

South Tamarind Elementary School

8561 Tamarind Ave.
Fontana, California 92335
(909) 357-5760



Parent/Student Handbook 2021-2022

BOARD OF EDUCATION

Joe Armendarez
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SUPERINTENDENT

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PRINCIPAL

Rita Bayne, Ed.D

ASSISTANT PRINCIPAL

Clarice M. Riggio-Ocampo

**SOUTH TAMARIND
ELEMENTARY
YEARLY CALENDAR
2021-2022**

August 6	First Day of School
August 17	Back to School Night
September 6	Labor Day (No School)
September 30	Fall Picture Day
October 18-22	Parent Conferences (Minimum Days)
November 11	Veteran's Day Holiday/No School
November 22-26	Thanksgiving Holiday
December 17	End of First Semester
December 20 – January 7	Winter Recess
January 10	Professional Development Day for Teachers (No student attendance)
January 11	Return from Winter Recess
January 13	First Semester Awards Grades K, 2, 4
January 14	First Semester Awards Grades 1, 3, 5
January 17	Martin Luther King Jr. Birthday (No School)
February 1 – April 22	English Learner Test (ELPAC) Testing Window
February 14	Lincoln's Birthday (No School)
February 21	President's Day (No School)
February 24	Promotion Picture Day
March 24	Spring Picture Day & Panoramic Picture Day
March 21-March 25	Spring Break
April 4 – May 20	CAASPP Testing Window
April 28	Multi-Cultural Night
May 26	Awards Grades 1 & 2
May 26	Awards Grades 3 & 4
May 27	Kindergarten Awards
May 27	Fifth Grade Awards Promotion Ceremony
May 27	Last Day of School (Minimum Day)
Progress Report/Report Card Dates	
October 8	First Progress Report
December 17	First Semester Report Card
March 18	Second Progress Report
May 27	Second Semester Report Card

* Dates for Awards are tentative and subject to change. Dates for assemblies will be sent home with students. Wednesdays are minimum days for all elementary schools.



SOUTH TAMARIND ELEMENTARY SCHOOL

2021-2022

Office Opens	Breakfast	Playground Opens	Office Closes
7:00	7:45	7:45	4:00

EARLY CHILDHOOD/PRESCHOOL SCHEDULE

	SCHOOL BEGINS	LUNCH	RECESS	DISMISSAL
AM Group	7:30	8:15 – 8:45	8:45-9:00	10:30
PM Group	11:15	11:50-12:20	12:30-12:45	2:15
EC AM Group	7:30	8:15-8:45	8:45-9:00	10:30

TRANSITIONAL KINDERGARTEN SCHEDULE

	SCHOOL BEGINS	LUNCH	RECESS	DISMISSAL
TK-AM	8:15	11:00-11:30	9:35-9:55	12:05
TK-PM	9:55	11:00-11:30	12:05-12:25	1:45

KINDERGARTEN – 5TH GRADE REGULAR DAY SCHEDULE

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
K	8:15	9:15 – 9:30	11:00-11:40	1:15-1:30	2:50
1st	8:15	9:30 – 9:45	11:35 – 12:15	1:35-1:50	2:50
2nd	8:15	9:45 – 10:00	11:55 – 12:35	1:50 – 2:05	2:50
3rd	8:15	10:00-10:15	12:15 – 12:55	2:05-2:20	2:50
4th	8:15	10:15-10:35	12:35 – 1:15		2:50
5th	8:15	10:35-10:55	12:55 – 1:35		2:50

KINDERGARTEN– 5TH GRADE MINIMUM DAY SCHEDULE

Grade	School Begins	AM Recess	Lunch	PM Recess	Dismissal
K	8:15	9:00-9:10	10:00 – 10:40		12:20
1st	8:15	9:10 – 9:20	10:20 – 10:50		12:20
2nd	8:15	9:20 – 9:30	10:40 – 11:10		12:20
3rd	8:15	9:30 – 9:40	11:00 – 11:30		12:20
4th	8:15	9:40 – 9:50	11:30 – 12:00		12:20
5th	8:15	9:50 – 10:00	11:50 – 12:20		12:20

***No campus supervision will be available before 7:45 am.*



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 Families,

We want to welcome you to the 2021-2022 school year. The staff and I are looking forward to working with you and your children this year. This year, we will continue to strive to provide the best instructional environment for your students, while at the same time, provide an environment that is warm and welcoming to all.

