

WEST RANDALL ELEMENTARY SCHOOL
15620 Randall Avenue
Fontana, CA 92336

STUDENT/PARENT HANDBOOK

2018-2019

WEST RANDALL



BULLDOGS

Board of Education

Randall S. Bassett – Superintendent

Peter Garcia – President

Matt Slowik, MURP, MPA – Vice President/Clerk

Jason O'Brien – Board Member

Mary Sandoval – Board Member

Marcelino “Mars” Serna – Board Member

From the Principal

The staff and I welcome you to West Randall Elementary School. This year promises many new learning experiences and much student success. As we begin our year, we want to provide you with general information about our school's programs, policies, and procedures. We hope this handbook will assist you with some of your questions, and we encourage you to call us should you need further information. Our office number is (909) 357-5780, and our office hours are from 7:30 am to 4:30 pm. We look forward to a great year of learning!

Sincerely,

Tammy Stringer, Principal
West Randall Elementary School

Office Hours: 7:30 a.m. to 4:30 p.m.
Office: (909) 357-5780
Preschool: (909)357-5780
ASES: (909)350-6585
Fax: (909) 357-5789

Please get a visitor badge in the office before entering the campus.

OFFICE STAFF

Tammy Stringer, Principal
Brenda Cardona, Secretary
Rosana Villegas, Office Clerk
Teresita Alas, Community Aide
Kathy Flores, Health Assistant
Cathy Siriani, Nurse
Bruce Crafa, Library Assistant

2018-2019

Student/Parent Handbook - Signature Page

My child and I have read and discussed this handbook.

Student's Name: _____ Teacher: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Please sign and detach this page. Give the signed form to your child's teacher.

(BLANK PAGE)

2018-19 SCHOOL HOURS

1st through 6th Grade

Student Arrival	8:00 – 8:45
Breakfast	8:15 – 8:45
Regular Day Hours (M, T, Thu, Fri)	8:45 – 3:20
Weekly Minimum Day (Wednesday)	8:45 – 12:50

Transitional Kindergarten (TK)

AM Hours	8:45 – 12:35
PM Hours	10:25 – 2:15

Kindergarten

AM Hours	8:45 – 12:35
PM Hours (M, T, Thu, F)	10:25 – 2:15

AM/PM HOURS (Wednesday Minimum Day – **ALL STUDENTS**) 8:45 – 12:35

What's New at West Randall?

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

West Randall will be in the 2nd year of implementation of a school-wide behavior support system, called PBIS. With PBIS, our goal is to use evidenced-based interventions to increase positive behavior and academic growth. We have developed school-wide expectations for the main areas of our school (cafeteria, playground, etc.). Our students will learn and practice these expectations throughout the school year. Students who follow the expectations regularly will be invited to participate in our monthly PBIS event. In addition, students may earn Bulldog Tickets for the purchase of various rewards. Students who receive a discipline referral and/or suspension will participate in the monthly events.

