

FONTANA UNIFIED SCHOOL DISTRICT  
HEMLOCK ELEMENTARY SCHOOL

# PARENT/STUDENT HANDBOOK 2021-2022



## Home of the Hemlock Huskies!

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# FONTANA UNIFIED SCHOOL DISTRICT

## Every Student Successful | Engaging Schools | Empowered Communities

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

### Core Values:

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

### Cornerstones for Success:

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

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

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

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

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

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

## **PRINCIPAL'S MESSAGE**

Dear Hemlock Families,

Welcome to the 2021-2022 school year! Hemlock is a great place to be and the Husky staff is committed to preparing all students for college and career readiness in a safe and effective learning environment.

The purpose of this handbook is to provide you with information on school policies, procedures and information to aid you in preparing your child for school. Please take a moment to review this handbook with your child. To make this a great year for you and your child, here are some important facts to remember:

- Safety will continue to be a high priority at Hemlock Elementary. All gates to the campus will be closed after the morning bell rings. Help us keep our campus safe by not dropping off students until 7:15 am as there is *no* supervision. If your child is late, they will need to enter through the office.
- For the safety of your child, we **will not** allow phone calls requesting that individuals be added to the emergency list or permission for an individual not on the emergency list to pick up your student(s). If you need to make changes, you must come into the office with a valid, picture ID, and provide office staff with the names and contact information for all individuals you wish to add to the emergency list. Furthermore, the individual picking up your child **must** provide a valid ID. **No exceptions!**
- All gates and entries to our campus will be closed during school hours. All visitors must sign in with the office and have a pass to be on campus. Only students will be allowed through the school gates.
- Learning cannot occur if your child is not in school. Attendance will continue to be a high priority. Please have your child at school everyday so that their academic progress isn't impacted. Additionally, please try to schedule any doctor or dentist appointments late in the afternoon, as picking them up early can impact their education as well.
- Become involved at Hemlock by attending parent meetings and/or joining the School Site Council (SSC), English Language Advisory Council (ELAC), and PTA.
- If your child walks to school, please remind them to use all crosswalks, follow all traffic rules, and listen to the crossing guards.
- Students in grades Kindergarten through second grade must be picked up by an adult for their safety. If you wish for these students to walk home with an older sibling, you must provide the office with a written note.
- Please take note of the adopted Wellness Policy for the Fontana Unified School District, which has nutritional guidelines and standards.

We are preparing to have a great year. If you have any questions, please stop by the office to discuss any concerns or comments that you may have or call me at (909) 357-5470.

Sincerely,

Adam Andersen  
Principal

## GENERAL SITE INFORMATION

### SCHOOL HOURS

The school campus is open to students at 7:15 am. **Children may not leave the school grounds during the school day unless checked out by a parent through the office.** At the end of the school day, students are expected to go directly home. Students should not go home with a friend without their parent's knowledge. ***Students who are not picked up within 15 minutes of dismissal will be checked into the office. Only adults on the Emergency list, with a valid picture identification card will be allowed to pick your student up.***

To avoid classroom interruptions, if there is a change in your child's pick-up schedule, please communicate that to your child before they arrive to school that morning. To avoid interruptions, students will not be dismissed 10 minutes before the end of the instructional day (2:10) and Wednesday (11:40), unless there is an emergency or prior arrangements have been made. Please schedule doctor/dentist appointments after school. *Checking students out early will result in a reverse tardy, which will affect your student's attendance and eligibility for a Perfect Attendance award.* Please do not go to your child's classroom to pick them up. If you are near a classroom, or on campus, an administrator, teacher, or noon-aide will ask you to wait in the assigned area. This is for the safety for all students. Your cooperation is appreciated and expected.

Our school office closes at 4:00 pm and if your child has not been picked up, school police and/or city police will be contacted to pick up your child. (Please keep all contact information current).

### 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 Hemlock.

### VOLUNTEER/VISITOR INFORMATION

Thank you for your support of Hemlock Elementary School by being a Husky Volunteer or Classroom Visitor. Your continued support of our students is greatly appreciated! To ensure that our students continue to receive the best educational program, we have established a few guidelines to help your time here be most productive.

- Volunteering in any *classroom* requires prior approval of the classroom teacher and notification of the administration. Volunteers for *campus activities* should request volunteer status, when opportunities are available, through the administration.
- Classroom observations require at least 48-hour notice, are limited to 30 minutes, are to go through the administration, and are subject to teacher scheduling issues. If requested, administration may accompany the observer during their visit. *Date and time for the observation will be provided by the principal.*
- Check into the School Office upon arrival. Sign in and receive a Visitor's Pass specific to the location you're visiting. The pass limits access to the designated location. Read, sign and date the volunteer/visitor information sheet.
- The classroom teacher will direct a location to work and/or observe.
- Please do not move about the classroom or interfere with the movement of students (even your own child) unless the teacher directs you to do so.
- To protect instructional time, conversations with students and/or personnel should not occur in the presence of students.
- If, as a result of volunteering or observation a conference is desired, an appointment should be set with the teacher and/or administration during *non-instructional* time.
- **Ca Ed Code 44811 and Penal Code 626.7 (disruptions)** prohibit disruption of any class or campus activity and will result in being asked to leave campus immediately.
- **Ca Education Code 51512 (recording devices prohibited)**
  - The Legislature finds that the use by any person, including a pupil, of any **electronic listening or recording device** in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and

secondary schools, and such use is **prohibited**. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.