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 **top** priority. All gates to the campus will be closed. 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. If you need to make changes, you must request a form, and return it signed with your child. Calling and requesting permission for your child to be dismissed to someone who is not on your emergency list will not be allowed unless you fax your identification (ID) and provide a written note that your child has permission to be dismissed to that individual. Furthermore, the individual picking up your child **must** provide ID. **No exceptions!**
- Students in grades Kindergarten to 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 a written note. Students in kindergarten, first and second will **not** be allowed to walk home by themselves under any circumstances.
- Only individuals **18 years and older**, have a valid picture identification card, and who are listed on the Emergency Screen will be allowed to pick up your child once they are checked into the office. **Under no circumstances will your child be dismissed to anyone who does not have an ID.** This is for their safety and your cooperation is expected.
- Learning cannot occur if your child is not in school. Attendance will continue to be a high priority. Please have your child at school every day so that their academic progress isn't negatively impacted. There will be monthly incentives for students who have perfect attendance and have no tardies and no early releases. Please remember to schedule any doctor or dentist appointments late in the afternoon, as picking them up early can negatively impact their education as well.
- We encourage parents to become active members of our school community. Please join a committee and help enrich our students experience here at South Tamarind.
- Please take note of the newly adopted Wellness Policy for the Fontana Unified School District, which has nutritional guidelines and standards.
- This year we will enforce our policy of reverse tardies. If your child leaves early, this will be considered a reverse tardy and this **will** prevent them from receiving an award for Perfect Attendance.
- Please adhere to all traffic rules. Students **will not** be allowed to enter a car that is double parked, nor will they be allowed to cross the middle of the street. This is a safety hazard. Your cooperation is expected and greatly appreciated.
- Our school hours are 8:15 a.m. to 2:50 p.m. every day except on Wednesdays. Wednesdays are minimum days with a start time of 8:15 a.m. and an end time of 12:20 p.m.

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

Sincerely,

Dr. Rita Bayne

Principal

Clarice M. Riggio-Ocampo

Assistant Principal

GENERAL SITE INFORMATION

SCHOOL HOURS

The school campus is open to students at 7:45 a.m., and supervision is provided, beginning at that time, on the playground for students in grades 1-5. Please do not bring your child too early to school because there is no supervision until 7:45 a.m. **Children may not leave the school grounds during the school day without prior written permission from parents and the approval of the school.** At the end of the school day students are expected to go directly home. Students should not go home with a friend without the parent's knowledge. ***Students who are not picked up within 10 minutes of dismissal will be checked into the office. Only adults 18 years and older and on the Emergency list, with a valid picture identification card will be allowed to pick them up.***

To avoid constant classroom interruptions, if there is a change in your child's pick-up schedule, please communicate that to your child before they arrive at school that morning. ***To avoid interruptions, students will not be dismissed 10 minutes before the end of the instructional day (2:50) and Wednesday (12:20), unless there is an emergency or prior arrangement made.*** Please schedule doctor/dentist appointments after school or during off track times. ***Checking students out early will result in a reverse tardy, which will affect your student's attendance and possible awards.*** Please do not go to your child's classroom to pick them up. If you are near a classroom, or on campus, an administrator, teacher or noon-aide will ask you to wait in the assigned area. This is for the safety of all students. Your cooperation is appreciated and expected.

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

MASKS & SCHOOL SAFETY

For the 2021-2022 school year, COVID-19 safety procedures will still be in effect. This includes temperature checks daily. Masks must be worn while in the classroom but are optional outdoors. We will closely follow all protocols to ensure the safety and well-being of all stakeholders. For a detailed description of the district's safety plan, please visit: <https://www.fusd.net/Page/8674>

KINDERGARTEN

We are excited to announce that we will be offering full-day Kindergarten. Our Kindergarten students' hours will be from 8:15-12:20, beginning August 6th-October 22. This will help to transition students to the 8:15-2:50 schedule that will begin October 25th through the remainder of the school year.

SCHOOL VISITORS

Adults may visit the school whether they have a child enrolled or not **AS LONG AS THEY HAVE LEGITIMATE BUSINESS ON CAMPUS AND HAVE PERMISSION FROM THE OFFICE AND THE PERSON BEING VISITED.** If necessary, an administrator or designee will accompany the visitor. If an adult visitor becomes disruptive, disrespectful, or dangerous in any way, the office and possibly the police will be alerted. **All visitors must check-in to the office before going to the classroom and all must have a visitor's pass.**

In order to more safely monitor visitors and volunteers on our campus, we will be using the

Raptor Visitor Management System. **You will continue to be required to present your identification to the office staff.** The accepted forms of identification that the Raptor will accept are as follows:

- Any state issued driver's license or identification card
- Mexican Matrícula Consular card
- Military ID (active duty or retired)
- Permanent resident card

Visitors need a Visitor's Pass to be allowed in classrooms. Call the office for assistance if there is a problem.

CAMPUS SECURITY

Our campus is monitored by our staff and by Fontana Unified School Police.

SITE POLICIES AND PROCEDURES

ADDRESS CHANGE PROCEDURES

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

ANIMALS ON CAMPUS

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

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

ATTENDANCE PROCEDURES

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

Attendance calling is done daily in the office. Attendance is completed, using the district's computer system (Q), each morning by 9:00 a.m. Students are expected to be in their seats and ready to learn at the start of class (8:15 a.m.) every day. SART attendance forms and meetings with the principal/assistant principal/designee will be used to monitor students with chronic attendance problems, including tardies and late/early pick-ups.

