

HARRY S. TRUMAN MIDDLE SCHOOL
16224 Mallory Drive, Fontana, CA 92335, (909) 357-5190



PARENT/STUDENT HANDBOOK

2005 – 2006

**Paul Gregory Pagano, Principal
Tammy Stringer, Assistant Principal
Andrew Scherrer, Assistant Principal**

**Larry Allen, Counselor, A-Village
Janet Koehler-Brooks, Counselor, B-Village**

Fontana Unified School District
Board of Education
Laura Abernathy Mancha • Kathy Binks
Gus Hawthorn • Arlene Piazza, D. Min. • D. Wayne Ruble, Ed.D.



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2005 - 2006

16224 Mallory Drive, Fontana, California 92335
Phone: 909-357-5190 • Fax: 909-357-5199
Attendance: 909-357-5190, ext. 1

Paul Gregory Pagano, Principal
Tammy Stringer, Assistant Principal
Andrew Scherrer, Assistant Principal

Larry Allen, Village A Counselor • Janet Brooks, Village B Counselor

This handbook belongs to: HARRY S. TRUMAN MIDDLE SCHOOL

To be used by:

Name

Address _____

City/Town _____

Phone _____

Schedule

Period	Teacher	Study Buddy	Phone: Best Time to Call
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

PROPERTY OF HARRY S. TRUMAN MIDDLE SCHOOL

Do not write anything inappropriate in this planner or in/on any other school property.

Harry S. Truman Middle School
11624 Mallory Drive, Fontana, CA 92335, (909) 357-5190

2005 - 2006

Student/Parent Signature Page

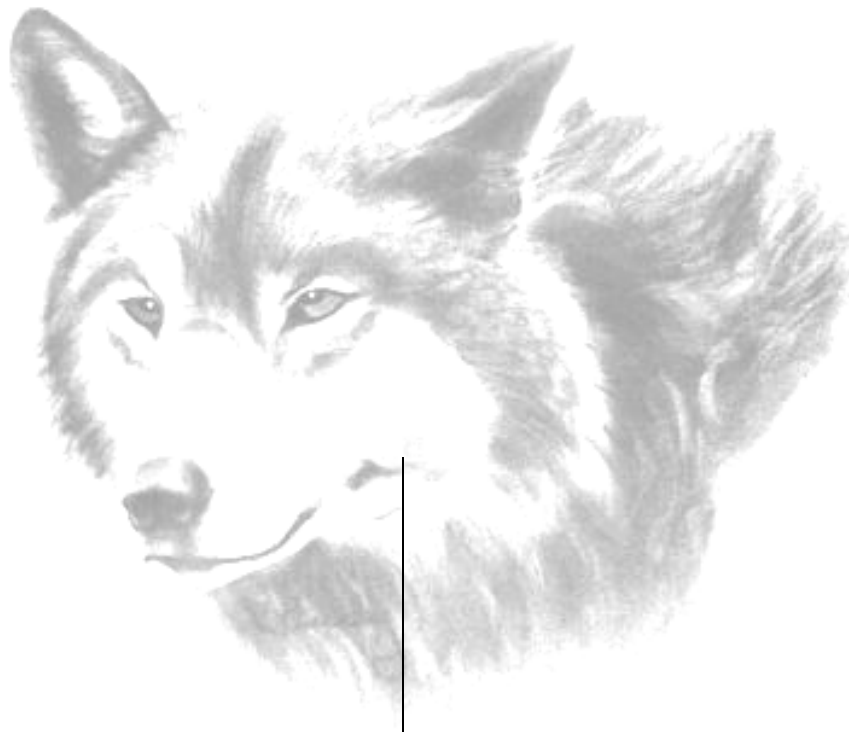
My child and I have read and discussed this handbook.

Student's Name _____ 1st Period Teacher _____
(Please Print)

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Please sign and detach this page. This signed paper must be turned in to the student's first period teacher.



HARRY S. TRUMAN MIDDLE SCHOOL MISSION STATEMENT

The entire Truman Middle School administration, faculty and support staff believes all children can learn in a safe, educationally challenging and culturally diverse environment that cherishes the uniqueness of each child. Through modeling and a variety of instructional strategies the faculty and staff will encourage and nurture students to succeed, be their best, and be productive citizens of their community.

ARRIVAL AT SCHOOL:

- Students will not be permitted on campus before 6:45 am. There is no student supervision prior to 6:45 am. If students arrive before 6:45am, they are to wait in front of the entrance in an orderly fashion.
- Breakfast for students will be served from 7:10 until 7:30 am in the lunch area.
- After School, students must leave by 2:00 pm. Students loitering after 2:15 pm on or near the campus may be cited.

TIMBERWOLF CONDUCT/EXPECTATIONS:

GENERAL ON-CAMPUS STUDENT RESPONSIBILITIES

(The Timberwolf Conduct Code applies to all school activities.)

