



# **A.B. Miller High School**

6821 Oleander Avenue Fontana, CA 92336

(909) 357-5800- phone

(909) 357-5800 ext. 10124 (Spanish)

(909) 357-7680- fax

[www.abmillerhigh.org](http://www.abmillerhigh.org)

**2009 – 2010**

## **Student Handbook**

“Students excelling in Academics, Arts, Athletics, and Academies.”

“To provide a challenging standards-based curriculum in a safe, supportive environment that encourages creative expression and exploration of life options and that prepares students from all backgrounds to become productive and responsible members of society.”

This handbook belongs to:

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**Board of Education**

Laura Abernathy Mancha- Board President  
Henry (Gus) Hawthorne- Clerk  
Julie A. Ramos- Alternate Clerk  
Kathleen (Kathy) Binks- Board Member  
BarBara Chavez- Board Member

**District Administration**

Cali Olsen-Binks- Superintendent

**Site Administration**

Heather Griggs- Principal

**Counseling Staff**

Rick Crane- extension 10154  
Nina Dela-Paul- extension 10134  
Suzanne Harriger- extension 10150  
Denise Key Igbinosun- extension 10151  
Kent Moore- extension 10153  
Colleen Pope- extension 10152  
Rob Reynolds- extension 10133  
Veronica Valdez-Flynn- extension 10157  
Jim Knott- Crisis Counselor- extension 10158

**Athletics Director**

Dwight Berry- extension 10671

**Activities Director (ASB)**

Barbara Kelley- extension 10327

## BELL SCHEDULES

### Regular Day

Period 1- 7:30 am to 8:25 am  
 Period 2- 8:31 am to 9:40 am  
 Period 3- 9:46 am to 10:41 am  
 A LUNCH- 10:41 am to 11:21 am  
 Period 4B- 11:27 am to 12:22 pm  
 Period 4A- 10:47 am to 11:42 am  
 B LUNCH- 11:42 am to 12:22 pm  
 Period 5- 12:28 pm to 1:23 pm  
 Period 6- 1:29 pm to 2:24 pm

### Minimum Day Schedule

Period 1- 7:30 am to 8:09 am  
 Period 2- 8:15 am to 9:05 am  
 Period 3- 9:11 am to 9:50 am  
 Period 4- 9:56 am to 10:35 am  
 Period 5- 10:41 am to 11:20 am  
 Period 6- 11:26 am to 12:05 pm  
 LUNCH- 12:05 pm to 12:35 pm

### Assembly Schedule

Period 1- 7:30 am to 8:15 am  
 Period 2- 8:21 am to 9:06 am  
 Period 3- 9:12 am to 9:57 am  
 A LUNCH- 9:57 am to 10:37 am  
 Period 4B- 10:43 am to 11:28 am  
 Period 4A- 10:03 am to 10:48 am  
 B LUNCH- 10:48 am to 11:28 am  
 Period 5- 11:34 am to 1:33 pm  
 Assembly Block- 11:34 am to 1:33 pm  
 Period 6- 1:39 pm to 2:24 pm

### Semester Finals Schedule

Day 1- Period 1- 7:30 – 9:45 am  
       Passing- 9:45 – 9:55 am  
       Period 2- 9:55 am -12:05 pm  
       Lunch- 12:05 – 12:35 pm  
 Day 2- Period 3- 7:30 – 9:45 am  
       Passing- 9:45 – 9:55 am  
       Period 4- 9:55 am -12:05 pm  
       Lunch- 12:05 – 12:35 pm  
 Day 3- Period 5- 7:30 – 9:45 am  
       Passing- 9:45 – 9:55 am  
       Period 6- 9:55 am -12:05 pm  
       Lunch- 12:05 – 12:35 pm

## GRADING PERIODS

October 9	End of 1 <sup>st</sup> Quarter
December 16, 17, 18	Final Exam Schedule- Minimum Day Schedule
December 18	End of 1 <sup>st</sup> Semester
March 19	End of 3 <sup>rd</sup> Quarter
May 26, 27, 28	Final Exams- Minimum Day Schedule
May 28	End of 2 <sup>nd</sup> Semester

<b>SCHOOL PHONE NUMBERS</b>	
Main Office	357-5800
En Español	357-5800 Ext. 10124
Health Center	357-5800 Ext. 10675
Career Center	357-5800 Ext. 10480
ASB	357-5800 Ext. 10327
Attendance Office	357-5800 Ext. 10121
Student Absence Reporting	357-5800 Press 3
Athletics	357-5800 Ext. 10671

### RECEPTIONIST



Main Office Hours: 7:00 a.m. to 4:00 p.m. Parents and students who have questions or need assistance should call or see the receptionist (357-5800), who will direct them to the appropriate person or office. **Messages to students** will be delivered only in cases of emergency as determined by an administrator and can only be requested by those whose names appear on the student emergency card. Be sure to keep this information up-to-date. **Gifts, flowers, food, or balloons for students will not be accepted** or delivered due to the interruption of the educational process and limited clerical resources.

### PARENT INVOLVEMENT

Parents are always welcome and encouraged to volunteer at the school site. Volunteer approval is given by the FUSD Board after the proper steps have been taken. If you are interested in volunteering at the site, please start by picking up a Volunteer Form from the Principal's Office. This form must be filled out completely and turned in with a recent copy of TB test results. If approved, you will be notified by the site. This process can take 4-8 weeks.

## **ATTENDANCE: Be Here to Succeed!**

The following absences are considered excused by State law: Illness ~ Visitation to a medical office, clinic, doctor or dentist ~Funeral of an immediate family member ~Quarantine of the home~ Court appearance.

### **TO CLEAR AN ABSENCE**

Parents/Guardians may call the Attendance Office 24 hours a day, 7 days a week or send a note the day your son/daughter returns to school. The note should state the information listed below and should be taken to the attendance office before school the day of return. **Absences not cleared will be listed as truancy after three days.** When calling the answering machine, please speak slowly and give the following required information:

1. The student's first and last name and grade.
2. The date he / she was or will be absent.
3. The reason for the absence.
4. Parent / guardian name and phone number.

**DO NOT BE TRUANT!** The consequences for habitual truancy begins with Saturday School Assignments and increases to citations by police under Fontana City Code 16-15. Students cited under this ordinance will have to appear in juvenile court with a parent/guardian and may be subjected to a fine. In addition, habitual truants and their parents/guardians are subject to be summoned to appear for a SARB meeting for possible referral to the San Bernardino County District Attorney for prosecution.

**LEAVING SCHOOL DURING THE SCHOOL DAY** If a student becomes ill during the school day, he/she must obtain a permit to leave from the health office. ABM is a closed campus and students are only allowed to leave if:

1. A Parent/guardian comes into the attendance office and signs a student out;
2. A student brings a note from his parent/guardian to the attendance office before school stating:
  - a. The reason for leaving
  - b. The time leaving
  - c. A phone number for verification.

**AUTOMATED ABSENCE NOTIFICATION:** Calls are made each evening to inform parents/guardians of absences. Parents are encouraged to phone the school to inquire about absences or to clear absences (see information above).