ABSENCES

California now has a positive attendance law: i.e., schools only receive funding for actual days of attendance. Please be sure your child attends school every day.

IMPORTANT

Whenever your child is absent please call the school (357-5760) or send a dated note on the day of the child's return stating specifically the reason for the absence. If your child must be absent for more than five (5) days, you may contact his/her teacher to fill out an Independent Study Contract. The teacher needs to be given 3 days notice. Upon the child's return and the successful completion of that contract (as verified by the teacher), those absences will be changed from "unexcused" to "excused" on the school records. Continuous absences may result in a SARB (School Attendance Review Board) referral.

TARDIES

Students are expected to be in their seats and ready to learn at the start of class (8:15 a.m.) every day. Students who are tardy must report to the Attendance Clerk. **Parents should be aware that if a student is tardy in excess of thirty minutes on three or more days during the school year and such tardiness is not excused, it shall be classified as 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 2:50 and 12:20 (Wednesday) must be checked out through the office. We cannot dismiss a child early by a telephone call. In addition, to avoid interruptions, **students will not be dismissed 30 minutes before the end of the instructional day, unless it is an emergency.** Please schedule appointments during off-track time. Because we value your child's instructional time, please help us keep interruptions to a minimum by not calling to leave personal messages for your child. Checking out your child before the end of the school day will result in a reverse tardy, which will affect the receiving of attendance awards.

TRUANCIES

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

CalWORKs

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

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

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

SART 1: letter to the parent (copy to the teacher) when the student has three (3) unexcused or unverified absences and/or three (3) tardies of 30 or more minutes. The teacher confers with the parent and student and keeps documented information in the SART folder.

SART 2: letter to the parent for further excessive absences and/or tardies. The parent is requested to set up a meeting with school personnel (Community Liaison/Counselor/Assistant Principal) to discuss the attendance problem.

SART 3: letter to the parent for still-continuing absences and/or tardies. A meeting time and date will be scheduled for the parent to meet with the principal/assistant 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.

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-2 are not allowed to ride bicycles to school under any circumstances. NO SKATEBOARDS, SCOOTERS, OR ROLLER SKATES ARE PERMITTED AT ANY TIME.***

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

CELL PHONE POLICY

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

CLASSROOM RULES

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

DISASTER PREPAREDNESS

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

DRESS CODE POLICY

Students are expected to wear the school adopted dress code (Board Policy #5132) clothing every day to school. Weather and safety should be considered in the selection of clothing and shoes. Shorts must not be too tight or baggy and must be hemmed (no cut-offs). Jogging shorts with splits up the sides are not appropriate for school. *No clothing depicting violence, rudeness, alcohol, drugs, offensive words or pictures, 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. *Shirts must cover their stomachs.* If your child wears coveralls, leaving one strap hanging is not allowed. Flip-flops, sandals, slippers, shoes with wheels, and open toe shoes are ***NOT*** allowed for safety precautions. Students may not wear or bring make-up to school. Jewelry that creates a health or safety hazard is not permitted. Students wearing inappropriate clothing to school will have their parents contacted.

EMERGENCY INFORMATION

In case of an accident or sudden illness at school, emergency treatment is given to the child, and the parent is notified. You are urged to keep the School Emergency Information Card up to date. **Please notify the school at once when your address or phone number has been changed.** It is of utmost importance that we have your phone number or that of a friend, neighbor, landlord, or relative in case of an emergency. If we are unable to reach you in case of emergency, the police will be notified to assist in getting proper emergency care. No child is sent home in the absence of parents. If a medical emergency appears serious in nature, the school will notify 911 and an ambulance will be called. Parents will assume financial responsibility for this medical assistance.

ELECTRONIC DEVICES

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

	Action	Person Notified	Item Returned
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

FIELD TRIPS

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

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.

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 interest of your child but serves as a protection for other children as well. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. Please make sure we always have a correct phone number for emergencies.

Medication

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

Immunizations

Polio

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

Diphtheria, Tetanus, and Pertussis

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

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

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

Measles, Mumps, Rubella (MMR)

Kindergarten~2 doses both on or after 1st birthday

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

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

Hepatitis B

Kindergarten~3 doses at any age

7th Grade~3 doses at any age

Varicella

Kindergarten~1 dose

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

Insurance

Don't Let Your Child Miss Out! Your child may be eligible for health care even if you work, are self- employed, own your own home, are married, or are a legal resident. There are even programs for children without legal status. Free and low-

cost programs include: California Kids, Healthy Families, CHDP, Kaiser Permanente Cares for Kids Plan 1, Medi-Cal and others. If you would like assistance with the enrollment application process please bring in the following documents: Original birth certificate, Green Card-INS form I-551, Proof of income from working parent(s) no more than 45 days old or tax return, Social Security No. and Proof of residence (e.g. utility bill). Call us for an appointment. Fontana Unified School District-Central Enrollment Center-9453 Citrus Ave. Bldg. #51-Fontana-CA, 92335- (909)357-7600 Ext. 29317

HIGH HEAT PROCEDURES

In the event of High Heat, the principal will call inclement weather and we will follow the inclement weather schedule. During this time period, students are not to leave 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.