- Thank you again for supporting our students by volunteering your time to be in the classroom. By adhering to these guidelines, students will be able to maximize their learning. Working together, we can accomplish great success for our students!

## **ATTENDANCE PROCEDURES**

Absence notes are to be received from the parent for each absence. Telephone contacts from the office and verification forms may be accepted in lieu of parent notes.

Attendance calling is done daily in the office. Attendance is completed by 8:30 am. Students are expected to be in their seats and ready to learn at the start of class (7:45 am) every day. SART attendance forms and meetings with the principal/designee will be used to monitor students with chronic attendance problems, including tardies and late/early pick-ups.

**Absences:** California now has a positive attendance law: i.e. schools only receive funding for actual days of attendance. Please be sure your child attends school every day. **IMPORTANT: Whenever your child is absent please call the school at (909) 357-5470 or send a dated note on the day of the child's return stating specifically the reason for the absence.** If your child must be absent for **more than five (5) days**, you may contact his/her teacher to fill out an **Independent Study Contract**. The teacher needs to be given 3 days notice. Upon the child's return and the successful completion of that contract (as verified by the teacher), those absences will be changed from "unexcused" to "excused" on the school records. Continuous absences may result in a SARB (School Attendance Review Board) referral.

**Tardies:** Students are expected to be in their seats and ready to learn at the start of class (7:45 am) every day. Students who are tardy must report to the Attendance Clerk. Tardies will exclude your student from receiving a Perfect Attendance award, even if they have no absences. **Parents should be aware that if a student is tardy in excess of thirty minutes on three or more days during the school year and such tardiness is not excused, it shall be classified as a truancy and shall be reported to the Department of Child Welfare and Attendance and to the parent.** Continuous tardies may result in a SARB (School Attendance Review Board) referral.

**Early Dismissal:** Students who leave the school before the regular dismissal time of 2:20 p.m. and 11:50 am on Wednesday, must be checked out through the office by an adult on our emergency contact list. We cannot dismiss a child early by a telephone call. In addition, to avoid interruptions, students will not be dismissed 10 minutes before the end of the instructional day, unless it is an emergency. Please schedule appointments after the school day, after early release on Wednesdays or during off-track time. Because we value your child's instructional time, please help us keep interruptions to a minimum by not calling to leave personal messages for your child. Checking out your child before the end of the school day will result in a reverse tardy, which will exclude them from receiving a Perfect Attendance award, even if they have no absences.

### **Truancies:**

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

### **MEALS**

Hemlock Elementary School is participating in the National Schools Breakfast and Lunch Program. A hot, well-balanced lunch and breakfast, including milk, will be provided to students at no charge. Lunch menus are located on the FUSD website. Proper conduct is expected and required of all students in the cafeteria. Students are expected to remain seated until dismissed, clean up after themselves, and to use their "indoor" voice while speaking to their friends. Children who misbehave will risk losing their privilege of playing at school during the noon hour. State regulations require that students must select items without assistance. The cafeteria will open for breakfast at 7:15 am every day. If you want your child to eat breakfast, they need to be here by 7:30 am. ***Class begins at 7:45 am, and if your child arrives at 7:45 am to eat breakfast, they will be considered tardy, and will not be eligible for an award for Perfect Attendance.***

## **CalWORKs**

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

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

Excused absences will no longer be allowed for apportionment (ADA). The attendance focus will now be on compulsory attendance. A valid excuse for compulsory education means there exists a justifiable personal reason for being absent.

**SART 1:** letter to the parent (copy to the teacher) when the student has three (3) unexcused or excused absences and/or three (3) tardies of 30 or more minutes.

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

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

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

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

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

## **DRESS CODE**

Students are expected to adhere to the school adopted dress code (Board Policy #5132) everyday while at school. Weather and safety should be considered in the selection of clothing and shoes.

- Shorts must not be too tight, short or baggy and must be hemmed (no cut-offs). Jogging shorts with splits up the sides are not appropriate for school.
- No clothing depicting violence, rudeness, alcohol, drugs, offensive words or pictures, or gang affiliation may be worn to school.
- Hats may be worn outside on the playground as long as the hats are not identified with a gang.
- Tank tops /Spaghetti Straps for boys and girls will not be allowed.
- Midriffs are not allowed.
- Flip-flops, sandals, shoes with wheels, and open toe shoes are not allowed for safety precautions.
- Jewelry/items that create a disruption, health or safety hazard are not permitted and may be held with the teacher until the end of the day or requested for parent to pick up.
- Chains and clothing with sharp objects, such as spikes will not be permitted.
- Students wearing inappropriate clothing to school will have their parents contacted to request delivery of clothing that meets the dress code guidelines.