**CHANGE OF ADDRESS OR TELEPHONE NUMBER:** Please keep the office informed of any changes in name, address, home phone number, work number, or emergency numbers throughout the year. In order for the school to keep in contact with you we must have current information.

**STUDENTS ON A SHORTENED DAY(Only 5 periods):** Students must leave campus immediately at the end of their last period – unless they have made prior arrangements with a staff member, or are working productively in the library with the permission of the librarian. Failure to leave may result in disciplinary action. All students on a shortened day must carry a short day card showing which periods they have classes.

## STUDENT RESPONSIBILITIES

**Education Code 48908:** All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

**C.C.R. Title 5, Sec. 300:** Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the direction of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (Reg. 77, No. 39)

## TARDY POLICY

A student is considered tardy if they arrive to the classroom after the bell for that class period has rung. Tardies and/or late to class are cumulative throughout the day.

A tardy will be handled by attendance, counselors, or administrators.

Students will be given a comprehensive tardy policy during the discipline assembly in the Fall of 2009 and upon enrollment there after.

## STUDENT DISCIPLINE

The entire staff at A. B. Miller High School expects that students conduct themselves in an appropriate manner at all times. Respect is the key for all interactions between students and staff. When necessary, teachers will issue consequences designed to facilitate a change in behavior. Should unacceptable behavior continue, referrals to the office may be written and consequences ranging from warnings to suspension may be issued (specific consequences are outlined below). All students are afforded due process rights that will be adhered to and respected.

### Responsibilities of A.B. Miller High School Students

1. Attend school regularly; be on time to school and to all classes.
2. Respect yourself, other students and the entire ABM Staff.
3. Bring required materials to class each day and complete class work and homework on time.
4. Take pride in the school; keep the campus free of litter and respect the value of school property.
5. Abide by all school rules and regulations ~ including dress code!

## Choices Have Consequences

Depending on severity, any of the following consequences may be applied for violating school or classroom rules.

### Time-Out

Individual teachers may direct students to leave their class and go to another teacher's room to finish the period when misbehavior occurs. This may occur in individual department areas.

### After School Detention

Individual teachers may assign after school detention to correct "minor" behavior or attendance violations. Detentions may be up to one hour in length as determined by the teacher. Parents must have 24 hours notice of the assignment that is generally provided in the form of a detention slip issued by the teacher.

### After School Work Program [ASWP]

ASWP assignments are up to 1 hour and would include, but are not limited to campus beautification as allowed by California Education Code, such as picking up trash, pulling weeds, etc. Failure to complete the assignment would result in assignment to SSA or ALC.

### Saturday School Assignment [SSA]

SSA assignments are from 7:30 A.M. to 11:30 A.M. on-site at ABM. This program is an educationally productive assignment. Students are required to bring school assignments with them and will be required to work the entire four hours. Failure to complete the Saturday assignment may result in an ALC assignment or other appropriate assignment.

### Alternative Learning Center [ALC]

The ALC is designed to provide a place on campus for student placement during the school day in lieu of being suspended. Students are expected to be productive. If they do not follow all rules and procedures, a suspension may be issued.

### Off-Campus Suspension

Several violations will result in suspension from school. The purpose of suspension is to remove the student from school for a specified amount of time. During the period of suspension, the student will need to reconsider his/her actions and return ready to exhibit acceptable conduct. If behavior does not change student may be recommended for expulsion.

## DISCIPLINE ACTION / CONSEQUENCE GUIDELINES

Discipline consequences are based on individual incidents. The final decision is at the discretion of the administrators. All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. The purpose of the students discipline policy at A.B. Miller High School is to maintain an educational environment conducive to learning and to protect the safety and health of all pupils. Teachers, campus supervisors, and all other A.B. Miller High School staff members will assist in encouraging students to follow the rules and regulations of the school, the district, and the laws of the State of California. Every student's rights of due process will be adhered to and respected, and students shall know the reason for disciplinary actions. Any or all of the consequences listed here may be applied for any offense, depending upon the severity.

Penal Code 62805 Pupils Right to Attend Safe Schools: The Legislature hereby recognizes that ALL pupils enrolled in California public schools have the inalienable right to attend classes on campuses that are SAFE, SECURE, and PEACEFUL.

OFFENSE	1 <sup>ST</sup> CONSEQUENCE	2 <sup>ND</sup> CONSEQUENCE	SUBSEQUENT CONSEQUENCES
Defiance to teacher or disruption of learning process	Referral to counselor or administrator. Consequences dependent upon severity of actions. Parent contact.	Referral to counselor or administrator. Consequences dependent upon severity of actions. Parent contact.	Referral to counselor or administrator. Consequences dependent upon severity of actions. Parent contact.
Academic Dishonesty/Cheating	Teacher contacts parent and student earns no points for the assignment (fails). Parent contact.	Referral to counselor indicating date of 1 <sup>st</sup> offense and parent contact: 1 day ALC; parent contact; Student earns no points for the assignment. Parent contact.	Referral to administrator: 3 day suspension; Student earns no points for the assignment. Parent contact.
Use of profanity or vulgarity in class	Referral to counselor or administrator: 1 day ALC assigned. Parent contact.	Referral to counselor or administrator: 2 days ALC. Parent contact.	Referral to administrator: consequences determined by behavior contract. Parent contact.
Verbal abuse of staff, including profanity or vulgarity directed toward staff	Referral to administrator: 1-5 day suspension. Parent contact.	Referral to administrator: 3-5 days suspension; expulsion recommendation. Parent contact.	Referral to administrator: 5 days suspension; expulsion recommendation. Parent contact.
No show to detention	Parent contact – reschedule detention. Parent contact.	Refer to counselor: 1 day ASWP. Parent contact.	Refer to counselor: 1 day ASWP; Possible referral to administrator. Parent contacted.
No show ASWP	Counselor or administrator assigns 2 days ASWP. Parent contact.	Counselor or administrator assigns 1 day ALC. Parent contact.	Referral to Administrator. Parent contact.
No show SSA	Counselor or administrator assigns 1 or 2 day(s) ALC or SSA reassignment. Parent contact.	Referral to Administrator. Parent contact.	Referral to Administrator. Parent contact.
Violation of ALC rules	Referral to administrator and possible suspension. Parent contact.	Referral to administrator and possible suspension. Parent contact.	Referral to administrator and possible suspension. Parent contact.
No show ALC	Referral to administrator. Parent contact.	Referral to administrator. Parent contact.	Referral to administrator
Reckless driving in the parking lot	Parking Permit revoked, possible 1-5 day suspension, and possible citation. Parent contact.	Parking Permit revoked, possible 1-5 day suspension, and possible citation. Parent contact.	Parking Permit revoked, possible 1-5 day suspension, and possible citation. Parent contact.
Non-Dress in PE	Referral to athletic director: 1 day ASWP; parent contact.	Referral to athletic director: 1 day ASWP; parent contact.	Referral to athletic director: 1 day ALC; parent contact.
Period truanancies (including leaving class without permission)	Counselor assigns 1 day ASWP or 1 day SSA depending upon number of periods of truant, ticket by FUSD PD. Parent contact.	Counselor assigns 2 days ASWP or 1 or more days SSA depending upon number of periods of truant, ticket by FUSD PD. Parent contact.	Counselor assigns 1 or more days SSA, ticket by FUSD PD. Parent contact.
All day truanancies	Counselor or administrator assigns 1 or more days SSA, Parent Contacted, ticket by FUSD PD. Parent contact.	Counselor or administrator assigns 1 or more days SSA, Parent Contacted, ticket by FUSD PD. Parent contact.	Counselor or administrator assigns 1 or more days SSA, S.A.R.T Letter Sent, ticket by FUSD PD. Parent contact.
Visible use of prohibited electronic items – (I-Pods, cell phones...)	Confiscation, warning, documentation and 1 day ASWP; students may have item after ASWP. Parent contact.	Confiscation and 1 day ASWP; parent must pick up item. Parent contact.	Confiscation and 1 or more days ASWP, or ALC, or SSA; possible suspension; parent must pick up item. Parent contact.