WEST RANDALL SCHOOL-WIDE EXPECTATIONS

LOCATION	SAFE	RESPECTFUL	RESPONSIBLE
ON THE BUS	<ul style="list-style-type: none"> • Stay seated. • Keep hands, feet, and objects to yourself and in the bus. 	<ul style="list-style-type: none"> • Keep your space clean. • Follow Bus Driver's directions. • Use kind words and actions. 	<ul style="list-style-type: none"> • Use quiet voices. • Take care of your property and bus property. • Keep food and drinks in backpacks.
IN THE CAFETERIA	<ul style="list-style-type: none"> • Walk. • Stay seated until dismissed. • Keep hands, feet, and objects to yourself. • Three students may get water at a time. 	<ul style="list-style-type: none"> • Listen and follow directions of Staff. • Be kind. • Use quiet voices. 	<ul style="list-style-type: none"> • Raise hand for help. • Keep all trash on tray until done eating. • Only eat your food. • Clean up your area.
IN THE OFFICE	<ul style="list-style-type: none"> • Walk. • Keep, hands, and feet to yourself. • Wait patiently when being picked up. 	<ul style="list-style-type: none"> • Listen and follow directions of Staff. • Use good manners. 	<ul style="list-style-type: none"> • Use quiet voices. • Get a Pass or Permission slip. • Clean up after yourself.
IN THE WALKWAYS	<ul style="list-style-type: none"> • Walk. • Keep hands, feet, and objects to yourself. • When possible, walk on the yellow line. 	<ul style="list-style-type: none"> • Face front when walking. • Give personal space. • Respect the property of others. 	<ul style="list-style-type: none"> • Use quiet voices.
IN THE BATHROOM	<ul style="list-style-type: none"> • Walk. • Keep hands, feet, and objects to yourself. • Keep feet on floor. 	<ul style="list-style-type: none"> • Respect the privacy of others. • Keep bathroom clean. • Let adult know if the Custodian is needed. • Use quiet voices. 	<ul style="list-style-type: none"> • Flush the toilet. • Wash your hands, use paper towel, and place all waste in the trashcan. • Return to class or playground immediately.
IN THE COMPUTER LAB	<ul style="list-style-type: none"> • Walk. • Push in your chair. 	<ul style="list-style-type: none"> • Take care of computer equipment. • Keep food/drinks out of the computer lab. • Use quiet voices. 	<ul style="list-style-type: none"> • Stay focused on your work. • Leave your computer area neat and organized.
IN THE LIBRARY	<ul style="list-style-type: none"> • Walk. • Push in your chair. • Use proper exits. 	<ul style="list-style-type: none"> • Take turns on computers. • First come, first served on computers. • Use quiet voices. 	<ul style="list-style-type: none"> • Use shelf-marker correctly. • Take proper care of books. • Return books on time.
LINING UP	<ul style="list-style-type: none"> • Walk. • Keep hands, feet, and objects to yourself. • Line up single file. 	<ul style="list-style-type: none"> • Listen and follow directions of Staff. • Stay together. • Voices should be turned off. 	<ul style="list-style-type: none"> • Line up on time and in order. • Pay attention. • Eyes should be facing forward.
FRONT OF SCHOOL	<ul style="list-style-type: none"> • Walk. • Use Crosswalk. • Stay behind yellow lines. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Listen and follow directions of Staff. • Be Kind. 	<ul style="list-style-type: none"> • Wait quietly in line when entering and exiting campus. • Wait for bell to ring before entering campus. • If able, stay with your parents as you wait.
ASSEMBLIES	<ul style="list-style-type: none"> • Walk. • Stay seated. • Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> • Listen and follow directions of Staff. • Cheer for people appropriately. • Give your full attention through the assembly. 	<ul style="list-style-type: none"> • Enter and exit quietly in line. • Wait to be dismissed. • Raise hand to be called on.
IN THE GARDEN	<ul style="list-style-type: none"> • Walk. • Sit on benches. • Enter and exit through gate. 	<ul style="list-style-type: none"> • Listen and follow directions of Staff. • Leave mulch on ground. 	<ul style="list-style-type: none"> • Keep garden area clean and organized.
ON THE PLAYGROUND	<ul style="list-style-type: none"> • Walk, run only on the grass. • Stay within boundaries, "yellow lines" • Leave woodchips on the ground. 	<ul style="list-style-type: none"> • Listen and follow directions of Staff. • Share equipment appropriately. • Patiently wait in line for your turn. 	<ul style="list-style-type: none"> • Freeze at the bell. • Put equipment away quickly and correctly. • Follow school rules for all games. • Use restroom at recess.

School Rules and Expectations

ARRIVAL/DISMISSAL PROCEDURES

Students MAY NOT arrive to school before 8:00. If they are eating breakfast, students will be admitted to the campus at 8:15. Students who are not eating will be admitted to the campus at 8:35.

Grades 1, 2, and 3 will be dismissed through the gate located east of the office (near the marquee). Our 4th, 5th and 6th grade students will dismiss from the front gate directly east of the office. All bus riders will dismiss through this same gate. Students who pick-up younger siblings should choose a meeting place other than the front gate. This would address the constant congestion at the front gate. TK will be dismissed directly from small gate West (by Cafeteria) of the office. Kindergarten will be dismissed from the small gate East of the office building, near the bus lane in front of school.

