with the crossing guard. It is a safety hazard to have small children darting out between cars and running across the street.

LIBRARY

Maple Elementary's Library is a resource to help strengthen the instructional program of the school. Students go to the library on a regular scheduled basis and/or as needs arise. Students may be sent to the library with a specific assignment from their teacher and are assisted in finding information or materials to help them. Students are allowed to check books out of the library. The library is open before and after school. Library hours are 7:15 a.m.—3:20 p.m. Parents can bring their children in to check out additional books.

LOST/DAMAGED BOOKS

Textbooks and other reading materials are furnished to your child by the school system on a loan basis and should be treated as borrowed property. According to California Education Code,

section 489809, parents are liable for the damage or loss of books that have been loaned to their child during any given school year. Students must pay for the loss or abuse of textbooks. All lost/damaged books will be charged at the replacement fee for the book(s). Parents are liable for paying to replace all lost or damaged library books checked out to their child/children. All payments must be made in cash. Thank you.

LOST AND FOUND

Lost items, including clothing, may be claimed at the Lost and Found container in the cafeteria. Lunch pails, jackets, etc. should be clearly labeled for easy identification.

REPORTING STUDENT PROGRESS

Individual parent conferences are scheduled October 18 -22, 2021. Conferences provide parents and teachers with an opportunity to discuss each child as an individual. With good communication from parents, 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 three-way process, Parent/Student/Teacher. Contact the school and make appointments for conferences whenever you think it is necessary.

Two Progress Reports (Sept. 24 and Apr. 7) and two Report Cards (Jan. 18 and May 27) will be provided each a year. In addition, communications from school personnel concerning the behavior, homework or other personal matters will be sent to you, if the need arises.

Parents are encouraged to utilize Q Parent Connection. Q Parent Connection allows parents to monitor their student's grades and performance on assessments.

TELEPHONE FACILITIES

Students are permitted to use the office phone only if an emergency situation exists. If the need arises for you to contact your child, we will give the student a phone message to call home or a phone number we have on the student's information record. By following this procedure, we can verify that the person making the phone call is actually the student's parent or the emergency contact person. Students will need to have prior permission from their teacher to use the telephone.

TRANSPORTATION SERVICES

Transportation to and from school is available for students who qualify. Students must comply with transportation rules and regulations or bus privileges will be suspended. Other information concerning transportation may be obtained by calling the Transportation Department at 357-7510.

ATTENDANCE

Being responsible by having regular attendance in school is essential to the learning process.

Educational studies show that there is a direct correlation between positive school attendance and student achievement. Additionally, since July 1, 1998 school districts no longer receive funding from the State of California for pupils who are absent from school. Students need to be in school taking advantage of their opportunity to learn and by doing so they actually finance their own education through positive attendance.

All students between the ages of six (6) and eighteen (18) unless exempted must comply with compulsory school attendance laws. The following rules and regulations apply.

Students with good attendance are rewarded throughout the year.

Parents must furnish the school with a written or oral excuse for each student absence. If absences become excessive, the school may request verification from a recognized medical practitioner. Continued irregular attendance is a violation of Education 48200 and may be cause for a referral to the School Attendance Review Board (SARB).

On February 13, 2007 the Fontana City Council adopted a new ordinance, FCC 15-16. This ordinance makes it unlawful for any juvenile, within the educational system, to remain in any public place, or on the premises of any public place, or on the premises of any establishment in the city, including on school grounds, absent an authorized excuse, when they are supposed to be in class. This ordinance will allow school officials to cite students that are out of their assigned classrooms loitering about school grounds without a valid excuse.

TARDINESS POLICY AND PROCEDURE

The first bell rings at 7:40 a.m. for students to line up. The second bell rings at 7:45 a.m. Instruction begins at 7:45 a.m. for K – 5th grade and morning TK. Students should be in the classroom ready to start their day when school begins. Staggered TK Group A begins at 7:45 a.m. and Group B begins at 9:25 a.m. When the second bell rings, students not in their designated area at that time are considered tardy. If a student is tardy in excess of thirty minutes on three or more days during the school year and such tardiness is not excused, it shall be classified as truancy and shall be reported to the Attendance Supervisor (Education Code 48260).

A student's tardiness may be excused with a physician's note.

EXCUSED ABSENCES (*Please review sheet from CWA-in appendix*):

Absences are excused for the following reasons:

- a. Illness
- b. Medical appointments
- c. Dental or optometric appointments
- d. Funeral of a family member
- e. Court appearances
- f. Religious retreat, observation, or exercise

UNEXCUSED ABSENCES *(Please review sheet from CWA in appendix)*

Unexcused absences are all absences not listed above.