OFFENSE	1 <sup>ST</sup> CONSEQUENCE	2 <sup>ND</sup> CONSEQUENCE	SUBSEQUENT CONSEQUENCES
No. I.D. card	Warning and/or replacement (\$5.00 fee). Parent contact.	Referral to counselor: 1 day ASWP and/or replacement (\$5.00 fee). Parent contact.	Referral to administrator: 1 day ALC and/or replacement (\$5.00 fee). Parent contact.
Violation of dress code	Referral to counselor or administrator: Warning, parent contact; Correct/change clothing. Parent contact.	Referral to counselor or administrator: 1 day ASWP, Correct/change clothing. Parent contact.	Referral to counselor or administrator: 1 day ALC, Correct/change clothing. Parent contact.
Verbal conflict/confrontation with another student	Referral to counselor: parent contacted; referral to Peer Conflict Mediation; possible P.C.415 agreement signed; <u>or</u> , depending on severity, referral to administrator. Parent contact.	Referral to administrator: ALC assigned; P.C.415 agreement signed; referral to Peer Conflict Mediation; possible ALC or suspension. Parent contact.	Referral to administrator: referral to Peer Conflict Mediation; Suspension, expulsion recommendation. Parent contact.
Fight or Threat or Battery	Referral to Administrator: 3-5 days suspension; citation by school police; Peer Conflict Mediation, if appropriate. Parent contact.	Referral to administrator: 5 day suspension; citation by school police; Peer Conflict Mediation; possible expulsion recommendation. Parent contact.	Referral to administrator: 5 day suspension; citation by school police; Peer Conflict Mediation; probable expulsion recommendation. Parent contact.
Physical abuse of staff	Referral to administrator: 5 day suspension; recommendation for citation/arrest; recommendation for expulsion. Parent contact.		
Sale of Alcohol or Drugs	Referral to administrator: 5 day suspension; arrest; expulsion recommendation. Parent contact.		
Possession/Use of Alcohol or Drugs	Referral to administrator: 5 days suspension and mandatory AOD** contract and counseling. Parent contact.	Referral to administrator: 5 day suspension; expulsion recommendation. Parent contact.	
Tobacco Possession/Use	Referral to administrator: 1 day suspension. Parent contact.	Referral to administrator: 2 days suspension. Parent contact.	Referral to administrator: 3 days suspension. Parent contact.
Damaging school property/graffiti	Referral to administrator: 3-5 day suspension; reimbursement/ possible expulsion recommendation. Parent contact.	Referral to administrator: 5 days suspension; reimbursement; expulsion recommendation. Parent contact.	
Arson	Referral to administration: 5 day suspension; arrest; damage reimbursement; probable expulsion recommendation; referral to fire marshal. Parent contact.	Referral to administration: 5 day suspension; arrest; damage reimbursement; expulsion recommendation; referral to fire marshal. Parent contact.	
Possession of graffiti tools (i.e. permanent marker, spray paint, etching devices, etc.)	Administrator assigns SSA. Parent contacted.	Administrator assigns SSA or 1-5 day suspension. Parent contacted.	Administrator assigns 1-5 day suspension, possible expulsion. Parent contacted
Extortion	Referral to administrator: 3-5 day suspension; possible expulsion recommendation. Parent contact.	Referral to administrator: 5 day suspension; possible expulsion recommendation. Parent contact.	
Causing a False Fire Alarm	Referral to administrator: 1 day suspension, ticket by SRO and fined. Parent contact.	Referral to administrator: 3 day suspension, ticket by SRO and fined. Parent contact	Referral to administrator: 5 day suspension; possible expulsion recommendation; referral to fire marshal. Parent contact.

OFFENSE	1 <sup>ST</sup> CONSEQUENCE	2 <sup>ND</sup> CONSEQUENCE	SUBSEQUENT CONSEQUENCES
Inciting to riot	Referral to administrator: 3-5 day suspension; possible expulsion recommendation. Parent contact.	Referral to administrator: 3-5 day suspension; probable expulsion recommendation. Parent contact.	
Possessing or Brandishing or threatening with weapons or dangerous objects	Referral to administrator: 5 day suspension; probable arrest; expulsion recommendation. Parent contact.		
Theft, robbery, possession of stolen property	Referral to administrator: 3-5 day suspension; citation by school police; reimbursement; expulsion recommendation. Parent contact.	Referral to administrator: 5 days suspension; citation by school police; reimbursement; expulsion recommendation. Parent contact.	
Gambling	Referral to counselor: 1 day ASWP. Parent contact.	Referral to counselor: 1 day ALC. Parent contact.	Referral to administrator: 3-5 days suspension. Parent contact.
Sexual harassment and/or battery	Referral to administrator: 3-5 days suspension; citation by school police; open red file; possible expulsion recommendation. Parent contact.	Referral to administrator: 5 days suspension; citation or arrest by police; expulsion recommendation. Parent contact.	
Terroristic threat	1-5 days suspension, possible citation, possible citation, possible arrest and possible expulsion. Parent contact.	1-5 days suspension, possible citation, possible citation, possible arrest and possible expulsion. Parent contact.	1-5 days suspension, possible citation, possible citation, possible arrest and possible expulsion. Parent contact.
Committing an obscene act	Possible SSA, possible ALC, possible citation, possible 1-5 day suspension. Parent contact.	Possible SSA, possible ALC, possible citation, possible 1-5 day suspension. Parent contact.	Possible SSA, possible ALC, possible citation, possible 1-5 day suspension. Parent contact.
Forgery	Counselor or administrator assigns SSA. Parent contacted.	Counselor or administrator assigns SSA or 1-5 day suspension. Parent contacted.	Administrator assigns 1-5 day suspension. Parent contacted
Hate words/phrases or gang signs directed towards another person	Counselor or administrator assigns SSA or 1-5 day suspension. Parent contacted	Counselor or administrator assigns SSA or 1-5 day suspension. Parent contacted	Administrator assigns 1-5 day suspension, possible expulsion. Parent contacted

\*\* AOD refers to the FUSD mandatory Alcohol and Other Drug Program that is assigned on a students 1<sup>st</sup> offense for any violation involving the use of alcohol or a controlled substance. A contract is signed. Student and parent education classes and counseling sessions for the student are part of the program.