HOMEWORK

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

LIBRARY

Textbooks & Library Book Regulations~ students are financially responsible for all books checked out to them. If your child is missing a book, the book must be found, or your student will have to pay for the book. If the missing book is a textbook, you have 5 days to find the book or pay the fine. Your child must have access to all textbooks.

LOCKDOWN POLICY

Every effort will always be made to protect and keep the students of South Tamarind safe. There may be times when lockdown procedures need to be implemented to ensure student safety. The Principal may be required to lockdown the school site for a variety of reasons. These reasons could include an emergency situation occurring on or near the school site, a request from local law enforcement agencies, suspicious activity in the surrounding areas. If a lockdown must occur, student safety is the school's primary concern.

LOST AND FOUND

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

PARENT/VOLUNTEER INFORMATION

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

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

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

PARTIES

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

SMOG ALERTS PROCEDURES

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.

TO AND FROM SCHOOL

1. Student who walk, to and from school:

- Use only designated walkways or crosswalks (no jaywalking).
- Obey crossing guards.

- No trespassing on other people's property.
- Go directly home after school unless parental permission is given to remain after school and adult supervision is available.
- Do not harass other students or people in the neighborhood going to and from school.
- Walk in groups or with a buddy.
- Students in grades K, 1, & 2 may not walk home alone

2. Bus riders:

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

TRANSPORTATION/PARKING

It is imperative you follow all traffic safety laws. Double-parking, or asking students to cross the street is dangerous and will not be allowed. If you must park, please do not block any driveways or park in front on any curb painted red.

USE OF TELEPHONES

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

ACADEMICS

STUDENT RECOGNITION

Students are recognized throughout the year for achievement in academics, attendance, and behavior. Awards Assemblies are held at the end of each semester to recognize students for their efforts. Attendance awards are based on daily attendance, tardies, and reverse tardies (early pick-up).

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

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

- **Academic Award for Language Arts** – This award shall be given to students in grades K-5 that receive at least all 3's in each ELA strand.
- **Academic Award for Math** – This award shall be given to students in grades K-5 that receive at least all 3's in each Math Domain.

- **Principal’s Honor Roll for Language Arts** - This award shall be given to students in grades K-5 that receive ALL 4’s in each ELA strand.
- **Principal’s Honor Roll for Math** - This award shall be given to students in grades K-5 that receive ALL 4’s in each Math Domain.
- **Perfect Attendance** - This award shall be given to the students that have 0 absences, 0 tardies, 0 early release.
- **Excellent Attendance** - This award shall be given to students that have 0 absences and 3 or less tardies including students whose parents check them out early for valid reasons.
- **Citizen Certificate**- This award shall be given to students that demonstrate appropriate behaviors and are role models of citizenship.

At the second semester awards assembly special awards will be given to students that have received either the Principal’s Honor Roll Award or the Perfect Attendance Award for BOTH semesters. In order for the students to qualify for this special recognition, the student must have been at South Tamarind since the beginning of the school year (August 6, 2018).

RETENTION (AB 1629 & AB 1639)

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

GRADUATION REQUIREMENT

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

The California State University (CSU) and the University of California (UC) have established a uniform minimum set of courses required for freshman admission.

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

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

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

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

PARENT ORGANIZATIONS AND COMMITTEE

ENGLISH LEARNER'S ADVISORY COUNCIL (ELAC)

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

SCHOOL SITE COUNCIL (SSC)

The South Tamarind School Site Council includes representatives of the school community - parents, other community members, and school staff who are elected and meet several times a

year to develop the local school plan in order to meet the needs of South Tamarind 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. It is vital that we have parent involvement and participation. We encourage any interested parent to join us.

BEHAVIOR MANAGEMENT

GENERAL SCHOOL RULES

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

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

Return of Confiscated Items:

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

CAFETERIA RULES

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 7:50 every day. If you want your child to eat breakfast, they need to be here by 7:50. ***Class begins at 8:15, and if your child arrives at 8:15 to eat breakfast, they will be considered tardy, and will not be eligible for an award for Perfect Attendance.***

When students enter the cafeteria they are expected to:

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

Cafeteria Rules

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

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

PHILOSOPHY OF DISCIPLINE

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

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

AREAS OF RESPONSIBILITY IN DISCIPLINE

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

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

OTHER MEANS OF CORRECTIVE ACTION (OMOC)

AB 1729 and Ed. Code 48900.5 state when suspending a student under E.C. 48900 (f) through (t) other means of correction must be documented that have occurred prior to the suspension of the student. Other means of correction must be age appropriate and designed to address and correct the pupil's specific misbehavior under the specific Ed. Code the student violated. Teachers need to document behavior and OMOC in Q under Visit Maintenance. This allows the office to verify OMOC were done prior to student receiving a referral.