EXCESSIVE ABSENCES

Students are considered chronic truancy when they have excessive absences after missing ten percent or more of the school days in one school year from the date of enrollment to the current date. The school will contact the parent if a student has excessive absences or is in danger of having excessive absences.

TRUANCY

Any student who arrives to class after 7:45 a.m. is considered late. Any student who is tardy in excess of thirty (30) minutes on more than three (3) occasions in a school year is considered truant.

The principal/designee shall prepare a report of truancy and send it to the Department of Student Services and to the Parent/Guardian. The letter shall include the following information:

- a. the student is deemed truant
- b. the parent/guardian is obligated under the law to comply with the attendance expectations
- c. parents/guardians not complying with the law will be subject to penalties outlined in Education Code Section 48293
- d. that a meeting with school officials is necessary to review alternative programs available to help resolve the student's truancy.

The principal/designee will be responsible for sending a second notice of habitual truancy to the parents/guardians of a student who is again truant following the initial notice of truancy.

The principal/designee will be responsible for sending a third notice of habitual truancy to the parents/guardians of a student who is again truant following the second notice of truancy.

The principal/designee may refer the student's case to the School Attendance Review Board (SARB) upon a declaration of habitual truancy, provided a conscientious effort has been made to meet with the parents/guardians to develop remedies for the student's attendance.

The principal/designee may refer any student who is persistently insubordinate or disorderly during attendance at school to the School Attendance Review Board (SARB).

COMMUNITY AIDE (Carolyn Ball)

Mrs. Ball builds positive bonds with families. She works to improve attendance and coordinate our Mustang attendance incentive program. Mrs. Ball assists in making home visits to families and provides assistance with clothing, food and counseling as well as transporting families to Parent Conferences and meetings.

INDEPENDENT STUDY CONTRACT

Students who must be away from school for reasons not excused (i.e., "family emergency") may complete an independent study contract. Parents need to request an Independent Study Form from

the office. The Independent Study Coordinator will then contact and set up a meeting to sign a contract before the student is out on vacation/emergency trip. Please remember to notify the office at least 72 hours in advance in order to qualify for Independent Study. Independent Study will only be granted for a minimum of 5 days and a maximum of 20 days per school year.

MAKE-UP WORK

Tests and daily assignments missed during an excused absence may be made up. **Requests for missed work should be submitted within two (2) days of the student's return to school.** Please understand that many of the shared experiences cannot be made-up. It is impossible to recreate the conversations and the learning that occurs simply as the result of interactions among students and their peers. It is essential that students attend school daily.

SAFE SCHOOL CLIMATE

A SAFE, CARING AND DISCIPLINED SCHOOL ENVIRONMENT

PHILOSOPHY OF DISCIPLINE

We view a safe and orderly campus as an essential component for successful education. Student discipline at Maple Elementary helps each student to act responsibly. All students will comply with our Schoolwide Behavior Matrix, learn the FUSD Curriculum and Curriculum Standards, maintain proper standards of dress and appearance, and be accountable for their conduct to and from school. **Violence is any unkind or mean word, look, sign or act that hurts a person's body, feelings, or things and will not be tolerated.** The following behavior standards are taught to support students in achieving these goals:

MAPLE ELEMENTARY SCHOOL RULES

1. Come to school every day, on time.
2. While you are at school, always do your **VERY BEST!**
3. Respect yourself and others.
4. Walk at all times when in any school building, on the sidewalks or on the blacktop.
5. Leave toys, equipment, and other personal items at home unless you have prior permission from your teacher.
6. Be **SAFE**, Be **RESPONSIBLE** and Be **RESPECTFUL**

AREAS OF RESPONSIBILITY IN DISCIPLINE

THE PRINCIPAL

The school principal is responsible to the superintendent of schools for the conduct of the students. The principal shall have the responsibility and authority to form a school rules committee, review and approve rules and regulations submitted by that committee and implement district policies related to standards of student behavior.

PRINCIPAL'S DESIGNEE

The principal's designee is an administrator or other certificated person at the school site, specifically designated in writing by the principal to assist with disciplinary procedures.

TEACHERS

Teachers are directly responsible for adequate control of students under the supervision of the school staff. This responsibility includes the school's expectations of appropriate classroom and campus behavior.