NOTE: PARENTS MAY BE LEGALLY REQUIRED TO ATTEND SCHOOL WITH THEIR CHILD UNDER CERTAIN CIRCUMSTANCES

Recommendation for Expulsion

According to the Education Code, the principal shall recommend a pupil's expulsion for any of the following acts:

1. Causing, attempting to cause or threatening to cause serious physical injury to another person.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use.
3. Unlawful sale or furnishing of any controlled substance.
4. Robbery or extortion.

## CALIFORNIA EDUCATION CODE

According to the 48900 section of the California Education Code, the behaviors listed below will result in one or more of the following: Loss of School Privileges, Suspension, and/or Recommendation for Expulsion. Sections:

- (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, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (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.

## DRESS CODE

Every student has the right to attire himself/herself how they wish -- as long as practices of good health and safety are observed, and there is no disruption of the educational process. Dress should be appropriate for normal school activities; it should reflect pride and respect. Health and safety are guides to acceptable school attire. In cases of questionable dress not specifically covered in the rules listed below, a site administrator will make the final decision. Consequences for dress code violations are found on page 9. Note: Students are held accountable to the guidelines below while at school or any school related activity:

- 1) STUDENTS MUST WEAR THEIR I.D. CARDS AT ALL TIMES!
- 2) UNDERGARMENTS SHOULD NOT BE SHOWING AT ANY TIME (e.g., boxer shorts, bra straps). Sagging or the showing of undergarments through baggy or skin-tight pants are prohibited. Certain classes may have additional safety requirements as it pertains to classroom attire.
- 3) Students should not wear unduly short outer garments; this includes dresses, shorts, and apparel for both boys and girls.
- 4) All clothing must be in good repair; that is, there should be no holes in inappropriate areas, straps are fastened, et cetera.
- 5) **Hats, Hoods, Scarves, and Sunglasses are not to be worn indoors.** No bandanas or bandana-like scarves are to be worn on the head or anywhere on the body. T-shirts, doo-rags or other garments covering the head are not acceptable as well. No "hoodie" type shirts or jackets, where the hood can zip over the head.
- 6) See-through, spaghetti straps (straps are not to be less than 2 inches in width), sleeveless undershirts, strapless, backless or halter-top garments, bare midriffs and/or low-cut garments are not acceptable.
- 7) Clothing that portrays suggestive, derogatory, or insulting pictures or writing may not be worn.
- 8) Students shall not wear bizarre clothing, costumes, ridiculous hats, et cetera (except on school dress-up days).
- 9) Students may not wear any article of clothing, which in any way is suggestive or can be construed to have a *double meaning* (e.g., *Players 69*, *Pimp Wear*, *Porno Star*).
- 10) Students may not wear any article of clothing that refers to any type of alcohol, weapons, drug, or act which is sexual, illegal or hazardous to one's health.
- 11) Any garment/hairstyle or accessory displaying emblems of outside clubs, crews, gang affiliation or organization that becomes disruptive to school operation and/or creates animosity between groups or individuals is not acceptable and may not be worn and may be confiscated.
- 12) Shirts or other tops with buttons or zippers are to be worn buttoned or zipped so that the chest or stomach areas will not be exposed. This rule applies to members of either sex.
- 13) Shoes should have hard sole and be comfortable for walking a large campus. The following are not appropriate: bedroom slippers, footsies or heels in excess of 4 inches.
- 14) No chains, spikes or other items that could be used as a weapon shall be worn. This includes wallet chains and spikes on clothing, shoes, belts and some body piercings.

The Administration retains the sole discretion to determine if the garment meets this standard.

**THE DRESS CODE IS ENFORCED FOR ALL STUDENT EVENTS INCLUDING, BUT NOT LIMITED TO, SCHOOL DANCES, SCHOOL PERFORMANCES, SPORTING EVENTS, AND GRAD NITE.**

## **ATHLETICS AND ACTIVITIES**

Students participating in extra/co-curricular, activities and sports and required to meet minimum eligibility requirements outlined below in FUSD Board Policy and Administrative Regulations (BP/AR 6145). In addition, students who participate in interscholastic athletics must be eligible as stated in the California Interscholastic Federation (CIF) constitution and by-laws. Students who wish to be informed or instructed in eligibility matters should see or call the Activities Director 357-5800 (ext. 10327) or Athletic Director 357-5800 (ext. 10671).

### **FUSD Board Policy and Administrative Regulation 6145 (Regarding Eligibility)**

Extracurricular activities are those programs that have all of the following characteristics: (Education Code [35160.5](#))

1. The program is supervised or financed by the school district.
  2. Students participating in the program represent the school district.
  3. Students exercise some degree of freedom in either the selection, planning or control of the program.
  4. The program includes both preparation for performance and performance before an audience or spectators.
- Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code [35160.5](#))
  - Co-curricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code [35160.5](#))
  - Any teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California is not an extracurricular or co-curricular activity for purposes of this policy. (Education Code [35160.5](#))
  - The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. (Education Code [35160.5](#))
  - In the event a student finds that he/she is academically ineligible to participate in extra/co-curricular activities in the first grading period of the upcoming year, he/she may request that the total spring and summer school grades be used to determine eligibility for the first grading period of the upcoming school year.
  - When students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades shall be included in the computation of their grade point average.
  - Receiving an Incomplete shall have no effect on a student's academic eligibility as long as the resolution of the Incomplete would not lower his/her grade point average below 2.0. If the resolution of an Incomplete could lower the student's grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

### **Probationary Period**

Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. The principal or designee shall provide written notice to both the student and parent/guardian when a student is ineligible or placed on probation. He/she shall also consult with the student's teachers and suggest a program of remediation to improve the student's academic progress. Entering freshmen are allowed nine weeks of eligibility, on a probationary basis, regardless of GPA. To continue to be eligible, probationary athletes must have a 2.0 GPA at the first quarter report card. Students within the district in grades 9-12 shall be granted a one-time probationary period of one quarter to remediate eligibility deficiencies during his/her high school career.

All athletes will be required to get a physical, show proof of medical insurance, and proof of eligibility. Our district policy states that a student must have an overall G.P.A. of 2.00. Maintaining eligibility is of the utmost importance. If a student falls below the 2.00, he/she will be ineligible to receive any awards or continue athletic participation. To receive an award, athletes must fulfill district requirements and the individual coach's requirements, as well as having purchased an ASB Card.

## STUDENT DANCE REGULATIONS

1. Student **Dress Code** applies to any and all dances/activities sponsored by a Miller organization. Non-Miller groups who utilize a Miller facility are expected to adhere to a protocol of socially acceptable attire.
2. Dances are open **ONLY** to those students who attend A. B. Miller High School. **All ABM students and guests MUST have their Student Identification Card in their possession.** Guest pass applications to special dances are available through the Director of Student Activities; however, forms must be signed by an administrator and completed two days prior to the dance. (Must bring in a copy of the guest's ID.) Non-Miller students may only attend as guests of ABM students.
3. Non-Miller students who are dates of Miller students for all dances must be pre-approved and are required to abide by all FUSD and ABM rules concerning behavior.
4. Student conduct will be in accordance with the established school policies.
5. Dances are closed activities. Once a student leaves the dance, he or she **MAY NOT** return.
6. Any student creating a disturbance (fighting, etc.) will be disciplined according to school policy, asked to leave, and may be prohibited from attending future dances.