**Hemlock Elementary prohibits the wearing of any hat, cap, shirt or jacket displaying any sport logos that are associated with gangs.**

## **TRANSPORTATION/PARKING**

It is imperative you follow all traffic safety laws. Double parking or asking students to cross the street is dangerous and will not be allowed. The west side parking lot is designated as a drop off and pick up zone. You may park on the south side parking lot or in the street. \*Any updates/revisions to transportation procedures will be communicated via written communication and automated telephone message.

## **BICYCLE/SCOOTER/SKATEBOARD PROCEDURES**

The Board of Education expects students who ride bicycles to and from school to consistently wear bicycle helmets in conformance with California law, observe traffic and other safety laws and rules, and display courtesy toward

drivers of motor vehicles, other bicycle riders, and pedestrians. ***Students in grades K-3 are not allowed to ride bicycles to and from school under any circumstances. NO SKATEBOARDS, SCOOTERS, OR ROLLER SKATES ARE PERMITTED AT ANY TIME.***

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

### **LOST AND FOUND**

Items found on the playground and around the school are taken to the wooden bin on the east wall of the cafeteria. Items that remain there, unclaimed, will be donated to charity at the end of the school year. If your child is missing an item, please check the lost and found first, before or after school only.

### **ANIMALS**

Animals occasionally come onto the campus. Please alert the front office immediately if you observe an animal on campus.

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

### **ADDRESS CHANGE**

If you move during the school year, you have five days to notify the school of the change. You will need to come to the school to fill out a change of address form and provide a utility bill (as proof of address), dated within the last 30 days, within five days of your move or your student will be dropped.

### **EMERGENCY INFORMATION**

In case of an accident or sudden illness at school, emergency treatment is given to the child and the parent is notified. **Please notify the school at once when your address or phone number has been changed.** It is of utmost importance that we have your phone number or that of a friend, neighbor, landlord, or relative in case of an emergency. If we are unable to reach you in case of emergency, the police will be notified to assist in getting proper emergency care. If a medical emergency appears serious in nature, the school will notify 911 and an ambulance will be called. Parents will assume financial responsibility for this medical assistance.

### **HEALTH SERVICES**

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

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

#### **Immunizations:**

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

**Diphtheria, Tetanus, and Pertussis:** Age 6 years and under (Pertussis is required) DTP, DTaP or a combination of DTP or DTaP with DT (diphtheria and tetanus)~5 doses at any age, but... 4 doses meet

requirements for ages 4-6 years if at least one was on or after the 4<sup>th</sup> birthday. Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DTaP or any combination of these~4 doses at any age, but... 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2<sup>nd</sup> birthday. If last dose was given before the 2<sup>nd</sup> birthday, one more (Td) dose is required. 7<sup>th</sup> Grade Td booster~1 dose not required but recommended if more than 5 years have passes since last DTP, DTaP, DT, or Td dose.

**Measles, Mumps, Rubella (MMR):** Kindergarten~2 doses both on or after 1<sup>st</sup> birthday. 7<sup>th</sup> Grade~ 2 doses both on or after 1<sup>st</sup> birthday. Grades 1-6 and 8-12~ 1 dose must be on or after 1<sup>st</sup> birthday.

**Hepatitis B:** Kindergarten~3 doses at any age. 7<sup>th</sup> Grade~3 doses at any age.

**Varicella:** Kindergarten~1 dose. Out-of-State Entrants~1 dose for children under 13 years; 2 doses are needed if immunized on or after 13<sup>th</sup> birthday.

**Insurance:** Don't Let Your Child Miss Out! Free and low-cost programs include: California Kids, Healthy Families, CHDP, Kaiser Permanente Cares for Kids Plan 1, Medi-Cal and others. If you would like assistance with the enrollment application process please bring in the following documents: Original birth certificate, Green Card-INS form I-551, Proof of income from working parent(s) no more than 45 days old or tax return, Social Security No. and Proof of residence (e.g. utility bill).

Call us for an appointment.

Fontana Unified School District  
Child, Welfare and Attendance  
9680 Citrus Ave. Bldg B  
Fontana CA, 92335  
(909) 357-5000 Ext. 29084

## Smog Alerts

### Stage I

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

### Stage II

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

### Stage III

If school is in session when episode is declared:

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

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

**High Heat Procedures:** In the event of High Heat (in excess of 98 degrees), the principal may call inclement weather and we will follow the inclement weather schedule. During this time period, students are not to leave the classroom unless it is an emergency or to use restrooms. They are to stay inside with the doors closed.

## **HOME AND HOSPITAL INSTRUCTION**

Any pupil with a temporary disability (2 weeks or longer) which makes attendance in regular day classes or alternative education program impossible or inadvisable may receive individual or home instruction. Instruction in the home/hospital program will be provided by the Fontana Unified School District. Contact the district office, department of alternative education.

## **USE OF TELEPHONES**

Students must ask permission in advance and have written, teacher permission to use the school phone. Students are not to use the phone to call home to discuss family matters or ask if a friend can go home with them. Students who have not been picked up by parents 15 minutes after dismissal will be assisted in calling home by the office staff.