STUDENTS

Each student will maintain schoolwide expectations and self-control, will be diligent in study and will adhere to the rules and regulations of the school. Each student is expected to be punctual and regular in attendance. They are further expected to refrain from profane, vulgar or abusive language. Students may be prohibited from participation in school trips, end of the year activities, or any school activities/functions. (Board Policy 5131) Prohibited student conduct includes but is not limited to:

- Behavior that endangers other students and/or staff
- Behavior that disrupts the orderly classroom or school environment
- Harassment of other students or staff
- Damage to or theft of property belonging to the district, school, staff or other students
- Excessive Tardiness and/or Unexcused Absences
- Possession, use or sale of alcohol, tobacco or other drugs
- Possession or use of laser pointers
- Inappropriate dress

PARENTS AND GUARDIANS

Parents or guardians shall be held responsible for cooperating with the school authorities and seeing that their children are prepared for the task of learning. All work assigned by the classroom teacher should be completed and daily attendance is essential. Parents or guardians are expected to participate in conferences regarding the academic performance and behavior of their children. Parents/guardians shall be held responsible for the willful misbehavior of their children and damage to school property as provided for in the Education and Administrative Codes of the State of California.

SPECIFIC SCHOOL EXPECTATIONS

The following specific school rules are also necessary for creating and maintaining a safe and productive school environment.

ARRIVAL/DISMISSAL

The playground opens at 7:30 a.m. Students are *not* to be on the playground before then. Parents/Guardians are advised that there is *no supervision* provided on the playground before that time. Students eating breakfast at school may be in the supervised eating area from 7:15 a.m. to 7:35 a.m. Students will leave school promptly after dismissal unless they are enrolled in the after school program.

ASSEMBLY CONDUCT

During assemblies, students will be courteous to speakers, classmates and other participants, talk or applaud at appropriate times, and sit or stand in designated areas.

BICYCLE PROCEDURES

Students in grades 4 & 5 may ride bicycles to school with a signed permission slip. It is the student's responsibility to learn and observe the traffic rules.

- Bicycles brought on campus must be registered and licensed.
- Bicycles are to be locked **IN** and **TO** a bicycle rack.
- Bicycles are to be ridden off campus.
- Walk your bicycle when crossing the street.
- The school does not carry insurance for damage or theft of personal property. Therefore, students choosing to bring bicycles to school should be prepared to assume responsibility for any problems that occur.
- Students must wear a safety helmet.

- g. Students who do not observe bicycle regulations at school may be required to leave bicycles at home.

BRINGING PERSONAL ITEMS TO SCHOOL

Students may only bring personal items to school if they have *prior permission* from their teacher. The school/district **is not** responsible for lost or damaged personal property.

PLAYGROUND RULES

Playground rules for games, behavior and equipment have been developed based on a need for safety and respect for others. All students will be taught the appropriate rules and all adults will enforce them.

- The following games are permitted but students must adhere to standard game rules: kickball, basketball and 4-square.
- The following games are not permitted: playfighting, soccer, dog piling, red rover, chasing/tag games, tire tag, crack the whip, clothesline or any activity that involves bodily contact (knuckles, karate, kicking, play fighting etc.). No games are allowed which involve physical contact.
- No throwing of any objects – sticks, rocks, woodchips, or other dangerous objects.
- Students need to leave toys, skateboards, skates, games or personal equipment at home.
- Sports equipment will only be brought to school with prior approval of a teacher and for use during designated P.E. instruction/time.
- Eating on the playground can be done at the benches and must follow the nutritional guidelines.
- Restrooms and drinking fountains are to be used properly.
- **Students are not to leave school without permission once they have arrived on campus.**