**Violation of these rules may result in a student's removal from the dance, parent contact, and further disciplinary action such as suspension and possible recommendation for expulsion if the behavior warrants.**

Dress code guidelines will be enforced at all school events and dances. The following will apply:

- No revealing clothing may be worn, including clothing where excessive cleavage is displayed
- No clothing cut down to the navel or below the top of the breast line
- No apparel that exposes the posterior
- No see-through clothing
- No bare midriff
- No sagging pants
- No displaying of undergarments of any kind
- No clothing or jewelry that is sexually explicit
- No clothing or jewelry that would create animosity between groups, is gang-like in nature, or is offensive or dangerous to others

**Modesty and "Good Taste" are the keys! When in doubt, please ask your administrator for approval**

Students who are in violation will not be admitted and will not receive a refund. If you have questions regarding attire, please get prior approval from your administrator.

Dance movements and mannerisms must fall within the standards of social acceptability and good taste. Dancing commonly referred to as "Freak Dancing" or movements which depict private acts, are sexually suggestive, or are a distraction or bothersome to others are not allowed. Physically dangerous dancing, such as slamming or moshing, is not allowed.

## NURSE / HEALTH SERVICES



**A VALID PASS IS REQUIRED TO VISIT THE HEALTH OFFICE.** Students who are ill or injured must obtain a pass from their teacher to visit the Health Office and are expected to respect the valid authority of the nurse and health assistant at all times. The health office is located in the south hallway of the gymnasium and is open from 7:00 a.m. to 2:00 p.m. daily. A health assistant is available each day of the week with a credentialed nurse assigned to the campus.

**No visits are permitted to the Health Office during passing periods!  
Go to your next class and get a valid pass.**

**PHONE AND EMERGENCY CONTACT NUMBERS:** The school board policy states that we can only call numbers that the parent/guardian authorizes us to call – **please keep the school informed of changes in telephone numbers!**

**PUPILS REQUIRED TO TAKE PHYSICIAN PRESCRIBED MEDICATION:** According to the California Education Code 11753.1, pupils required to take medication during the regular school day, as prescribed for them by a physician, may be assisted by the school nurse or other designated personnel, if the school district receives (1) a written statement from such physician detailing method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement. Note: This applies to inhalers as well as all other medication.

**Students must not carry any medication in their purses or on their person.** All medication, including over-the-counter medication, such as aspirin, Tylenol, and Midol, must be brought in a container with the student's name, physician's name, and, the name of the medication, dosage, and time to be administered clearly labeled. Students who feel that they need medication must come to the Health Office where the school nurse or health assistant will assist them in reaching a parent or guardian.

Students who exhibit the following symptoms or conditions will be referred to the Health Office and may be excluded from school until cleared to return by the Health Office and/or a physician:

- ✓ Rashes (e.g., impetigo, ringworm of the scalp, rubeola, rubella, contact dermatitis)
- ✓ Pediculosis (head lice)
- ✓ Conjunctivitis (pink eye or red, itchy, watery eyes)
- ✓ Fever over 100°, and/or other infectious diseases

### **RANDOM DRUG TESTING**

Students participating in athletics and other activities that represent the school in competition or exhibition such as band, peer leaders, speech and debate, academic decathlon, mock trial, and any other club, along with their parents, must sign a consent form which authorizes the school or District to conduct random drug testing as defined by Fontana Unified School Board Policy.

## GENERAL INFORMATION

### Assemblies

Assemblies are an exciting and important part of life at A.B. Miller High School. They are planned and carried out by students to honor Rebel teams, support events, and to provide enrichment to the educational process. Assemblies are held in the gym during and a special assembly bell schedule will be in effect. Follow the daily Student Bulletin and web page (abmillerhigh.com) for announcements about assembly dates and times. Students are to follow the directions of their teachers and all other staff on duty during these special events.

### Bus Rules and Regulations

1. Student I.D. Card REQUIRED along with Valid FUSD Bus Pass.
2. No eating, drinking, or use of profanity on bus.
3. Follow ALL instructions of bus driver.
4. Exercise standards of safety at All TIMES.
5. All school rules apply from bus stop to school and back.
6. Busing is a Fontana Unified School District service.  
Please call 357-5210 with any questions.

### Camera and Video Surveillance

Public areas of the A.B. Miller High School campus are monitored with camera and videotape surveillance.

### Cars, Motorcycles and Scooters

These means of transportation need to be registered with the Assistant Principal's Office and display the appropriate parking permit. All vehicles must park in designated spaces. Students who drive must possess a valid driver's license and must show vehicle registration and proof of insurance to receive a parking permit. Violation of the following rules may result in the suspension of student driving privileges, and vehicles may also be subject to tow and impound at owners expense:

- Exceeding 5 MPH in parking lot or driving recklessly.
- No parking sticker/ pass displayed.
- Parking in illegal spaces (staff, handicapped, or no parking spaces.)
- Failure to give buses the right-of-way at all times.

**The Fontana Unified School District Board of Education and A. B. Miller High School does not and can not assume any responsibility for accidents or injuries to students while on the school grounds or participating in school-sponsored off-campus activities.**

### Closed Campus

Students may not leave campus during the school day. Please refer to information listed under ATTENDANCE if it is necessary to leave campus for any reason. During lunch on campus, students are confined to the established boundaries. Other areas on campus are considered out-of-bounds.

### Confiscated Items

All confiscated items are stored at the owner's risk. Items will be returned to a parent or guardian. Items that are not claimed by the end of the school year will be taken to school police headquarters. **FUSD is not responsible for replacement of or reimbursement for any confiscated items - DO NOT BRING ITEMS THAT ARE NOT ALLOWED AT SCHOOL TO SCHOOL!**

### Electronic Devices

MP3 players, cell phones, PSP's, or any other electronic device are permitted before/after school only. **THE SCHOOL ASSUMES NO LIABILITY FOR LOSS OR THEFT OF SAID DEVICES. ALL ITEMS ARE BROUGHT TO SCHOOL AT THE STUDENTS OWN RISK.**

### Field Trips

Field trips are available to students at A.B. Miller High School in good standing. These include trips by private and district vehicles. All trips require the written permission of the parent or guardian (waiver forms will be distributed by the teacher). Students must also inform each of their teachers prior to participation and accept the consequences of their choice to participate.

### Home Teaching (Medical)

Instruction at home and/or hospital may be provided for the students when a student produces a physician's request for the service. See the secretaries in the assistant principal's office for information ext. 10103.

### ID Cards

Students are required at all times to be wearing the school issued student identification card. These cards are given to the student at orientation or their first day of school. If a student loses their ID card, they may purchase a replacement at the bookkeeper's office and have the new card printed at lunchtime in the ASB office.

### Littering

**This is your school.** We depend upon students to express pride in A.B. Miller High School by using self-discipline and by being responsible members of the school community. Students are expected to take proper care and to participate in maintaining a clean and attractive campus by cleaning up their trash.