## **CELEBRATIONS**

In an effort to keep our focus on the academic achievement of our students, **a maximum of three classroom celebrations** will be allowed for the school year. These celebrations will be held during lunchtime or for the last 30 minutes of the school day. Individual student birthday parties are not allowed. All food at school events must meet the Wellness Policy Guidelines. Treats such as **cupcakes, cakes, or ice cream are no longer allowed.**

## **FIELD TRIPS**

Your child's teacher will communicate field trip opportunities to you. Volunteers to help chaperone are always welcome. Please note the following if interested in chaperoning:

- Chaperones must be cleared through the school office per Megan's Law and must have the release of liability form filled out at least one week prior to the field trip.
- In addition, chaperones must pay the admission fee to the teacher by the date requested.
- Delayed payment and submission of appropriate forms will affect your ability to participate on the trip.
- Due to limited seating on the bus, seats will be determined by those who submit the documents and payment first. Chaperones without seats on the bus will need to provide their own transportation. *We will not be able to accommodate any siblings, friends, or relatives.*
- On the day of the field trip, chaperones must sign-in at the front office and receive a visitor's badge to be worn throughout the duration of the field trip.

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

## **LIBRARY**

Textbooks & Library Book Regulations~ students are financially responsible for all books checked out to them. If your child is missing a book, the book must be returned, or your student will receive a bill for the book. Your child will have access to all textbooks.

## **ACADEMICS**

### **COMMON CORE STATE STANDARDS**

The state of California has adopted the Common Core State Standards, and the Fontana Unified School District will continue implementing Common Core.

### **STUDENT RECOGNITION**

Students are recognized throughout the year for achievement in academics, attendance, and behavior. Awards assemblies are held at the end of the semester to recognize students for their efforts. Attendance awards are based on daily attendance, tardies, and reverse tardies (early pick-up). Picking your child up before the school day is over will make him/her ineligible for the attendance awards.

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

**RETENTION (AB 1629 & AB 1639)**

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

**PARENT ORGANIZATIONS AND COMMITTEES**

**PTA**

Hemlock Elementary School has an active PTA that provides special events and opportunities to students and the community. Be sure to get involved to be informed, be active and make a difference. Funds raised by PTA are used directly for the students.

**ASB**

Hemlock Elementary School has an Associated Student Body, which supports a variety of school programs. Funds raised by the ASB are used directly for the students.

**SCHOOL SITE COUNCIL (SSC)**

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

The School Site Council meetings are held monthly on the school campus or via Microsoft Teams. It is vital that we have parent involvement and participation. We encourage any interested parent to join us.

**ENGLISH LEARNERS ADVISORY COUNCIL (ELAC)**

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

**STUDENT BEHAVIOR EXPECTATIONS**

Maintaining a safe and orderly campus is essential for learning to take place. At Hemlock, students are encouraged and expected to make choices that are **RESPONSIBLE, RESPECTFUL, AND SAFE**. Students will be held accountable for behavior that does not meet these expectations while on campus, as well as, to and from school.

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

**AREAS OF RESPONSIBILITY IN DISCIPLINE**

Party	Responsibility
<b>PRINCIPAL</b>	The school principal shall be responsible to the Superintendent of Schools for the conduct of the school. The principal shall have the responsibility and the authority to form a school rules committee, review and approve rules and regulations submitted by the school rules committee, submit school rules to the School Board, and enforce school rules and district policies related to standards of student behavior.
<b>TEACHERS</b>	Teachers shall be directly responsible for adequate control of pupils under the supervision of the school. This responsibility shall extend to the active and effective enforcement of school rules and appropriate classroom and campus behavior.

<b>PUPILS</b>	Each pupil shall maintain a satisfactory standard of conduct and self-control, be diligent in study, and adhere to the rules and regulations of the school.
<b>PARENTS AND GUARDIANS</b>	Parents or guardians shall be held responsible for cooperating with school authorities and seeing that their children are diligent in study and attendance. Parents or guardians are expected to participate in conferences regarding the behavior of their children. In cases where a child continuously displays inappropriate behavior, parents may be requested by the teacher to attend school for all or part of a school day.

**Hemlock campus rules include the following:**

**CAFETERIA RULES**

	<b>CAFETERIA</b>
<b>BE RESPECTFUL</b>	-Have a calm body while waiting in line and eating -Eat your own food. Do not ask others for their food or share your food
<b>BE RESPONSIBLE</b>	-Clean up your area; table and floor -Listen to all adults -Stay seated until you are dismissed
<b>BE SAFE</b>	-Walk at all times -Keep food off of floor and report spills

**HALLWAY RULES**

	<b>HALLWAY</b>
<b>BE RESPECTFUL</b>	-Keep hands and feet to yourself -Observe personal space -Use your quiet, indoor voice -Keep halls clean. This is a gum and food free zone
<b>BE RESPONSIBLE</b>	-Follow directions -Go directly where you need to be
<b>BE SAFE</b>	-Keep hands, feet and objects to yourself -Move with the flow of traffic

**LIBRARY/COMPUTER LAB RULES**

	<b>LIBRARY/LAB</b>
<b>BE RESPECTFUL</b>	-Use quiet voices -Listen to instructions and directions -Raise your hand to be recognized
<b>BE RESPONSIBLE</b>	-Use equipment appropriately -Access only appropriate websites -Push in your chair -Use a marker to mark the book's place
<b>BE SAFE</b>	-Walk at all times -Keep hands, feet and objects to yourself

**OFFICE RULES**

	<b>OFFICE</b>
<b>BE RESPECTFUL</b>	-Use polite language; "please and thank you" -Wait in a single file line. -Talk to adults when they have your attention and/or are finished helping another person.