Maple's Schoolwide Behavior Matrix

LOCATION	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Cafeteria	<ol style="list-style-type: none"> 1. Use utensils appropriately 2. Wait patiently in line 3. Ask permission to leave seat 	<ol style="list-style-type: none"> 1. Help keep area clean 2. Use your time wisely 3. Throw all trash in the trash can 	<ol style="list-style-type: none"> 1. Use a level 1 voice 2. Use good manners 3. Listen to all adults
Computer Lab	<ol style="list-style-type: none"> 1. Four on the floor 2. Use district approved websites 3. Keep the floor clear 	<ol style="list-style-type: none"> 1. Keep food and drinks outside 2. Focus on your computer goal 3. Know your username and password 	<ol style="list-style-type: none"> 1. Keep devices connected 2. Keep computer settings the same 3. Respect others and their learning goals
Hallway	<ol style="list-style-type: none"> 1. Walk together 2. Walk in a straight line 3. Keep hands to yourself 	<ol style="list-style-type: none"> 1. Go directly to your destination 2. Line-up outside classroom 3. Wait for teacher with hands to yourself 	<ol style="list-style-type: none"> 1. Use a level 0 voice 2. Walk at all times 3. Respect learning time
Library	<ol style="list-style-type: none"> 1. Walk at all times 2. Push in your chair 3. Use appropriate door 	<ol style="list-style-type: none"> 1. Use shelf marker appropriately 2. Ask an adult for help 3. Sit and read quietly 	<ol style="list-style-type: none"> 1. Use a level 1 voice 2. Keep hands and feet to yourself 3. Respect school property
Office	<ol style="list-style-type: none"> 1. Walk at all times 2. Wait your turn 3. Keep your hands and feet to yourself 	<ol style="list-style-type: none"> 1. Know the purpose for your visit 2. Have a pass 3. Immediately return to your classroom 	<ol style="list-style-type: none"> 1. Use a level 2 voice 2. Use good manners 3. Listen to all adults
Playground	<ol style="list-style-type: none"> 1. Use equipment appropriately 2. Walk on the blacktop 3. Keep hands and feet to yourself 	<ol style="list-style-type: none"> 1. Report problems to safety aides 2. Use appropriate language 3. Follow the rules of the game 	<ol style="list-style-type: none"> 1. Use good manners 2. Stop playing when the bell rings 3. Listen to all adults
Restroom	<ol style="list-style-type: none"> 1. Walk at all times 2. Hands to yourself and feet on the floor 3. Use restroom appropriately 	<ol style="list-style-type: none"> 1. Maintain appropriate hygiene 2. Use time wisely 3. Immediately return to class 	<ol style="list-style-type: none"> 1. Use a level 2 voice 2. Give others privacy 3. Respect school property

PROBLEM SOLVING TECHNIQUES

Students are encouraged to use Conflict Management Problem Solving Techniques to solve playground problems. Children are taught to respect themselves and others. To solve problems they are encouraged to:

1. Talk it over
2. Say "Stop" or "No"
3. Walk away
4. Say "I'm sorry"/"Excuse Me"
5. Do something else
6. Share/Take turns
7. Ignore it
8. Ask for help

CONSEQUENCES

Students who choose not to adhere to the playground rules and become involved in misconduct while under the jurisdiction of the school will be subject to appropriate disciplinary action. Depending on the nature of the misconduct, one or more of the following options may be exercised.

- The teacher may have a special conference with the student.
- The teacher may initiate a telephone or letter contact with parent/guardian.
- The student may be sent to a partner teacher for time out.
- The student may be issued an afterschool detention. If a student is to serve an afterschool detention, parents will receive a 24 hour advance notice. An office referral will also be sent home.
- The teacher may initiate a special conference with a parent/guardian.
- The student may lose classroom, recess, assembly or field trip privileges.
- The teacher may suspend the student from class and contact the parent.
- The teacher may refer the student to the principal/designee for disciplinary action.
- The principal/designee will initiate an Office Referral or personal contact with a parent/guardian. If the principal/designee determines consequences are necessary to change behavior, students will be given consequences related to the misconduct.
- The student may be suspended from school by the principal/designee.
- The student may be referred to the School Attendance Review Board (SARB) by the principal/designee.
- The student may be expelled from school by the Board of Education.

DEFINITION OF SUSPENSION BY TEACHER

Suspension means the removal of a student from ongoing instruction for behavioral adjustment purposes.

SUSPENSION BY PRINCIPAL/DESIGNEE

Suspension will be imposed only when other means of correction fail to bring about proper conduct; however, a student, including students with exceptional needs, may be suspended on a first offense for any of the reasons in Education Code 48900. As in the case of suspension from class, the student has the right to know the charges and to offer an explanation of what happened.

Students may be suspended or expelled whenever the principal/designee determines the student has committed an act in violation of 48900 in the district or in another district, and the act is related to a school activity or school attendance which occurs at any time *including, but not limited to* any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During lunch period whether on or off campus.
4. During or while going to or coming from school-sponsored activities.

GROUNDS FOR SUSPENSION AND EXPULSION

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense (Education Code 48900(a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))
(cf. 5131.7 - Weapons and Dangerous Instruments)
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))
(cf. 5131.6 - Alcohol and Other Drugs)
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))
12. Knowingly received stolen school property or private property (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., 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 (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
16. Made terrorist threats against school officials and/or school property (Education Code 48900.7)
A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:
17. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
(cf. 5145.7 - Sexual Harassment)
18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Education Code 48900.4)
(cf. 5145.3 - Nondiscrimination/Harassment)

DUE PROCESS

Prior to the decision to suspend a student (except under emergency conditions) an informal conference must be held with the principal/designee and student to afford the student an opportunity to know the charges and to offer an explanation of what happened.

The parent/guardian shall be notified as soon as possible by telephone, letter or other reasonable means of the decision to suspend a student from school. A notice of the suspension will be mailed or given to the student's parent/guardian.