ATTENDANCE POLICY

California State Law requires students to attend school regularly and promptly. Regular school attendance is a very important part of a successful school experience. We expect students to attend school each day. If a student is to be absent from school, parent/guardian should call the West Randall Attendance Office at (909)357-5780.

- ***Tardy Policy***

Students must be in their class line by 8:45. Students who do not arrive by this time will receive a “Tardy Slip”.

- ***Early Check-Out Policy***

Please be aware of the early check-out policy at West Randall Elementary. During the last 30 minutes of class the teacher is finishing the lesson and preparing every student for dismissal. It is extremely disruptive to the students if the class is interrupted to release a student. It takes away from time the teacher devotes to all students in the classroom. If you need to check your student out of school early, please do so **no later than 30 minutes** prior to the end of the school day. All students must be checked out by parent/guardian, with an ID, listed in their Parent Contact files. For emergencies ONLY, students may be checked out to an adult, with an ID, listed in their Emergency Contact, but parent/guardian will be called first for confirmation. Thank you for your cooperation. It is greatly appreciated.

BICYCLE AND PEDESTRIAN SAFETY

Fourth through sixth grade may ride their bicycles to school. They must have a signed permit slip on file in the office. They must walk their bikes to and from the bike racks and lock their bikes to the racks. Disregard for bicycle safety rules may result in the suspension or denial of the privilege to ride a bicycle to school. Students must wear helmets while riding to and from school. Scooters, roller blades/skates, and wheelie shoes are not allowed on campus.

CELL PHONES

Students are allowed to carry cellular phones but they may only be used, off campus, before or after school. Students must keep phones off at all times during class. A misuse or a disturbance caused by such devices will result in confiscation and possible disciplinary action. The phone will be returned to a parent or guardian. The school is not responsible for locating, repairing or replacing such device. Parents and students are responsible for the loss or misuse of cell phones.

CLASSROOM RULES

Teachers will establish rules related to general classroom behavior. These rules will be posted and parents will receive a copy of the rules.

DISCIPLINE

- ***Consequences***

Students who have behavior issues could possibly receive an Office Support Form, Discipline Referral, or Suspension Form. Consequences for negative behavior could include, but are not limited to the following: warning, structured recess, review of expectations, time out in office, teacher class detention/suspension, parent contact/conference, community service, after school detention, or at-home suspension. In addition to the above, students will be excluded from the monthly PBIS event if they receive a Discipline Referral or Suspension.

WEST RANDALL ELEMENTARY SCHOOL

- **Rewards**

For following school-wide rules and expectations, students will earn rewards, such as, verbal praise, Bulldog Tickets to purchase rewards, stickers/pencils/certificates, and/or participation in our monthly PBIS event.

DRESS CODE

The faculty, staff, students, and parents at West Randall Elementary School want our school to be a place where students are serious about their educational program. We believe that student dress influences the school's academic environment. We also believe that student behavior and the total school atmosphere are strongly influenced by the dress and appearance of students. Therefore, at West Randall Elementary School, students are expected to dress in a manner that embodies a high regard for learning, minimizes distractions, and promotes a safe and positive school climate. Student dress and appearance must not disrupt the educational process or endanger the health, safety and welfare of self and others. The following guidelines have been established with school administration having the final decision regarding all dress code issues.

- No gang attire is allowed.
- All clothing must be of appropriate size and be worn properly. Pants must fit and be worn at the waist. Clothes must be clean, neat and have no tears or frayed edges.
- Shirts and tops are to provide coverage in front/back and the bottom of the shirt or top must cover the midriff. Spaghetti straps/halter-tops are not permitted. **Tank top straps must be 2 inches wide and cover to the shoulder.**
- **Shorts are to be long enough to reach the mid-thigh area.**
- Underwear may not be exposed (boxers, undershirts, pajamas, etc.)
- Sunglasses are not to be worn at any time while on campus, unless they are for medical purposes.
- **ONLY plain, solid colored hats may be worn outside.**
- Chains, facial jewelry, and unnatural hair color are not allowed. Hair must be clean and neatly groomed and not distracting to the learning environment. All other jewelry worn must not create a safety hazard and must not be distracting to the learning environment.
- **Clothing, backpacks, notebooks and all other school attire are not to include the use of derogatory, offensive or profane language, symbols, and slogans.**
- **Clothing, backpacks, notebooks and all other school attire are not to promote or endorse the use of alcohol, tobacco, illegal drugs, or encourage other illegal or violent activities.**
- Concert T-Shirts and Sports Clothing with numbers are not allowed.
- **Sandals are not allowed in school; shoes must have a closed toe and must have a strap across the back.**
- Any permanent markings on the body, such as tattoos, must be covered up at all times.
- Students found not in compliance with the Dress Code guidelines will be asked to make appropriate modifications to their attire. Any student who repeatedly fails to comply with the guidelines will be subject to progressive discipline action.