### Loitering

Municipal ordinance 15-16 of the Fontana City Code is currently in effect. It provides that it will be illegal for juveniles to loiter, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, public eating establishments, vacant lots, or any unsupervised place between 7:30 a.m. and 2:30 p.m. on school days unless accompanied by a parent or guardian. The campuses of other schools inside or outside of FUSD during the regular school day are off limits to ABM students. **Students may also be cited if on the ABM campus but are truant from their assigned class.** Juveniles who violate this ordinance will be given a citation to appear in juvenile court with a parent or guardian. Penalties can include fines and/or community service and suspension of the juvenile's driving privilege.

### Lost and Found

**There are no general lockers.** Lockers in such areas as PE, should be kept locked and the lock combination confidential. **THE SCHOOL WILL ASSUME NO RESPONSIBILITY FOR LOSSES.** Students are responsible for all of their own personal property and are not allowed to share their lockers. Large amounts of money, expensive watches or jewelry, etc. should not be brought to school and/or stored in lockers. Lost articles of clothing or other items, with the exception of textbooks, will be taken to the lost and found area located in the locker room attendant's office in the gym. Textbooks may be claimed in the library. Unclaimed items may be donated to charity at the end of each semester.

### Non-Motorized Modes of Transportation

Bicycles, roller-skates/blades and skateboards are not to be ridden on campus at any time. Bicycles ridden to school should be secured in the bike racks by padlock. Skateboards can be left in the office or attached to a backpack. They are not to be carried during class time.

### Passes

No student is allowed out of class the first 15 minutes or the last 10 minutes of each period. Students are only to be out of class with a valid pass issued by an office or their teacher. In addition to a pass, **all students are required to possess their valid ID card at all times.**

### Safety

State law requires that students wear proper shoes on campus at all times. Clothing must not hinder safety and may not be of such an appearance that it is disruptive to the educational process. [See Student Dress Code and Policy section.] Pedestrian loading zones are located on Walnut, Cypress, and Oleander Streets. Students are reminded to use crosswalks when crossing the streets. Parents and students are asked to use extreme caution and observe all traffic and safety signs posted. All vehicles are to yield right-of-way to buses as they enter and exit the student loading zones in the east and west parking lots. Parents are not to drop off or pick up students in these lots before or after school. We recommend that students meet their rides on Walnut Street on the south side of the school to avoid the congested bus areas. Emergency drills are conducted during the school year. Drills are serious practice so that everyone will be prepared should a real emergency occur. Procedures and instructions are reviewed annually, and staff members teach them to students. Diagrams are posted in each classroom.

### Student Parking Lot – Rules and Regulations

The student parking lot is off-limits during the school day. The exception would be seniors who have a shortened day and students with valid passes from attendance to leave campus. **Cars are not to be used as lockers. A. B. Miller High School is not responsible for any damage to vehicles or theft.**

### Telephones

A phone for student use is in the lobby of the main office. Students must ask permission to use the phone from the receptionist. Students may use these telephones before and after school. Students are not allowed to use their personal cell phones during the school day.

### Textbooks and Library Books

Textbooks will be furnished to students without charge. Should an additional set of textbooks be required for medical reasons, there are two options available: A rolling backpack supplied through the library, or purchasing a set of books (upon returning the books in similar condition at the time of purchase, a refund will be generated). It is the student's responsibility to make sure textbooks are neither lost nor damaged. Fees for lost or damaged textbooks (also for any school equipment or property) will be assessed at replacement cost. Charges will be made by school personnel, discussed with the student, and filed with the school bookkeeper promptly. Students will be required to create a contract for repayment with their respective administrator. Delinquent accounts are accumulated on the student's bill. Senior activities will be curtailed and diplomas withheld until all fees are paid.

**Fines will be assessed for overdue library books at \$0.10 per day, maximum of \$5.00 per book. Textbooks returned late will be assessed a \$5.00 late fee per book. Students will be held responsible for all fines.**

### Unsafe/Disruptive Items

Any item deemed to be a safety hazard and/or disruptive to the educational process, such as mace, "stink bombs", pepper spray, other aerosol products such as deodorants, squirt guns, soakers, poppers, water balloons, chains, dice, playing cards, etc, are not to be brought on the school campus. Bringing any of these items will result in confiscation and may result in suspension and citation. Parents/guardians will be notified.

### Visitors

Adult parent/visitors who comply with the Fontana Unified School District policies are welcome on campus. All visitors must secure permission before attempting to visit classes or activities during the school day and display proper ID at all times. Parents who wish to attend or accompany their son/daughter to classes are invited to do so once arrangements have been made (generally 24 hours in advance). All classroom visits are arranged through the Guidance Office. Other visits are arranged through the Assistant Principal's Office.

**Withdrawal from ABM:** The following procedures must be completed for students withdrawing:

1. Parent/guardian **MUST** notify the Guidance Office Secretary the **DAY BEFORE** the student's last day of attendance of their intention to withdraw their student from A.B. Miller High School.
2. Parent/guardian of record for students under the age of 18 years **MUST** complete/sign the Official Notice of Pupil Withdrawal (pink card) prior to withdrawing a student from school. The Guidance Office secretaries will provide the withdrawal card to the parent for signature.
3. Students will need to obtain a withdrawal form from the Guidance Office in order to receive check out grades from each teacher, to return books, uniforms, class materials, and other school property, and to pay bookkeeper for any outstanding charges.
4. Any and all charges must be paid **BEFORE** transcripts can be released to parents/guardians. Immunization records may be released to parent/guardian at time of withdrawal.

Withdrawal procedures must be followed by **ALL** students moving out of the Fontana Unified School District, **OR** enrolling in other programs such as Citrus or Birch High Schools, full-time independent study, full-time adult education, or community school.

### **FUSD POLICY ON HOMEWORK AND MAKE-UP WORK**

The Governing Board recognizes that homework contributes toward building responsibility, self discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Homework is defined as a school-related assignment which requires time and effort outside the regular classroom. Homework is considered to be an important part of the instructional program. A program of well-planned and individualized homework will be established in each school. Homework is an opportunity for students to show their real capabilities and to further educational growth. Teachers can provide assignments, parents can provide encouragement and good study conditions, but it's the student's responsibility to complete the work. For most students in a normal school week, a minimum of four nights of homework will be assigned. Skill areas must be addressed with the assignment meeting the needs of the individual student, or as a completion of the daily assignments. The assignments shall be evaluated and included in the student's grades. Students who do not complete and return their homework are not fulfilling the requirements of the course and their grades will be affected. Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

**To be effective, homework assignments should not place an undue burden on students and families. The Board recognizes the needs of families that require commitments of time and effort and respect the particular circumstances that may exist within families. Since students are entitled to intersession/vacation periods free of school-related work or assignments, the Board expects that homework not be assigned during such periods. As requested by a parent or student, a teacher may suggest educationally worthwhile activities.**

Such activities, however, are left entirely with the parent and for student, and a teacher may not hold a student accountable for such activities or assignments. This does not preclude the assignment of additional work in preparation for and during courses such as Advanced Placement and Honors, in which grades/credits are weighted to reflect the rigorous nature of the course.

Homework shall be designed to ensure that students will:

1. Develop regular study habits.
2. Develop responsibility and self-discipline needed to study effectively and to work independently.
3. Have the opportunity to increase their learning ability through independent experiences and resources outside the classroom.
4. Learn to budget their time more effectively.