APPEAL RIGHTS

The parent/guardian has the right to appeal a suspension. The parent/guardian has the right to attach a statement to the school's copy of the suspension. In the case of a decision by the principal/designee to recommend the expulsion of a student, further due process is afforded the student and the family.

SEARCH AND SEIZURE

The principal/designee has the authority to conduct searches when reasonable grounds exist that the student has violated a rule, regulation or statute. The following regulations apply:

Personal search: A personal search is defined as any inspection of a student's desk, purse, pocket, book bag or similar receptacle used for the student's belongings.

1. The decision to search may be made by the principal/designee whenever there is reasonable suspicion that a student has violated a rule, regulation or statute.
2. The principal/designee may call the police to conduct or assist in any search.
3. No "strip search" shall be conducted by any school employee.

STREET GANG DEFINITION

A street gang is defined as a group or subgroup which has three or more members who socialize on a continuous basis, has a name, claims a geographic territory and whose members plan or

engage in criminal conduct.

STREET GANG PREVENTION

Articles of attire and the display of symbols, emblems or signs related to gangs or gang affiliations are strictly prohibited on the school campus.

Gang symbols, signs and attire may cause rival gang members to be openly hostile to each other or create an atmosphere of intimidation, encourage the commission of illegal acts or intimidation, encourage the commission of illegal acts or disrupt the educational process and are therefore prohibited.

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

USE OF ELECTRONIC DEVICES

NO iPod, MP3's, PSP's, DS's, tablets etc. are allowed on campus. Use of electronic listening or recording devices without the consent of the principal/designee and teacher is illegal and may be grounds for disciplinary action. Cell phones are allowed but **MUST** be kept inside student's backpack, turned on silent or on vibrate feature. If students need to use their cell phone, they must ask for teacher permission and make phone calls inside the classroom or in the office. We are not responsible for lost or stolen cell phones and/or any devices that are brought to school.

STUDENT USE OF TECHNOLOGY

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian agree to not hold the district responsible and to indemnify and hold harmless the district and all district personnel for the failure of any technology protection measures, violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

WEAPONS

Any FUSD personnel may remove from the possession of any student any firearm, knife, explosive or other dangerous object while the student is on school premises or engaged in any school sponsored activity or under the authority of the school. This act shall be reported to the principal/designee. The student will surrender all dangerous objects and will be subject to disciplinary action.

Parents and appropriate law enforcement officials will be notified by the principal/designee followed by disciplinary action. Weapons or illegal objects will be turned over to the police.

REPLICA WEAPONS

Any student who possesses a replica of a firearm or other deadly weapon is subject to the same rules and disciplinary action that apply to weapons. Replica weapons are not allowed on any campus in the Fontana Unified School District.

DRESS AND GROOMING

Restrictions on the freedom of student dress will be imposed whenever the mode of dress in

question is unsafe either for the student or for those around the student, is disruptive to school operations and the education process in general or is contrary to law.

STUDENT DRESS CODE STANDARDS

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.

HATS/CAPS

Students may wear hats or caps to school, as long as the writing on them is appropriate and not reflective of gang affiliation. Students will remove hats and caps at flag ceremonies and inside classrooms or buildings. Hats or caps *may not be worn backwards* at Maple Elementary School. **Students may not trade or share hats or caps.**

PANTS/SHORTS/CULOTTES/SKIRTS/JUMPERS

Students may wear pants, shorts, culottes, skirts or jumpers. Sweatpants and jeans are acceptable. Ripped or torn jeans are not acceptable. Pants must fit at the waist and must not be more than one size too large. **Baggy shorts or pants are not acceptable.** If belts are worn, they must not be more than one size too large. Walking shorts and skirts must be mid-thigh length or longer. Jogging shorts or bicycle shorts are not acceptable. Leggings and tights are acceptable only under skirts, shorts or culottes.

SHIRTS/BLOUSES

Shirts and blouses may not have inappropriate designs or writing. Students are encouraged to wear shirts and blouses tucked into their pants, shorts, culottes or skirts. 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 fabrics, halter tops, bare midriffs or tank tops are not acceptable.

SHOES

Shoes must be worn at all times and should be appropriate for school activities. *Sandals must have heel straps and toe straps.* **Thongs, backless shoes, backless sandals, bedroom slippers, moccasins, footsies or high heels are not acceptable.**

SWEATERS/SWEATSHIRTS/JACKETS/COATS

Sweaters, sweatshirts, jackets and coats may be any style or color. Jackets and coats must not have writing or pictures that are sexually suggestive, derogatory, gang-related, insulting or can be construed to have a "double meaning" or which advocate the use of drugs or alcohol. Athletic team jackets that display emblems that could become disruptive to school operations and the educational process are not acceptable.