EMERGENCIES/DISASTERS

The West Randall Disaster Plan outlines procedures if any of a variety of disasters or emergencies should take place while students are at school. A child will be released only to the adult or adults indicated on the student's emergency information form. Safety drills for earthquakes, fires, and lockdowns are held monthly to assure the safety of all children. In the event of an actual disaster, children will be kept in protective custody until they can be released to parents/guardians.

HEALTH SERVICES

Parents are to notify the health office about serious health concerns and regularly prescribed medication. In order for students to have prescribed medications at school, parents/guardian must submit a written authorization, in addition to a written statement from prescribing physician. Prescribed medication must be provided in the original container, and it must be clearly labeled with the student's name. Students are not permitted to carry medication to and from school.

Students are to notify the teacher/staff member immediately if an injury occurs. In case of serious injury/illness, parents are contacted for referral to their family physician. If students become ill they may ask their teachers for a pass to see the Health Assistant.

WEST RANDALL ELEMENTARY SCHOOL

Accidents

In case of an emergency, the paramedics are called. It is very important that we have **ALL** phone numbers where parents can be reached in case of an emergency. Therefore, we require Emergency Cards be filled out completely. We must also have the names and phone numbers of people we may contact if you cannot be reached. **IF ANY EMERGENCY CONTACT INFORMATION CHANGES DURING THE YEAR, PLEASE NOTIFY YOUR CHILD'S TEACHER OR THE SCHOOL OFFICE. THIS WILL HELP US ENSURE THE SAFETY OF YOUR CHILD.**

HOMEWORK

Homework gives students an opportunity to independently practice skills learned in class. Completing homework on a regular basis helps students to develop responsibility, study habits, and self-discipline. All students are required to complete and turn in homework as required by their teacher.

INSURANCE

Although West Randall will exercise care to prevent accidents, neither the school nor the district can assume responsibility for accidents or injuries to students. Parents are encouraged to carry personal insurance coverage.

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.

LOST AND FOUND

Please mark outerwear with your child's first and last name to assist us in returning items to your child. All lost items will be put in the Lost and Found container located in the cafeteria. Items not claimed by the end of the year will be given to charity.

PARENT CONCERN

Parents who have a school-related concern should first address their concern with the classroom teacher. The teacher is the best source of information and most problems can be solved at that level. Should a concern continue, parents may make an appointment with the principal by calling the school office at (909) 357-5780.

PLAYGROUND RULES

- Keep hands, feet and objects to yourself.
- Avoid games that involve contact/touching (tag, wrestling, football, etc.).
- Stay in supervised areas and away from fences and classrooms.
- Follow all directions given by adult supervisor.
- Report all problems to an adult supervisor.
- Food must be eaten on picnic benches.
- Freeze when the bell rings and wait for whistle to be dismissed to walk to class line.

Play Structure

- Students must line up for play structure; five students will be permitted at a time.
- Students must line up for monkey bars, walking snake, and twirling bar; one person at a time may go across.

Blacktop

- ONLY walking is permitted on the blacktop.

Four Square

- Server drops the ball once into her/his square then hits it into a different square.
- Each player needs to hit the ball with any part of his/her hand into an opposing player's square.
- If the ball lands on a line, or goes out of bounds before it bounces, the player who hit the ball is out.
- If the player who is supposed to hit the ball misses, the player is out.

Grass

- Students may run on the grass.
- Avoid contact sports (tag, wrestling, football, baseball, etc.).

Basketball

- Students can only play single court basketball with no more than three on each team.
- Avoid rough play (grabbing, pushing, pulling, etc.).