CONSEQUENCES OF STUDENT MISCONDUCT

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

General Guidelines of Discipline

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

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

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

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

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

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

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

DAMAGE TO SCHOOL PROPERTY

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

AFTERSCHOOLWORK PROGRAM (Detention)

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

SUPERVISED SUSPENSION CLASSROOM

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

Ed Codes:

California State Education Codes Dealing with Suspension and/or Expulsion

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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, a 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 a 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 a 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 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 or 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 drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of 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. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means as Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil

for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall 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 of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(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.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to 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).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or 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.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

CALIFORNIA STATE EDUCATION CODE SECTION 48900.2 through 48900.7:

48900.2. Sexual Harassment

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. For the purposes of this chapter, the conduct described 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 environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

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 233.

48900.4. General Harassment

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 recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally 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.

48900.5.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct.

However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

48900.6.

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

48900.7. Terroristic Threats Against School Officials, School Property or both

(a) In addition to the reasons specified in Sections 48900, 48900.2, 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 of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

SEXUAL HARASSMENT

It is the intent of the regarding benefits, services, honors, programs, or activities available through the educational institution. Board of Education (BP 5145.7) that no student shall be sexually discriminated against because of unwelcome sexual advances, requests for sexual favors, and/or 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

ADAPTED PHYSICAL EDUCATION (APE)

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

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body is comprised of 4th and 5th grade students that apply to participate in leadership activities on and off campus. Students are responsible for assisting and supporting various school programs including Red Ribbon Week, Testing Week, Canned Food Drives, School Spirit Days and so forth. These students must be in positive academic standing and must model positive behavior.

CHARACTER COUNTS

The Character Education doctrine that is followed at the school is Character Counts! Character education is the foundation for creating ethical and caring students. The Six Pillars should be incorporated into classroom management and expectations. The Six Pillars will be highlighted and rewarded on a monthly basis by various means. **The Six Pillars need to be modeled, taught and reinforced throughout the day both inside and outside of the classroom walls.**

*TRUSTWORTHINESS ~ RESPECT ~ RESPONSIBILITY
FAIRNESS ~ CARING ~ CITIZENSHIP*

ENRICHMENT CLASSES

Enrichment classes are offered to students in grades K-5. Specifically, STEAM and Early Numeracy classes are offered to students in K-3rd grades. Music and Science Enrichment classes are offered for the 4th and 5th grades.

GIFTED AND TALENTED EDUCATION

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

SPECIAL EDUCATION

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

STUDENT INTERVENTIONS TEAM

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

TUTORING

A variety of tutoring programs are offered to students before or after school in Language Arts and Math. The tutoring is provided by classroom teachers and is funded through various categorical programs.

****Programs offered are dependent on funding**

DISTRICT POLICIES

Wellness Policy

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

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

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

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

With these required changes, we believe that we are developing a better nutrition/wellness program for our students and sending them a consistent message that proper health and nutrition are an important part of their education. We appreciate your understanding and support of this policy. Parents who might like additional information about Board Policy 5030 may contact their school principal or access the policy and other information on the District web site at <http://www.fusd.net>.

ELEMENTARY NUTRITIONAL REQUIREMENTS

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

Food/Snack Standards:

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

Beverage Standards:

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

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

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

	<p>website.</p> <ul style="list-style-type: none">▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained. <p>Classroom Parties:</p> <ul style="list-style-type: none">▪ There will be no more than three class parties during the school year.▪ The food offered will meet the nutritional requirements listed on the FUSD website.▪ The food offered is commercially prepared and stable at room temperature unless proper cold/hot temperatures can be maintained. <p>Celebrations (student birthday, individual student accomplishments):</p> <ul style="list-style-type: none">▪ These activities require advanced approval by the principal and classroom teacher.▪ Celebrations may not interfere with the instructional program.▪ These activities may NOT include food items
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FONTANA UNIFIED SCHOOL DISTRICT DISTRICT COMPLAINT PROCEDURES AND TIMELINES

For use with BP 4119.11, 4219.11, 4319.11 (Sexual Harassment) and
BP/AR 4144, 4244, and 4344 (Complaints)

It is our intent to resolve any complaint as quickly as possible; however, complaints consisting of serious allegations may require more extensive investigation and thus extend the timeline.

Step 1: Informal Complaint

Within seven (7) working days of the offense and prior to instituting a formal written complaint, the complainant shall first discuss the complaint with his/her supervisor or the principal of the school where the alleged act took place. Formal complaint procedures shall not be initiated until the complainant has first attempted to resolve the complaint informally. If the complaint is against complainant's immediate supervisor, complainant may proceed to Step 3 in the complaint process.