<b>BE RESPONSIBLE</b>	-State your purpose politely -Wait patiently for your turn
<b>BE SAFE</b>	-Keep hands and feet to self -Stay seated with two feet on the floor

#### **PLAYGROUND RULES**

	<b>PLAYGROUND</b>
<b>BE RESPECTFUL</b>	-Use kind language -Take turns -Be a good sport -Follow game rules
<b>BE RESPONSIBLE</b>	-Dispose of trash in appropriate places -Use equipment correctly & return to designated area -Tell an adult if you see an unsafe choice
<b>BE SAFE</b>	-Follow safety rules -Stay within designated area

#### **RESTROOM RULES**

	<b>RESTROOM</b>
<b>BE RESPECTFUL</b>	-Give people privacy -Wait your turn -Leave the classroom quietly and enter quietly
<b>BE RESPONSIBLE</b>	-Flush toilets -Wash hands -Throw trash away
<b>BE SAFE</b>	-Walk to and from restroom -Keep water off the floor -Report problems; sink/toilet

#### **CLASSROOM RULES**

The rules set up by the teachers for their classrooms are in line with the general school site and district guidelines. Every parent will be provided with their child's classroom expectations. Review the classroom expectations with your child.

#### **CONSEQUENCES OF STUDENT MISCONDUCT**

Students who become involved in misconduct while under the jurisdiction of the school shall be subject to appropriate interventions by staff, with the purpose of making a positive change in the student's behavior.

**Students** may be excluded from a field trip or event for safety reasons, due to poor behavior.

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

#### **DAMAGE TO SCHOOL PROPERTY**

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

## **TO AND FROM SCHOOL**

### **1. Students who walk to and from school are requested to adhere to the following guidelines:**

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

### **2. Bus riders are requested to adhere to the following:**

- Wait at the bus stop in an orderly manner.
- Know the number of the bus to which they are assigned.
- Remain seated while the bus is in motion.
- Refrain from eating or chewing gum on the bus.
- Keep your hands to yourself.
- Avoid loud talking or shouting.

## **CELL PHONES/ELECTRONIC DEVICES**

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

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

<b>Offense #</b>	<b>Action</b>	<b>Person Responsible/Notified</b>	<b>Item Returned</b>
First Offense	Item Confiscated	Student/Parent	End of the day
Second Offense	Item Confiscated	Parent	End of the day
Third Offense	Item Confiscated	Parent	End of the year

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

## **GANG PREVENTION**

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

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

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

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

## **EDUCATION CODES (EC):**

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

A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

#### **EC 48900:**

- (a)(1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2)** Willfully used force or violence upon the person of another, except in self-defense.
- (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e)** Committed or attempted to commit robbery or extortion.
- (f)** Caused or attempted to cause damage to school property or private property.
- (g)** Stolen or attempted to steal school property or private property.
- (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription products.
- (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
- (k)** Disrupted school activities or otherwise defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l)** Knowingly received stolen school property or private property.
- (m)** Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replicas is a firearm.
- (n)** Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 or the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q)** Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of Penal Code.
- (r)** A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be limited to, any of the following: (1) While on school grounds.(2) While going to or coming from school.(3)During the lunch period whether on or off the campus.(4) During, or while going to or coming from, a school sponsored activity.
- (s)** A pupil who aids or abets, as defined in Section 3413 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (t)** As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (u)** A superintendent of principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (v)** It is in the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

**EC 48900.2 Sexual Harassment** (Definition Education Code 212.5)

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environments. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**EC 48900.3 Act of Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 223.

**EC 48900.4 Harassment, Intimidation, etc.**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive may be suspended from school or engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

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

(a) In addition to the reasons specified in Sections 48900, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent actually carrying it out, which, on gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**SEXUAL HARASSMENT**

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

**SCHOOL PROGRAMS**

**INSTRUCTIONAL SUPPORT TEACHER**

The Instructional Support Teacher provides teachers supports classroom teachers in helping to utilize effective teaching strategies, as well as working with students in a small group setting.

**STUDENT INTERVENTION TEAM**

The Student Intervention Team meets regularly to review the progress of students who require focused interventions in an area of need based on data. When a student is referred to the SIT, the team identifies the area of need, develops an action plan, and monitors progress made in order to continue, discontinue or revise the plan and identify if further accommodations are required. Parents and students are part of the SIT and are encouraged to participate in the process.

**SPECIAL EDUCATION**

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

### **ENRICHMENT CLASSES**

Hemlock has Science enrichment classes for k-5<sup>th</sup> grade students and Music enrichment classes reserved for 4<sup>th</sup> and 5<sup>th</sup> grade students.