WEST RANDALL ELEMENTARY SCHOOL

- Three more players will come in after one team makes one basket if there are more than six students who want to play basketball.

Handball

- Player A hits the ball, then player B must hit it; both players go back and forth taking turns hitting the ball
- If the ball bounces more than once before hitting the wall or does not bounce at all before hitting the wall, that player is out.
- If a player allows the ball to hit the ground more than once before he hits it to the wall, that player is out.
- If a player hits the ball outside the boundaries, that player is out.

Tetherball

- One person serves the ball.
- The opponent is given a choice of either side of the court.
- The server hits the ball around the tetherball pole with an open or closed hand.
- The opposing player tries to unwind the rope and then to wind the rope around the pole in the opposite direction.
- The player who winds the rope completely around the pole is the winner.

Administration may modify or change any rule or expectation in this handbook to meet safety and academic standard.

PROGRESS REPORTS/REPORT CARDS

Students in K-5th Grade will receive a Progress Report at the end of Quarter 1 and Quarter 3. A Report Card will be mailed home at the end of each semester. There are four reporting periods for students in K-5th Grade.

For 6th Grade, students receive a Progress Report in the middle of each quarter and Report Card at the end of each quarter. There are a total of eight reporting periods.

Parent Conferences are scheduled in the 2nd quarter of school. At this time, parents will receive a copy of 2nd quarter Progress Report or Report Card.

RETENTION

The Fontana Unified School District has set standards of achievement in Reading, Language Arts and Mathematics to be achieved by the end of school year for all students in kindergarten through sixth grade. If your child has not made significant progress by the end of the second semester of school, he/she may be at risk of being retained (Education Code 48070.5). You may be asked to attend meetings with the principal to review your child's progress and, in accordance with policy set by the Fontana Unified School District, to determine if your child is recommended for retention.

SCHOOL LIBRARY

West Randall's library is an integral part of our students' instructional program. Our library has a full-time Library Specialist who makes the library a friendly place for students study, locate materials, conduct research, and read for pleasure. The library is open to the first thirty students before (8:15 – 8:40) and after school (3:20 – 3:50). Books may be checked out for a week at a time. Parents are welcome to visit or to volunteer in our library.

STUDENT RIGHTS AND RESPONSIBILITIES

The mission of Fontana Unified School District is to graduate all students prepared to succeed in a changing world. This can only be accomplished through a partnership between Fontana Educators, Parents, and Students. We, the students of Fontana Unified School District, understand the active role we must play in order for this to be a successful partnership. As part of this intertwined relationship, there is an expectation regarding the quality of our experiences in FUSD.

All Students have the right:

- to be treated equally with proper respect by their peers, teachers, support staff, and administrators.
- to attend a safe campus that creates an effective learning environment.
- to healthy, fresh food for breakfast and lunch.
- to receive guidance regarding college and career expectations as well as what needs to be done to meet those requirements.

WEST RANDALL ELEMENTARY SCHOOL

- to ask questions, get clarifications, and seek help regarding topics of instruction.
- to equal access to resources including interventions, tutorials, and credit recovery programs.
- to participate in activities/sports for which they qualify.
- to receive an unbiased education and have the full cooperation and support of teachers.
- to express themselves in a way that doesn't disrupt learning or school activities.
- to be excused from class at appropriate times to use the restroom.
- to have a second chance to be successful in a school environment.

All Students have the responsibility:

- to come to school every day, on time, and prepared to learn in every class.
- to respect everyone and the role they play as students, teachers, support staff, and administrators.
- for their own behavior and keeping the campus clean.
- to pay attention in class and ask questions when you don't understand something.
- to strive to maintain at least a 2.0 GPA.

TOYS

Students are not permitted to bring any type of toy (fidget spinners, Pokémon Cards, etc.) to school. All toys will be confiscated, and only Parent/Guardian will be able to pick up the toy.

VISITING CLASSROOMS

Parents are welcome to visit their child's classroom. Visits are limited to thirty minutes, unless approved by the FUSD Board. During instructional time, parents are not to disrupt class activities with the teacher. All parents are to enter the campus through the administration office, "sign-in" and obtain a visitor's pass. The teacher will be informed of the visiting parent, and the visit is not to exceed thirty-minutes in duration.