SPECIAL COMMENTS

Boy Scout and Girl Scout uniforms, D.A.R.E. shirts and school shirts may be worn any day. Classroom or grade level special events and activities will be announced prior to the special events and students may wear special clothes when they participate on these particular days. Dress should be appropriate and comfortable for normal school activities.

SCHOOL SPIRIT DAY

Friday is “School Spirit Day”. Students are encouraged to wear school t-shirts/sweat shirts on Fridays.

Note: Students are permitted to wear buttons, armbands or other accouterments to exercise the right to freedom of expression as provided by Ed. Code 48907, unless the button, armband or other accouterment signifies or is related to gangs, gang membership, or gang activity as provided by Ed. Code 35183.

EMERGENCY PLAN

Maple Elementary School has a Disaster Preparedness Plan. It provides for the safety of children in a variety of emergencies. Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and earthquake drills are scheduled to practice proper safety procedures and adhere to all safety guidelines. If a disaster occurs, we realize parents and children will want to be together. However, children will be cared for at school until this can be safely accomplished. The school will maintain strict accountability for the release of students and will have a process that includes a checkout procedure that requires a signature for student release to an adult listed as an emergency contact on the student data card.

Parents need to assist the school in this plan by *providing accurate information on addresses, telephone numbers, baby-sitters, medical conditions, doctors, etc. Information needs to be updated as it changes.* Parents coming on the campus during an emergency will need to strictly adhere to emergency procedures in effect.

HEALTH SERVICES

A health clerk is available daily to answer your general health-related questions. A nurse is on campus to assist with the needs of our students and for emergencies. If an accident or illness occurs at school, emergency treatment is given, and the parent is notified. Since the school does not have facilities or staff to care for sick children, a child not well enough to participate in classroom activities will be sent home. This is not only in the best interests of the ill child, but also serves as a protection for other children. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. *You are urged to see that the emergency section of the registration card is filled out and kept up to date. Please notify the school at once when your address, phone number or phone number of a contact person has been changed.*

MEDICATION

Legislation prohibits schools from administering medication to students without a medical statement from a physician. Students needing occasional medications, such as penicillin, etc., for colds, earaches and sore throats are to take these medications at home, when possible. Medication that is prescribed three times a day can be given before the student comes to school, after school and again at bedtime. However, if medication **MUST** be given at school, an adult must personally deliver it and the district form, "Administration of Prescribed Medication for Students," filled out and returned to the school office. Forms are available in the office.

REQUIRED IMMUNIZATION AGAINST COMMUNICABLE DISEASE

Senate Bill 535 added to the Health and Safety Code Division 4, Chapter 10, Section 3480 and 3489, requires that:

All students entering California schools must provide proof of immunization against:

- a. diphtheria
- b. pertussis
- c. tetanus
- d. polio
- e. measles
- f. mumps
- g. tuberculosis
- h. varicella (chicken pox)
- i. Hepatitis B (Hep B)

CHILD HEALTH AND DISABILITY PREVENTION PROGRAM

The State of California requires that all students entering kindergarten have a health screening prior to school entry which includes the following:

1. Health and developmental evaluation
2. Physical examination
3. Vision and hearing evaluation
4. Tuberculin Test
5. Blood and urine screening
6. Necessary immunizations
7. Nutritional evaluation

When screening is completed, the child receives a certificate which should be given to the school at the time of school entry. Those parents who do not want their children to have the examination must sign a waiver certificate that must be filed in the school office. The State of California will pay for the health screening of children who are in the following groups:

1. All Medi-Cal recipients.
2. All kindergarten age children whose parents'/guardians' income falls below a specific level (check with the Department of Public Health for eligibility).

SMOG ALERT AND HIGH HEAT PROCEDURES

When Maple Elementary School is notified that a health advisory or smog alert exists, the staff will be notified. Staff members will inform their students of the health advisory or smog alert, advise them of the dangers and take the necessary action to ensure the curtailment of student participation in strenuous play or exercise during a smog alert.

Parents are urged to explain to their children why they should avoid anything that causes hard breathing or mouth breathing during a smog alert.

When temperatures are excessive, 100 degrees Fahrenheit or above, "hot weather precautions" shall be observed. Encourage your children to:

- a. wear light clothing
- b. limit their physical activity both indoors and outdoors
- c. remain in areas protected from the sun
- d. drink large amounts of liquid

NO SMOKING POLICY

SMOKING IS PROHIBITED ON SCHOOL PROPERTY PER BOARD POLICY 3513.3:

“In the best interests of students, employees and the general public, the Governing Board therefore prohibits the use of tobacco products at all times on district property and in district vehicles. **This prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event.** It applies to any meeting on any property owned, leased or rented by or from the district.”