### **GIFTED AND TALENTED EDUCATION**

The district tests students based on applications received, to see if they qualify for the Gifted and Talented Education (GATE) program.

## **DISTRICT POLICIES**

### **DISASTER PREPAREDNESS**

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

### **Wellness Policy**

The Board of Education of the Fontana Unified School District recently adopted a Student Wellness Policy (Board Policy 5030) in order to comply with new state and federal laws. The new policy recognizes the link between student health and learning. Board Policy – Student Wellness outlines the components of a comprehensive health literacy program designed to build the skills and knowledge that all students need to maintain a healthy lifestyle and includes physical activity; health education; nutrition services; counseling services; safe and healthy school environments; and parent/guardian and community involvement.

A major component of the policy outlines the new nutrition standards for foods and beverages sold to students during and after the school day, including sales from vending machines, student stores and fundraisers; the new nutrition standards for food and beverages offered to students during celebrations, classroom parties and as rewards. With these required changes, we believe that we are developing a better nutrition/wellness program for our students and sending them a consistent message that proper health and nutrition are an important part of their education.

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

### **ELEMENTARY NUTRITIONAL REQUIREMENTS**

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

#### *Food/Snack Standards:*

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

#### *Beverage Standards:*

- Fruit-based and vegetable-based drinks that are at least 50% juice without added sweeteners.
- Drinking water without added sweeteners.

- Milk products including 2%, 1%, nonfat, soy, rice and other similar non-dairy milk.
- An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-oz. serving.

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

Issue	Standards
<b>Food &amp; Beverage Sales During the School Day</b>	<p>The sale of food is not permitted except when <b>all</b> of the following conditions are met:</p> <ul style="list-style-type: none"> <li>▪ The student organization may sell one food item per sale.</li> <li>▪ The food sold meets the nutritional requirements listed below.</li> <li>▪ The specific nutritious food item is pre-approved.</li> <li>▪ There are not more than four such sales per year at a school.</li> <li>▪ The sale does not begin until after the close of the regularly scheduled midday food service period.</li> <li>▪ The sale during the regular school day is not of food items prepared on the premises.</li> <li>▪ The food sold is not one sold in the food service program during the school day.</li> <li>▪ The food sold is a dessert-type food.</li> <li>▪ The food sold is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.</li> </ul>
<b>Fundraising</b>	<p>The sale of food and beverages that do not meet nutrition standards is allowed under two circumstances:</p> <ul style="list-style-type: none"> <li>▪ Sale by students at school at least 30 minutes after the end of the school day.</li> <li>▪ Sale by students is off and away from school premises</li> </ul>
<b>Celebrations &amp; Parties</b>	<p>Rewards and Incentives:</p> <ul style="list-style-type: none"> <li>▪ Food or beverages will not be used as rewards for students' academic performances, accomplishments or behavior.</li> </ul> <p>Parents and staff are strongly encouraged not to use food and beverages for celebrations and classroom parties.</p> <p>Food or beverages served at any school wide event (Grandparents Day, jog-a-thon, etc.):</p> <ul style="list-style-type: none"> <li>▪ The food offered will meet the nutritional requirements lists below.</li> <li>▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.</li> </ul> <p>Curriculum and/or Culturally-based Activities (multicultural festival, Thanksgiving feast):</p> <ul style="list-style-type: none"> <li>▪ These activities require advanced approval by the principal.</li> <li>▪ Each class will be limited to no more than two curriculum and/or culturally based activities per year.</li> <li>▪ The food offered will meet the nutritional requirements listed below.</li> <li>▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.</li> </ul> <p>Classroom Parties:</p> <ul style="list-style-type: none"> <li>▪ There will be no more than three class parties during the school year.</li> <li>▪ The food offered will meet the nutritional requirements listed below.</li> <li>▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained.</li> </ul> <p>Celebrations (student birthday, individual student accomplishments):</p>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>▪ These activities require advanced approval by the principal and classroom teacher.</li> <li>▪ Celebrations may not interfere with the instructional program.</li> <li>▪ These activities may NOT include food items.</li> </ul> |
|--|--|

### **WILLIAMS COMPLAINTS NOTICE**

#### **(Notice to Parents, Guardians, Pupils, and Teachers—Complaint Rights)**

Parents, Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [www.fusd.net](http://www.fusd.net). You may contact the Superintendent at (909) 357-5000. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

### **INTERNET ACCEPTABLE USE POLICY**

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

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

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

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

- I will not give out personal information about other people or myself. Personal information includes my address, telephone number, school address, work address, etc.
- I will use the system only for educational activities.