Step 2: Site Level Formal Complaint Process

If a complaint has not been satisfactorily resolved through the informal process in Step 1, the complainant may file a written complaint (using the "District Complaint Form") with his/her immediate supervisor or principal within twenty (20) working days of the offense. If the complaint is against complainant's immediate supervisor, complainant may proceed to Step 3 in the complaint process. If the complainant fails to file a written complaint within twenty (20) working days, the complaint shall be considered settled.

The written complaint shall include the nature of the problem, names, dates, locations, witnesses, the remedy sought by the complainant, and a description of informal efforts to resolve the issue. Within fifteen (15) working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. Within ten (10) working days after the meeting, he/she shall prepare and send a written response to the complainant.

Step 3: District Level Appeal

If a complaint has not been satisfactorily resolved at Step 2, the complainant may submit the written complaint to the Superintendent or designee within five (5) working days of receipt of Step 2 response. Complainant shall include all information presented at Step 2.

Within thirty (30) working days of receiving the complaint, the Superintendent or designee shall begin any necessary investigation and meet with the complainant to resolve the complaint. Within ten (10) working days of completing the investigation, he/she shall prepare and send a written response to the complainant.

For questions or clarification, you may contact the Human Resources Department at 909-357-7600 x29046



FONTANA UNIFIED SCHOOL DISTRICT UNIFORM COMPLAINT PROCEDURES AND TIMELINES

BP 1312.3

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by a local educational agency of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees.

This document presents information about how the Fontana Unified School District processes UCP complaints concerning particular programs or activities in which we receive state or federal funding. A complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees. If the complainant is unable to put the complaint in writing due to a disability or illiteracy, Fontana Unified School District shall assist the complainant in the filing of the complaint.

Programs or activities in which Fontana Unified School District receives state or federal funding are:

- Adult Education
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Special Education Programs

Pupil Fees

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities.

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

- 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.
- 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.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

This document also applies to the filing of complaints which allege unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610). The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

- Allegations of child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
- Allegations of health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
- Allegations of employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
- Allegations of fraud shall be referred to the California Department of Education.

The responsibilities of the Fontana Unified School District

Fontana Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity and seek to resolve those complaints in accordance with our UCP procedures.

In regard to complaints of noncompliance with laws relating to pupil fees, if Fontana Unified School District finds merit in a complaint a remedy will be provided to all affected pupils, parents and guardians that, where applicable, will include reasonable efforts by Fontana Unified School District to ensure full reimbursement to all affected pupils, parents and guardians.

Our UCP policies shall ensure that complainants are protected from retaliation and that the identity of a complainant alleging discrimination, harassment, intimidation, and bullying remain confidential as appropriate. Our UCP policy (BP 1312.3) has been adopted by our local governing board. Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school.

We shall annually notify in writing our pupils, employees, parents, or guardians of our pupils, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties of our UCP process regarding an alleged violation by a local agency of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees. The UCP Annual Notice will be disseminated to all of the six required groups each year and will include information on how to appeal to the CDE. An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination laws, if applicable, and of the appeal process. Our UCP Annual Notice shall be in English and the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

A copy of this UCP complaint policies and procedures document shall be available free of charge

Filing a complaint with the Fontana Unified School District

Except for Williams Complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, and bullying, any individual, public agency or organization may file a written complaint with our district superintendent or his or her designee alleging a matter which, if true, would constitute a violation by our LEA of federal or state law or regulation governing a program. A complaint of noncompliance with laws relating to pupil fees may be filed with the principal of a school under the Uniform Complaint Procedures and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

An investigation of alleged unlawful discrimination, harassment, intimidation, and bullying shall be initiated by filing a complaint no later than six 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, and bullying. The time for filing may be extended in writing by our district superintendent or his or her designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing may be extended by our superintendent or his or her designee for good cause for a period not to exceed 90 calendar days following the expiration of the six-month time period. Our superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, and bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, and bullying prohibited by this part.

An investigation of a discrimination, harassment, intimidation, and bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Except for Williams Complaints, within 60 calendar days from the date of the receipt of the complaint, we shall conduct and complete an investigation of the complaint in accordance with our UCP policies and procedures and prepare a written Decision, also known as a final report. This time period may be extended by written agreement of the complainant.