“This policy shall be extended to include outside areas on the grounds of buildings and structures owned and operated by the Fontana Unified School District on July 1, 1995.” Policy Adopted: May 19, 1993

PARENT INVOLVEMENT

BIRTHDAY PARTIES

Celebrations (student birthday, individual student accomplishments):

- No parties, cupcakes, or goodie bags.
- Celebrations may not interfere with the instructional program.
- Any items purchased must follow the nutritional guidelines.

COMPLAINT PROCEDURE

The District has established a complaint procedure that applies to state and federal categorical programs. If you have a complaint about these programs or any other aspect of your child's schooling, *talk to the teacher first and then see the principal if you are not satisfied*. Forms are available in the office for any individuals who wish to file a complaint.

The Fontana Unified School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminating practices [BP 5145.7(a)].

DISTRIBUTING INVITATIONS

Occasionally, students want to invite other students to non-school sponsored parties and wish to hand out their invitations at school. This process creates a variety of problems. Therefore, we have established the practice that unless the entire class is invited, these invitations may not be distributed at school.

ENGLISH LANGUAGE LEARNER ADVISORY COMMITTEE (ELAC)

The ELAC consists of parents and staff members who meet to discuss the planning and implementation of the bilingual and language development programs. The committee advises the principal and staff on the development of the school's needs in English language development, as well as learning about the curriculum and the overall school procedures.

PARENT PICK-UP & DROP-OFF (Yellow Line)

In the morning, you are able to drive through the parking lot and drop students off in front. **For student safety we ask that you please not double park in the parking lot and/or stop near the preschool and kindergarten classrooms.** This procedure should be a continuous line of cars only stopping to let students out of the car near the front crosswalk. **We are asking all parents to wait by the office and cafeteria (behind the yellow line) to drop off and pick up students.** Please make sure you wait behind the yellow line and designated cafeteria and office area. Please DO NOT walk onto the blacktop, go inside the buildings or stand around in the hallways. This will minimize class interruptions and issues with parents using student restrooms. Dismissal procedures will continue with gates being locked and students being picked up at the front of the school, meeting you at your car, or walking home from school. Please remind students to use the cross walk when crossing the parking lot and Maple Avenue. Please obey and respect all safety laws.

PARENT VOLUNTEERS

If you have any skills or time to offer, we encourage you to participate in the classrooms and in the learning that goes on there. Parents are always welcome. All volunteers need to be Board

Approved before they can volunteer in the classrooms. The following forms/documents need to be completed: Volunteer Authorization, Megan's Law Volunteer Background Check, a copy of a TB Test Result (must be within last 60 days of submitting forms) and a copy of a government issued ID. ***Please check in at the office whenever you come on the campus.***

SCHOOL SITE COUNCIL (SSC)

The School Site Council consists of parents and staff who work together to plan and evaluate the programs at Maple Elementary School which receive special funding. Members on the council are elected. However, the meetings are open to all parents. All parents are encouraged to attend and participate in the meetings.

VISITING SCHOOL

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. (Board Policy 1250).

If you have a particular activity you wish to visit, it would be wise to consult with the teacher twenty-four hours ahead of time. The office is pleased to assist you in this matter. ***We require that any person coming on the campus check in through the office.*** This procedure is a precaution for the safety of everyone.

Parents visiting the school for the purpose of delivering such items as, but not limited to, lunches, sweaters, umbrellas, etc. will be instructed to leave such item in the front office. These items will be given to the student at a time that minimizes interruptions of the instructional program.

Due to COVID-19 all visitors and volunteers are not allowed on campus until further notice.

“The District recognizes and appreciates volunteer assistance in our schools as it enriches our educational programs and strengthens the schools' relationships with the community. The District also recognizes that maintaining a safe environment for everyone is of the utmost importance during this time of pandemic.

In order to reduce the risk of exposure to staff, students, and the community, it has been determined to immediately suspend the District's volunteer program. This means that volunteers will not be able to assist at our school sites and departments and Human Resources will not be processing volunteers until further notice.

School sites and departments will be notified when the volunteer program is able to resume.”



FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

UCP Annual Notice

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 (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

Every Student Successful | Engaging Schools | Empowered Communities

NON-DISCRIMINATION & HARASSMENT POLICY

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



Mustang Code of Conduct

I will be trustworthy
I will be respectful
I will be responsible
I will be fair
I will be caring
I will be a good citizen

Trustworthiness

Be honest • Tell the truth • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respectful

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsible

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Be appreciative
• Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Obey laws and rules • Respect authority • Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Protect the environment

Maple Elementary Discipline Flow Chart

Observed Problem Behaviors

Teach, Model, Practice, Praise, and Reteach Expected Behaviors

Re-direct student and review expectations

1st Offense/ Intervention :
Investigate to determine function of the behavior.
Implement an appropriate intervention.
Document in Q.

2nd Offense/ Intervention :
Investigate to determine function of the behavior.
Review expectations and student's history of the infraction with the student.
Provide an appropriate new or additional intervention.

3rd Offense/Intervention :
Investigate to determine cause of behavior,
Review expectations and student's history of the infraction with the student.
Provide an appropriate new or additional intervention

4th Offense:
Complete office referral

Is the behavior Teacher/
Staff Managed or Office?

Notify office of Major behavior and complete an office referral

Teacher/Staff Managed	Office Managed
Minor	Major
Cheating, Forgery	Harmful Threats, Bullying, Major Threats
Defiance/Disruption/ Off-Task	Physical Aggression (Fighting), Verbal Aggression, Racial Slurs
Horseplay / playing in the restroom	Leaving classroom without permission
Inappropriate language, lying, teasing, tattling	Cigarettes, Tobacco, Alcohol or Controlled Substances
Disrespect	Sexual Harassment
Inappropriate use of tools/ Damage to school property	Weapons, Dangerous Objects,
Technology Violation	Self-harm

Administrator or Admin Designee determines appropriate intervention(s)
Possible interventions
Corrective Feedback
Conference with student
Time out
Referral to counselor
Alternative activity
Suspension

Administrator or Admin Designee logs information in Q.
Administrator or Admin Designee will follow through with intervention(s).

Administrator or Admin Designee will provide teacher with feedback .

Behavior data collected and reviewed by PBIS

Intervention will vary depending on the function and severity of the behavior:
Use a different intervention with each offense, contact parent, and document in Q
Common initial interventions include but are not limited to (visit PBISworld.com for additional resources and interventions)

- Modified assignments
- Restorative Conference
- Praise/Reward Token
- Break/Cool down
- Alternative activity
- Teach/Reteach Conflict
- Behavior Contract
- Teach & model appropriate behavior
- Seat change
- Reflection Sheet
- Parent Phone Call/ Conference
- Class buddy

If a logical intervention is given, it should immediately follow, not replace an intervention.

Fontana Unified School District
Elementary Discipline Referral

Misconduct
 Information

Administrator
 Counselor Logged

Student Name _____	Student # _____	Grade _____
School Name _____	Date/Time of Incident _____	Today's Date _____
Referred By _____	Student's Teacher: _____	
Reason for Referral: _____		

Remediation Steps Taken by the Teacher		Date(s)
Individual Counseling _____		
Teacher Discipline Action _____		
Parent Contact – Phone or Letter _____		
Parent Conference at School _____		

ADMINISTRATIVE ACTION (*Office Use Only*)

Other Means of Correction Strategies – Interventions	
___ Warned and Counseled	___ Time out in office
___ Phone conference date: _____	___ Parent conference date: _____
___ Behavior contract signed: _____	
___ Counseling – Anger management-Assigned date(s): _____	
___ Parent Shadowing – date(s): _____	
___ Referral to Student Intervention Team (SIT) date: _____	
___ Referral to LAMP – date: _____	
___ Referral to School Attendance Review Board (SARB) – date: _____	
___ Home visit(s) – date(s): _____ by: _____	
___ Suspension-Complete Notice of Suspension form	
___ Other: _____	

Discipline Screen Entry:	
Ed Code 48900: A1 A2 B C D E F G H I J K L M N O P Q R S T U V	
Ed Code 48900: 48900.2, 48900.3, 48900.4, 48900.7	
Ed Code 48915: (A) 1 2 3 4 5 (C) 1 2 3 4 5 (See back of this form for code details.)	

I have been given a copy of this notice. I promise to complete the above assignment. I promise to give this copy to my parent/guardian the same day it was issued and inform them of the day, place, and time if a conference meeting is required. I understand that further occurrences of this behavior will result in progressive discipline action.

Student Signature _____ Date _____

Parent Signature _____ Date _____

PARENT PLEASE SIGN/DATE AND RETURN TO OFFICE

You have the right to have access to your student's records as provided by Education Code 49069

Principal/Designee _____ Telephone 909-357-____ Ext. _____ Date _____

Distribution: White-Discipline Yellow-Teacher Pink: Parent/Student

CWA 20: Revised 1/2012