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



# FONTANA UNIFIED SCHOOL DISTRICT

Every Student Successful | Engaging Schools | Empowered Communities

## **NON-DISCRIMINATION & HARASSMENT POLICY 2017 - 2018**

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**



## DISTRITO ESCOLAR UNIFICADO DE FONTANA

Éxito para cada estudiante | Escuelas atractivas | Comunidades empoderadas

### LA NO DISCRIMINACIÓN/ACOSO 2017 - 2018

La Mesa Directiva en funciones desea proporcionar un ambiente escolar seguro que permita a todos los estudiantes igualdad de acceso y oportunidades en los programas del distrito académicos y otros programas de apoyo educativo, servicios y actividades. La Mesa Directiva prohíbe, en cualquier escuela del distrito o actividad escolar, la discriminación ilegal, incluyendo el acoso discriminatorio, la intimidación y el acoso de cualquier estudiante basado en la raza actual o raza percibida, color, ascendencia, origen nacional, nacionalidad, grupo étnico, identificación de grupo étnico, edad, religión, estado civil o de paternidad, incapacidad física o mental, sexo, orientación sexual, género, identidad de género o expresión de género o asociación con una persona o grupo con una o más de estas características actuales o percibidas.

La discriminación ilegal, incluyendo acoso discriminatorio, intimidación o intimidación, incluye conducta física, verbal, no verbal o escrita basada en cualquiera de las categorías enumeradas anteriormente. La discriminación ilícita también incluirá la creación de un ambiente hostil cuando la conducta prohibida sea tan severa, persistente o generalizada que afecte la capacidad de un estudiante para participar o beneficiarse de un programa o actividad educativa; Crea un entorno educativo intimidante, amenazador, hostil u ofensivo; Tiene el efecto de interferir substancial o irrazonablemente con el rendimiento académico del estudiante; O afecta negativamente las oportunidades educativas de un estudiante.

El distrito escolar anima ampliamente a cualquier estudiante que es o ha sido acosado sexualmente dentro de las instalaciones escolares o durante actividades patrocinadas por la escuela o actividades educativas ya sea por otro estudiante o adulto que notifique de inmediato a su maestro, director o cualquier otro empleado escolar disponible. Cualquier empleado que reciba una queja u observa un incidente de acoso sexual debe de informarle al director o al funcionario de cumplimiento.

**Preguntas o quejas por supuesta discriminación, acoso, intimidación y acoso escolar o preocupaciones sobre la equidad y cumplimiento del Título IX para los estudiantes deberán dirigirse a: Oscar Dueñas, superintendente asociado del Depto. de Servicios Estudiantiles, 9680**

Citrus Avenue, Fontana, CA 92335, 909.357.5000 extensión 29194 correo electrónico:  
[Oscar.Duenas@fusd.net](mailto:Oscar.Duenas@fusd.net)

**UNIFORM COMPLAINT PROCEDURES**



# FONTANA UNIFIED SCHOOL DISTRICT

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## UCP Annual Notice for 2017 - 2018

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

The Fontana Unified School District has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, 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 2017 – 2018 (continued)**

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

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

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

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

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

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

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

Chief of Staff  
 9680 Citrus Avenue  
 Fontana, CA 92335  
 909.357.5000

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

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

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

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

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



# DISTRITO ESCOLAR UNIFICADO DE FONTANA

Éxito para cada estudiante | Escuelas atractivas | Comunidades empoderadas

## Aviso anual del UCP para 2017 - 2018

**Para las partes interesadas las cuales incluyen a los estudiantes, empleados, padres/tutores legales de los alumnos, comités asesores del distrito, comités asesores de las escuelas, funcionarios o representantes de escuelas particulares y otros grupos de interés.**

La responsabilidad primordial del Distrito Escolar Unificado de Fontana es el cumplimiento de la leyes y regulaciones federales y estatales. El Distrito ha establecido los Procedimientos Uniformes de Quejas (UCP, por sus siglas en inglés) a fin de abordar alegaciones de discriminación ilegal, hostigamiento, intimidación y acoso escolar y quejas que aleguen el quebrantamiento de las leyes federales o estatales que rigen sobre los programas educativos, el cobro ilegal de cuotas estudiantiles y el incumplimiento de nuestro Plan de Responsabilidad de Control Local (LCAP, por sus siglas en inglés).

El Distrito requiere que el personal de la escuela tome medidas inmediatas para intervenir, cuando sea seguro hacerlo, cuando él o ella presencie un acto de discriminación, hostigamiento, intimidación o de acoso escolar. El Distrito investigará toda alegación de discriminación ilegal, hostigamiento, intimidación o de acoso escolar contra cualquier grupo protegido identificado en la sección 200 y 220 del Código de Educación y en la sección 11135 del Código del Gobierno, incluso cualquier característica, ya sea real o percibida, según lo establecido en la sección 422.55 del Código Penal o en base a la asociación de una persona con una persona o grupo con una o más de estas características, ya sean reales o percibidas, dentro de cualquier programa o actividad dirigida por el Distrito, el cual está financiado de manera directa por o que recibe o se beneficia de cualquier asistencia financiera del estado.