The investigation shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by Fontana Unified School District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We shall issue the Decision based on the evidence. The Decision shall be in writing and sent to the complainant within 60 calendar days from receipt of the complaint by the local educational agency. The Decision shall include:

- (i) The findings of fact based on the evidence gathered;
- (ii) conclusion of law;
- (iii) disposition of the complaint;
- (iv) the rationale for such disposition

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem-solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

Federal and State Law cited:

- 34 Code of Federal Regulations [CFR] §§ 300.510-511
- California Code of Regulations [CCR] Title 5 §§ 4600-4687
- California Code of Regulations [CCR] Title 5 § 4610(b)
- California Code of Regulations [CCR] Title 5 § 4622
- California Code of Regulations [CCR] Title 5 §§ 4630-4631
- California Education Code [EC] §§ 200,220, 262.3
- California Education Code [EC] §§ 234-234.5
- California Education Code [EC] § 35186
- California Education Code [EC] § 48985
- California Education Code [EC] §§ 49010-49013
- California Government Code [GC] §§ 11135, 11138
- California Penal Code (PC) § 422.55

Step 1: Filing Complaint

An individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing education programs.

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six (6) months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

The complaint form should be turned in to the Compliance Officer or his/her designee. If the complainant needs assistance in filling out the complaint, district staff will assist. (5 CCR 4600)

Step 2: Mediation

Within three (3) business days of receiving the complaint, the Compliance Officer or his/her designee may informally discuss with all parties the possibility of using mediation. If the parties agree to mediation, the Compliance Officer or his/her designee shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the Compliance Officer or his/her designee shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of the law, the Compliance Officer or his/her designee shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one (1) business day of initiating the investigation, the Compliance Officer shall provide the complainant and/or his/her representative an opportunity to present the information contained in the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The Compliance Officer or his/her designee also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with the law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Within thirty (30) calendar days of receiving the complaint, the Compliance Officer or his/her designee shall prepare and send to the complainant a written report of the district's investigation and decision. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the sixty (60) daytime limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the Compliance Officer or his/her designee's decision shall be final.

If the Board hears the complaint, the Compliance Officer or his/her designee shall send the Board's decision to the complainant within sixty (60) calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

NOTICE

The complainant has a right to appeal the district's decision within fifteen (15) calendar days to:
the California Department of Education (CDE).

1430 N. Street
Sacramento, CA 95814
916-319-0929

Williams Complaints Notice

Fontana Unified School District NOTICE TO PARENTS/GUARDIANS/PUPILS/TEACHERS

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS
Williams Uniform Complaint Process, Education Code Section 35186(f)

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English Learners, must have textbooks or instructional materials, or both to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair. School restrooms must be cleaned and maintained regularly, fully functional and stocked at all times with toilet paper, soap and paper towels or functional hand dryers in accordance with Education Code 35292.5.
3. There should be no teacher vacancies or misassignment. Each class should be assigned a teacher and not a series of substitutes or temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

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

To file a complaint regarding the above matters, complaint forms can be obtained at the Principal's Office or downloaded from the district website at www.fusd.net.
Notice must be in every classroom, the school administration office and school library.
(BP1312.4)

Fontana Unified School District
STUDENT INTERNET AND ELECTRONIC MAIL
Acceptable Use Policy

The Fontana Unified School District (FUSD) supports instruction through the use of educational and administrative computers, school-licensed software and other media, as well as networks and servers. The FUSD provides Internet access through an electronic network.

The Internet is an electronic highway connecting thousands of computers and millions of people all over the world. Students, teachers, support staff, parents and school board members with accounts on the Internet server have limited access to:

1. FUSD provided Electronic mail (e-mail) accounts for communication with people all over the world.

2. Information and news from a variety of sources and research institutions.

With access to computers and people all over the world comes the availability of some material that may not be of educational value within the context of the school setting. The FUSD has taken precautions to restrict access to controversial materials. However, on a global network, such as the Internet, it is impossible to control the content of all available materials. Following are guidelines provided to establish responsibilities of everyone using FUSD computers, media, computer networks and/or Internet access. The FUSD network accounts are a privilege. If a user violates any of these provisions, his or her access may be terminated (including but not limited to the student being removed from any technology related courses) and any future access could be denied.

TERMS AND CONDITIONS

I. ACCEPTABLE USE

The purpose of FUSD networks connections is to support instruction, research, and the business of conducting education by providing access to unique resources and opportunities for collaborative work. The use of an account must be in support of education consistent with the educational objectives of the FUSD. Additionally, use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any material in violation of any United States or state law or state agency provisions is prohibited. This includes, but is not limited to: Copyrighted material, threatening or obscene material, material protected by trade secret, or commitment of plagiarism. Use for any non-educational purpose (as defined by the Fontana Unified School District) or commercial activity by any individual or organization, regardless of status, is not acceptable. Use for product advertisement or political lobbying is strictly prohibited. All software to be installed on district computers must be licensed. Installation will be performed by the School Site Technician or Information Systems staff.

II. PRIVILEGES:

The use of FUSD network accounts is a PRIVILEGE, not a right; therefore, inappropriate use may result in a cancellation of those privileges.

The FUSD administration and the System Administrator will deem what is inappropriate use. The decision of the FUSD administration or the System Administrator is final. The System Administrator may close an account at any time. Based on the recommendation of teachers and staff, the administration of the FUSD may request that the System Administrator deny, revoke, or suspend specific user accounts.