Students who miss school work because of absence are expected to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not

necessarily identical to, the assignments and tests missed during the absence. Students making up work for an excused absence shall receive full credit for work satisfactorily completed within a reasonable period of time. Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

## **GUIDANCE AND COUNSELING SERVICES**

The guidance and counseling staff at A.B. Miller High School are ready to assist students and parents in dealing with a wide range of issues such as credit checks, progress reports, scheduling difficulties, and personal problems and concerns. A credentialed Crisis Counselor is available for students who have significant academic, behavioral and life issues. Referral is through your counselor or administrator.

The guidance center is open before school, during lunch, and after school for students to schedule an appointment with their grade level counselor [counselor assignments and telephone numbers are found on page 4]. An appointment is necessary, and NO STUDENT WILL BE SEEN DURING CLASS TIME WITHOUT A PASS FROM THE GUIDANCE OFFICE. Available Guidance Services:

1. Help students select a career goal based upon student interest.
2. Provide guidance in choosing proper courses.
3. Counsel students concerning educational achievement.
4. Provide information about educational opportunities and involve parents in developing their son's/daughter's educational goals.
5. Provide opportunities to develop a positive self-concept.
6. Provide personal and social counseling, including crisis intervention, peer and group counseling, and referrals to community resources.

### **Adult Education**

Students who are 16 or older may enroll in the adult education school. Students who have a need to attend evening classes must apply through a counselor and be approved by an administrator; written parental permission is required.

### **Concurrent Enrollment**

Students may concurrently enroll in high school, alternative programs and/or college courses. Credits earned from work at these institutions may be counted toward graduation from high school with the approval of an administrator prior to enrollment.

### **Registration**

Registration for courses begins in the spring of each year with students and parents pre-registering for courses to be taken in the fall semester. Counselors build students' schedules based on the pre-registration requests, individual four-year graduation plans, and specific college or career needs.

### **Schedule Changes**

At the beginning of each semester, counselors receive many requests for class and schedule changes. A course change will only be initiated when a need exists to assist the student in implementing his/her education plan and only during the first two weeks of the semester. As per Board Policy, students dropped or transferred from a class after 6 weeks may result in a failing mark. The counselor and/or administrator will review individual schedule adjustments carefully and administrator must approve all requests. The procedure for requesting a class change is as follows:

- ✓ The parent/student requesting a course schedule adjustment must submit a Schedule Change Request Form within two weeks of the class assignment (i.e. beginning of the school year, change of semester, etc.) These forms are available in the Guidance Office.
- ✓ Parent and student signatures are required to initiate the change and a parent conference may be required.
- ✓ The reason for a change must be beneficial to a student's individual education plan.

Changes will not be made for reasons such as enrolling in a class with a friend or having a particular lunch period. Note: A.B. Miller does not make schedule changes due to perceived personality incompatibilities or conflicts and/or a student "not liking" a teacher.

## **ASB**

Your Associated Student Body Officer's goal is to make school more enjoyable for each student; however, they need your help and support. Let them know the kinds of activities you like and be sure to purchase an ASB CARD. **You will save money and at the same time help pay for the activities you want.**

### **Student Government/Officers**

9<sup>th</sup> grade class officer will be selected through an application and interview process. Applications are available at each middle school during the month of May. Interviews will take place in June. Elections for all other ASB and class officers for grades 10, 11, and 12 take place each May for the upcoming year. Get involved by running for student government offices and/or voting in all elections for the students who will best represent your school. In order to hold an ASB office, students must maintain a 2.5 GPA.

### **ABM Student ID Cards and ASB ID Cards**

ID Cards are issued to all students free of charge at the beginning of school and **must worn at all times. Students must present this ID Card upon request by any A.B. Miller staff member.** Failure to do so will result in disciplinary action. If the original card is lost or stolen, replacement cards must be purchased at the student's expense for \$5.00. These are issued at the ASB room located beside the cafeteria. **The ASB Card** costs only \$25.00 and allows you to purchase dance tickets and other items and services at reduced prices. This year's ASB card offers discounts at many local businesses in Fontana. The ASB card will also allow you to participate in weekly specials at the student store. If you are an athlete, ownership of an ASB card entitles you to a free letter or pin for your letterman's jacket, if you meet the eligibility criterion. League competitions at our school and other high schools in the area also allow you to enter without fee or at substantially reduced prices. Cost of a replacement ASB card is \$5.00 and can be purchased at the bookkeeper's office.

### **Fundraising**

All campus fundraising is done through approved ASB clubs only, and with ASB approval. **Fundraising for outside organizations or individual profit is expressly forbidden by law and violators will be disciplined. (Confiscation of items and money and will be returned to parent/guardian only.)**

### **Yearbook**

The excitement of the school year is captured in this traditional high school keepsake; the Yearbook. The Rebel yearbook will be offered during fall "pre-sale" activities at a discounted price. The longer students wait, the higher the price increases. Contact the yearbook advisor for further details and listen to special announcements for "Picture Days" in the daily Student Bulletin.

### **Campus Clubs & Organizations**

Students that become involved generally have a more productive and enjoyable high school experience. In fact, there is a definitive correlation between being involved and graduating. There are numerous opportunities for involvement at ABM and others begin nearly every year. Have a club or activity you would like to see at ABM? New clubs can be started through ASB with proper sponsorship and approval. See or call the Activities Director 357-5800 (ext. 10327) for information. **Become Involved!**

### **Student Store/Bookkeeper**

The Student Store and the ASB bookkeeper are available for student purchases, **before school, during lunch and after-school.** All items purchased, including yearbooks, dances, and graduation items are non-refundable. Please forward all questions to the ASB Director.

### **CHILD SAFETY ON THE INTERNET**

As part of the Fontana Unified School District, both students and parents need to understand the nature of the Internet and its available services. This brochure is an overview of the Student acceptable Use Policy in place at our district. The rules and guidelines set forth are to insure the safety of all students wishing to use the Internet. You may request a complete copy of this policy by calling (909) 357-5000 ext. 7075 or visit FUSD's website at [www.fusd.net](http://www.fusd.net).

### **WHAT ARE THE BENEFITS OF THE INFORMATION HIGHWAY?**

The vast array of services that you currently find online is constantly growing and here are just some of the options available.

- Discover educational uses: Access encyclopedias for research, learn about virtually any topic you choose, or even take a college course.
- Locate public information: Find out about colleges and universities, employment opportunities and business services.
- Communicate by electronic mail (E-mail): Millions of people communicate with family and friends around the world and make new friends by using public message boards.

### **WHAT ARE THE RISKS?**

Parents and students need to be aware of the potential risks involved with using the Internet and online services.

- Exposure to inappropriate material: A child may be exposed to material of a sexual or violent nature.
- Harassment: A child may encounter E-mail or bulletin board messages that are harassing, demeaning or belligerent.
- Encounters with other users: A child may trust someone and arrange an encounter that may risk his or her safety.