El UCP también deberá ser utilizado al abordar quejas que aleguen el incumplimiento de las leyes estatales y/o federales en cuanto a:

- La educación de adultos
- La educación y seguridad después de clases
- La educación vocacional agrícola
- Los centros de educación sobre los pueblos aborígenes de América del Norte y el Programa de Educación Temprana
- Los programas consolidados de ayuda para los programas categorizados
- Los estudiantes bajo cuidado de crianza y sin hogar
- La Fórmula de Financiamiento de Control Local (LCFF) y el Plan de Responsabilidad de Control Local (LCAP)
- La educación de carreras técnicas y formación profesional y los programas de capacitación
- Los programas de cuidado de niños y de desarrollo infantil
- Los programas de nutrición infantil
- La educación para niños de familias migratorias
- El tiempo de instrucción de educación física

- La enseñanza estudiantil –periodo de enseñanza sin contenido educativo
- El Programa de Oficios y Ocupaciones Regionales
- Los programas de educación especial
- Los programas de los Títulos I-IV, incluyendo la mejora del rendimiento académico, la educación compensatoria, los programas para estudiantes aprendiendo inglés que fueron remplazados por la Ley Cada Estudiante Triunfa (ESSA, por sus siglas en inglés) 2016-17

**Aviso anual del UCP para 2017 – 2018 (continuación)**

- La educación sobre la prevención del uso del tabaco
- Las cuotas ilegales estudiantiles

Quejas con respecto a cuotas estudiantiles y/o al plan LCAP se pueden entablar de manera anónima si el reclamante proporciona evidencias o información que resulte en pruebas que corroboren la queja.

No se le deberá requerir a un estudiante inscrito en una escuela pública pagar una cuota estudiantil a fin de participar en una actividad educativa.

Una cuota estudiantil incluye, entre otras cosas, todo lo siguiente:

4. Una cuota que se le cobre al estudiante como condición para inscribirse a la escuela o a las clases, o como condición para participar en una clase o actividad extracurricular, sin importar si la clase o actividad es optativa u obligatoria, o si es con el fin de recibir créditos.
5. Un depósito de garantía, u otro pago, que se le requiera al estudiante hacer a fin de obtener un candado, un casillero, un libro, un aparato para uso en la clase, un instrumento musical, vestimenta u otros materiales o equipo.
6. Una compra que se le requiera al estudiante hacer a fin de obtener materiales, provisiones, equipo o vestimenta en relación con una actividad educativa.

Una queja con respecto a una cuota estudiantil se deberá entablar a más tardar un año después de la fecha en la cual ocurrió el supuesto quebrantamiento.

Los jóvenes bajo cuidado de crianza deberán recibir información sobre los derechos educativos relacionados con su asignación educativa, inscripción y al darse de baja de la escuela, al igual que sobre las responsabilidades del empleado de enlace para los jóvenes bajo cuidado de crianza y sin hogar del Distrito a fin de asistir al estudiante para asegurar una transferencia adecuada de créditos, records y calificaciones cuando haya un traslado entre escuelas o distritos.

Las quejas con respecto a otros temas aparte de las cuotas estudiantiles se deben entablar por escrito ante la persona a continuación, designada a recibir quejas:

Chief of Staff  
 9680 Citrus Avenue  
 Fontana, CA 92335  
 909.357.5000

Una queja referente a cuotas estudiantiles se entabla ante el Distrito y/o el director de la escuela.

Quejas que aleguen el suceso de represalias o de discriminación ilegal, hostigamiento, intimidación o acoso escolar deben entablar dentro de seis (6) meses de la fecha en que la supuesta discriminación, hostigamiento, intimidación o acoso escolar ocurrió o de la fecha en la que el reclamante tuvo por primera vez conocimiento de los hechos sobre la supuesta discriminación, hostigamiento, intimidación o acoso escolar a menos que el superintendente o persona designada extienda el plazo para entablar la queja.

Las quejas se investigarán y una decisión o informe por escrito se enviará al reclamante dentro de sesenta (60) días después de haber recibido la queja. Este plazo de sesenta (60) días se puede extender mediante un acuerdo por escrito del reclamante. La persona del Distrito responsable por la investigación de la queja deberá realizar y completar la investigación conforme a las secciones 4680-4687 y conforme a los procedimientos locales adoptados bajo la sección 4621.

El reclamante tiene el derecho de apelar la decisión referente a programas específicos, cuotas estudiantiles y el plan LCAP con el Departamento de Educación de California (CDE, por sus siglas en inglés) al entablar una apelación por escrito dentro de 15 días de recibir la decisión. La apelación debe tener adjunta una copia de la queja original que se entabló y una copia de la decisión.

Al reclamante se le informa sobre los recursos jurídicos del sistema de Derecho Civil, los cuales incluyen, entre otras cosas, mandamientos judiciales, órdenes de alejamiento u otros recursos u órdenes que puede haber bajo leyes estatales o federales relativas a la discriminación, hostigamiento, intimidación o al acoso escolar, si corresponden. Copias de las políticas y procedimientos del UCP del Distrito están disponibles, sin costo alguno, en las oficinas administrativas del Distrito o en el sitio web del Distrito: [www.fusd.net](http://www.fusd.net).

Dear Parents,

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

Please read and discuss the rules with your child. Sign and return this form indicating that you have received this handbook. Signing this form does not mean you agree with our policy. Your signature will only verify you received the 2021-2022 Parent-Student Handbook.

Sincerely,

Adam Andersen, Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Teacher Name

**PLEASE REMOVE THIS PAGE FROM HANDBOOK, SIGN, AND RETURN TO YOUR CHILD'S TEACHER.**