III. NETIQUETTE (NETWORK ETIQUETTE) AND PROTOCOLS

The use of an account on any FUSD network requires that you abide by accepted rules of network etiquette, which include, but are not limited to, the following:

1. **BE COURTEOUS AND RESPECTFUL.** System users are expected to be polite. System users may not send abusive, insulting, harassing, discriminatory, inflammatory, or threatening messages to others.
2. **USE APPROPRIATE LANGUAGE.** System users are expected to use appropriate language; vulgarities or obscenities, libelous or other inappropriate references will not be tolerated.
3. **APPROPRIATE ACTIVITIES.** Anything pertaining to illegal activities is strictly forbidden. Any activity not directly related to the educational mission of the District is strictly forbidden. Activities relating to, or in support of, illegal activities will be reported to the appropriate authorities.
4. **PRIVACY.** Do not reveal the personal address or phone number(s) of yourself or any person. All communications and information accessible via the network should be assumed public property. Electronic mail is not guaranteed to be private. The System Administrator has access to all mail. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities.
5. **CONNECTIVITY.** Do not use the network in such a way that would limit or disrupt the use of the network by others.
6. **SERVICES.** The FUSD will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the networks is at the user's risk. The FUSD specifically denies any responsibility for the accuracy or quality of information obtained through its network services.
7. **SECURITY.** Security on any computer system is a high priority. If users can identify a security problem on any of the networks, they must notify the System Administrator, either in person or via the network, as soon as possible. Users must not demonstrate the problem to other users. Use of network service accounts provided by the FUSD is not transferable or assignable. Users who knowingly allow another to use the account assigned to them will immediately lose their access privileges and may be subject to further disciplinary and/or legal action. Attempts to fraudulently log in on any network as a System Administrator or another user will result in immediate cancellation of user privileges and the user may be subject to further disciplinary and/or legal

action. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access to the networks and other computer services.

8. VANDALISM AND ELECTRONIC MISCHIEF.

Vandalism will result in cancellation of privileges and disciplinary action. This includes, but is not limited to, electronic mischief, electronic theft, the uploading or creation of computer viruses, attempts to tamper with any programs, applications, files, etc.

9. **UPDATES.** The FUSD may occasionally require new registration and account information from users to continue providing services. Users must notify the System Administrator of any changes in account information.

10. **E-MAIL ABUSE POLICY (SPAM).** Spam is harmful because of its negative impact on public attitudes about email and also because it can overload the network and resources. Students will be held liable for such infringement even if the spamming action was done by a third party for a student's benefit (i.e., if a student does the spamming, the teacher or supervising staff member may also be held responsible).

**IV. UNACCEPTABLE USES OF THE COMPUTER NETWORK OR INTERNET
May result in disciplinary actions including by not limited to suspension**

Unacceptable uses include, but are not limited to, the following:

1. Uses that violate any state or federal law or municipal ordinance.
2. Selling or purchasing any illegal substance.
3. Threatening, harassing or making defamatory or false statements about others.
4. Searching for, accessing, transmitting or downloading offensive, harassing or disparaging materials.
5. Using any district computer to pursue hacking, internal or external, to the district or attempting to access information that is protected by privacy laws.
6. Searching for, accessing, transmitting or downloading computer malware (including viruses, worms, spyware, adware, Trojan horses) or other harmful files or programs or in any way degrading or disrupting any computer system performance.
7. Searching for, accessing, transmitting or downloading any materials that are in violation of the Child Internet Protection Act (CIPA).
8. Transmitting or downloading confidential information or copyrighted materials or committing plagiarism.
9. Obtaining and/or using an anonymous e-mail site.
10. Accessing another user's e-mail without their permission; deleting, copying, modifying or forging other users' e-mails, files or data.
11. Searching for, accessing, transmitting or downloading large files via P2P, Torrent, or any other applications. Creating or forwarding "chain letters" or any type of "pyramid schemes"
12. Selling, advertising or buying anything over the Internet for personal financial gain.

13. Conducting for-profit business activities and/or engaging in non-governmental-related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes or soliciting votes.

14. Using any district computer to access online communities including, but not limited to, Facebook, Twitter, Instagram, TicTock. Searching for and/or using proxy applications to bypass the FUSD's firewall and Internet filtering systems. Abuse and misuse of e-mail and the Internet are serious problems and will not be tolerated.

Dear Parents,

South Tamarind Elementary has updated this Parent/Student Handbook in compliance with the education code for discipline as required by law.

Please read and discuss the rules with your child. Sign and return this form indicating that you have received this handbook and discipline plan. Your signature verifies that you have received and read this handbook.

Sincerely,

Dr. Rita Bayne

Principal

Clarice M. Riggio-Ocampo

Assistant Principal

Date

Parent Signature

Name of Student

Teacher's Name