### **STUDENT RULES FOR ONLINE SAFETY**

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

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

## William Complaints Notice

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

Parents, Guardians, Pupils, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

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

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

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [www.fusd.net](http://www.fusd.net). You may contact the Superintendent, Cali Olsen-Binks, at (909) 357-5000, extension 7010. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

Valenzuela/CAHSEE Intensive Instruction and Services Program Lawsuit  
Settlement

**Student Eligibility Notice**

Note: Education Code section 37254 requires that the following notice be posted in the school office of each school serving students in grades 10-12, the district office, and on the Internet website of the school district. The notice must comply with the translation requirements of Education Code section 48985.

**NOTICE TO PARENTS/GUARDIANS AND PUPILS:  
STUDENT ELIGIBILITY FOR ASSISTANCE IN PREPARING FOR THE  
CALIFORNIA HIGH SCHOOL EXIT EXAM AFTER GRADE 12**

Parents/Guardians and Pupils:

Pursuant to California Education Code section 37254, you are hereby notified that:

1. Pupils, including English learners, who have not passed one or both parts of the California High School Exit Examination (CAHSEE) by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first;
2. English learners, who have not passed one or both parts of the CAHSEE by the end of grade 12, are entitled to receive services to improve English proficiency as needed to pass those parts of the CAHSEE not yet passed for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first; and
3. Pupils, who have not passed one or both parts of the CAHSEE by the end of grade 12, have the right to file a complaint regarding intensive instruction and services under the Uniform Complaint Procedures if he or she was not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first.

If you have any questions about eligibility for services, or wish to obtain services or file a complaint regarding services, please contact Linda Del Giudice, Assistant Superintendent, Instructional Services, at (909) 357-5000, extension 7101.



## Uniform Complaint Procedures FONTANA UNIFIED SCHOOL DISTRICT

### GOAL

It is the goal of the Fontana Unified School District to ensure compliance with applicable state and federal regulations. The district has adopted policies and procedures for the investigation and resolution of complaints alleging failure to comply with applicable state and federal laws.

### RESPONSIBILITY FOR UNIFORM COMPLAINT PROCEDURES

The Associate Superintendent of Human Resources will monitor compliance with provisions outlined in the District's Uniform Complaint Procedure Process. Complaints or allegations regarding noncompliance with applicable state and federal guidelines should be submitted in writing to the Associate Superintendent of Human Resources.

### SCOPE OF COMPLAINT PROCEDURES

This procedure applies to the following programs administered by the State Department of Education:

- Adult Education
- Consolidated categorical Aid Programs
- Migrant Education
- Vocational Education
- Child Development Programs
- Child Nutrition Programs
- Indian Education
- Special Education Programs

This procedure also applies to complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, in any program or activity conducted by the District.

### WHO MAY FILE A COMPLAINT?

A complaint may be filed by any individual, including a duly authorized representative, interested third party, public agency, and/or organization. Individuals who may file complaints include District students, employees, and parents or guardians. Investigations are conducted in a manner that protects against retaliation and confidentiality of parties and the facts to the greatest extent possible.

### FILING A COMPLAINT

A written complaint alleging unlawful discrimination shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, or by one who believes an individual or any specific class of individuals has been subjected to prohibited discrimination and evidence relevant to the complaint can be presented during the process. A complaint alleging unlawful discrimination shall be filed with the Associate Superintendent, Human Resources, 9680 Citrus Avenue, P. O. Box 5090, Fontana, CA 92335-5090, no later than six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. A complainant may file a written request for an extension of time for filing a complaint of unlawful discrimination with the State Superintendent of Public Instruction. The District has 60 days from the date the complaint is received to investigate and render a decision.

## **APPEALS**

Any complainant(s) may appeal a District decision to the State Superintendent of Public Instruction by filing a written appeal with the Superintendent within 15 days of receiving the District decision. The complainant shall specify the reason(s) for appealing the District decision. The appeal shall include:

- A copy of the complaint; and
- A copy of the District decision.

## **CIVIL LAW REMEDIES**

Please be advised that you are not required to exhaust the District Uniform Complaint Procedure prior to pursuing civil law remedies in Superior court. Statutory authority for such actions includes, but is not limited to, the following:

1. California Education Code Section 200, et. Seq. prohibition of sex discrimination.
2. California Government code section 11135 prohibition of discrimination in programs funded by the State.
3. Title VI Civil Rights Act of 1964 (42 U.S.C. section 2000d) prohibition of race, color, or national origin discrimination.
4. Title IX Education Amendments of 1972 (20 U.S.C. sections 1681, et. Seq.) prohibition of sex discrimination.
5. Sections 504, Rehabilitation Act of 1973 (29 U.S.C. section 794) prohibition of disabled persons.
6. Americans with Disabilities Act (42 U.S.C. sections 12101, et. Seq.) prohibition of discrimination against disabled persons.

## **DIRECT STATE INTERVENTION**

A complaint may be filed directly with the California Department of Education, without first exhausting the District Uniform Complaint Procedure, if one or more of certain conditions exist (Title 5 California Code of Regulations Section 4650). For more information regarding the right to direct state intervention, please contact Howie DeLane, Categorical Complaints Management Unit, California Department of Education, P. O. Box 944272, Sacramento, CA 94244-2720; telephone (916) 657-3630.

## **QUESTIONS**

For more information regarding Uniform Complaint Procedures or assistance with the process, please call (909) 357-5000 or contact: Fontana Unified School District, Human Resources, 9680 Citrus Avenue, P. O. Box 5090, Fontana, CA 92335-5090.

California Department of Education  
 Contacts for Programs and Services Covered Under  
 The Uniform Complaint Procedures

Program	Contact	Telephone
<b>Adult Education</b>	Jean Scott	(916) 323-5074
<b>Career Technical Education</b>	Al Tweltridge	(916) 327-5711
<b>Child Development, including the following:</b> Alternative Payment      Protective Services Campus                      Resource and Referral County Welfare              School-Age (Latchkey) Exceptional Needs          School-Age Parent General                        Severely Handicapped Family Child Care State Preschool Homes Migrant	Terry Miller	(916) 323-1306
<b>Consolidated Categorical Aid, including the following:</b> Economic Impact Aid – State Compensatory Education (EIA/SCE) Economic Impact Aid – State Program for Students of Limited English Proficiency (EIA/LEP) No Child Left Behind (Titles I – VI) School Improvement Tenth-grade Counseling Tobacco-Use Prevention Education (TUPE) Peer Assistance and Review (PAR) School Safety and Violence Prevention Act	Categorical Programs Complaints Management Unit	(916) 319-0929
<b>Indian Education</b>	Manuel Alfaro	(916) 319-0389
<b>Migrant Education</b>	Manuel Alfaro	(916) 319-0389
<b>Nutrition Services</b>	Eva Lopez-Contreras	(916) 445-5008
<b>Special Education</b>	Procedural Safeguards Referral Services Unit	(800) 926-0648
Service	Contact	Telephone
<b>Nondiscrimination Requirements and Civil Rights Guarantees, Office of Equal Opportunity</b>	Sharon Felix-Rochon	(916) 445-9174*

For additional general information on uniform complaint procedures, contact the Categorical Programs Complaints Management Unit, California Department of Education, School and District Accountability Division, 1430 N Street, Sacramento, CA 95814-5901; telephone (916) 319-0929, or visit our Web site at <http://www.cde.ca.gov/ccpddiv>.