PARENT INVOLVEMENT

SCHOOL SITE COUNCIL (SSC)

School Site Council meets once a month to review student achievement, school programs, and allocation of funds. The council also helps to develop the Single Plan for Student Achievement. SSC is composed of parents and staff members.

ENGLISH LANGUAGE LEARNER ADVISORY COUNCIL (ELAC)

English Language Advisory Council meets regularly to discuss and learn about ways students can increase their achievement in English Language Development. ELAC is composed of parents and staff.

PTA

The PTA meets throughout the year to organize fundraisers and other positive activities for students. The PTA is composed of parents, community members, and staff members.

SCHOOL VOLUNTEERS

West Randall Elementary School needs parents to volunteer for school committees, such as, ELAC, PTA, and School Site Council. Parents may also volunteer for various school activities throughout the school year, including Field Trips. Parents will need to complete the Adult Chaperone Waiver and Megan's Law will be checked for Field Trip volunteers. Contact your child's teacher if you are interested in volunteering your services. We welcome you to share your talents and expertise with us.

SCHOOL PROGRAMS AND SPECIAL SERVICES

CAMPUS SECURITY CAMERAS

West Randall is equipped with security cameras outside of the classrooms to monitor various areas on campus. The cameras monitor the playground, hallways, and school office.

INDEPENDENT STUDY PROGRAM

Parents may request an Independent Study Plan if a child will be absent for five days or longer for reasons unrelated to illness. Students will receive work to complete and hand in when they return to school in order to receive credit. Contact the school office to make arrangements at least two weeks before the absences are to begin. All of the work must be completed and turned in to Independent Study Teacher on the scheduled return date to receive full attendance credit.

LOCAL CONTROL FUNDING FORMULA

California schools are funded under a new model known as Local Control Funding Formula or LCFF. Districts are

WEST RANDALL ELEMENTARY SCHOOL

required to develop a Local Control Accountability Plan (LCAP) to guide priorities in the in the budget development process.

STUDENT INTERVENTION TEAM (SIT)

The Student Intervention Team provides support for a teacher with students who are experiencing academic, social, or emotional difficulty. Any teacher may refer a student. Parents should request a SIT in collaboration with the classroom teacher. The Student Intervention Team may recommend modifications in the existing program, additional interventions and/or strategies, or referral for additional services.

OTHER IMPORTANT INFORMATION **NON-DISCRIMINATION & HARASSMENT POLICY** **2018 – 2019**

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

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

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

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

CALIFORNIA STATE EDUCATION CODE SECTIONS 48900

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 an 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.

CALIFORNIA STATE EDUCATION CODE SECTION 48915.

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

CWA Revised 2/2013

Williams Complaint Classroom Notice ***Notice to Parents, Guardians, Pupils, and Teachers***

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

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

3. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.fusd.net. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

Revised April 2017

UCP Annual Notice for 2018 - 2019

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

The Fontana Unified School District has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, bullying, student lactation accommodations, pregnant and parenting students, and Lesbian, Gay, Bisexual, Transgender, and Question (LGBTQ) resources; and noncompliance with laws relating to pupil fees.

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

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

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program
- Consolidated Categorical Aid Programs
- Foster and Homeless Students
- Local Control Funding Formula (LCFF) and Local Control Accountability Plans (LCAP)
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Migrant Education
- Physical Education instructional minutes
- Pupil Instruction – course periods without educational content
- Regional Occupational Program
- Special Education Programs
- Titles I-IV programs, including improving academic achievement, compensatory education, English Learners programs replaced by Every Student Succeeds Act (ESSA) 2016-17
- Tobacco-Use Prevention Education
- Unlawful pupil fees

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

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

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

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

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

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

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

WEST RANDALL ELEMENTARY SCHOOL

Chief of Staff
9680 Citrus Avenue
Fontana, CA 92335
909.357.5000

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

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

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

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

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

WEST RANDALL ELEMENTARY SCHOOL

May 3, 2017

Dear Parents/Guardians:

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

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

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

If you would like this information, please contact the school office at (909)357-5780.

Sincerely,



Tammy Stringer, Principal

West Randall Elementary School