Rules are designed to allow a school to meet its obligations to educate students and maintain a safe and orderly environment. To achieve this goal, students are required to obey the following expectations and rules:

- Students are to respect and follow any direction by any staff member of Truman Middle School.
- Students shall demonstrate respect for the property and rights of others.
- All students should come to school on time prepared to learn, equipped with proper supplies.
- Students must **walk** while on campus.
- Students must follow all health and safety rules. (No jaywalking, spitting, running on campus or sharing drinks.)
- Students **must** walk their bikes on sidewalks and helmets **must** be worn and strapped.
- Students are to follow the "Hands Off" Policy at all times: Keep hands and feet to themselves. No pushing, hitting, or physical contact of any kind. This also includes, but is not limited to, "play fighting," pulling on backpacks, faking to hit, etc.
- Students are not to bring gum to school and may not chew gum while on the school grounds.
- Food and drinks are not permitted out of the lunch area unless given teacher permission.
- Put litter and trash in trashcans. Respect the environment.
- Students may not bring tape/CD players, i-pods, radios, electronic games or devices, laser-pointers, beepers/pagers, toys, playing or trading cards,

permanent markers, skateboards, scooters, roller blades, or other playthings.

- Students may not use cell phones on campus.
- Students must remain on walkways. Walking in dirt and planter areas is not permitted.
- Do not bring dangerous objects of any kind to school.
- If an object does not have an academic purpose, leave it at home.
- Bicycles, skateboards, scooters, or roller blades are not to be ridden on campus before, during, or after school. Helmets are required to be worn & strapped.
- Park bikes in assigned area.
- Do not mark up or damage any school property.
- Students are not to loiter on campus. Upon arrival after 6:45 am, all students are to go directly to the lunch area only.
- Students are to remain on campus from the time of arrival until dismissal unless checked out through the office.
- Students are to arrive on time and remain in all assigned classes except as permitted by school staff by means of a hall pass.
- Students must be off campus within 15 minutes of the end of the school day unless involved in a school activity such as study hall, extra period, tutoring, dances, or sports activities. Students must then be off campus within 10 minutes of the end of the activity.
- Stay in designated areas. Students are not allowed in the parking areas.
- Skateboards, roller blades, scooters, and other wheeled forms of transportation not necessary for handicap interventions are not allowed on campus.
- Gang/Graffiti of any type will not be tolerated on school or personal property.

IN THE CLASSROOM STUDENTS ARE EXPECTED TO:

- Be prompt to class. There are four minutes of passing time between classes to change classes or use the restrooms.
- Be prepared for class. Bring pencils, erasers, books and any other materials needed.
- Follow directions. Teachers will establish and post academic and behavior expectations for their classes.
- Complete and turn in all assignments on time.
- Do what you are supposed to do, when you are supposed to do it, and at a high level of quality.
- Be courteous. Use appropriate language. "Putdowns", name-calling and threats are unacceptable.

**DURING BREAKFAST/LUNCH
STUDENTS ARE EXPECTED TO:**

- Line up to buy their food as directed by lunch supervisors. No cutting in line.
- Eat breakfast, lunch, and snacks in the designated areas.
- Be courteous to staff and mind their table manners.
- Clean up after him/herself and put the trash in trashcans.
- Bring or buy his/her own food. Do not beg or force others to give/buy you food.
- Stay within lunch area boundaries.

LEAVING SCHOOL

STUDENTS ARE EXPECTED TO:

- Leave campus immediately after school unless they have an after school class, club, or detention.
- Safely cross all streets. Do not dart in and out of traffic.
- Walk at all times.
- Students are to walk bikes on sidewalks and helmets **must** be worn and strapped at all times.

ON FIELD TRIPS

STUDENTS ARE EXPECTED TO:

- Maintain outstanding behavior at all times.
- Represent Truman Middle School with pride.
- Observe bus and school rules.
- Follow directions given by supervising adults.
- Students who go on the field trip with the school must return with the school.

CLASSROOM RULES

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

STUDENT RECOGNITION PROGRAM

ACADEMIC ACHIEVEMENT RECOGNITION

Truman Middle School provides opportunities for students to challenge themselves to do their personal best. Academic Achievement Recognition encourages students to foster pride and reach their highest potential. Students who make outstanding achievements in this area will be recognized at the end of the year. Grades in PE and Elective classes will count toward Total GPA.

TRUMAN TIMBERWOLF OF THE YEAR

The award recipient will receive a special certificate and his/her name will be engraved on the Outstanding Truman Timberwolf plaque. The student is chosen by the principal.

ACADEMIC COMPETITION

Truman Middle School encourages students to participate in academic competitions. Students will have the opportunity to participate in District, County, and State competitions. Competitions may include, but are not limited to History Day, Science Expo, Math Field Day, Writers Showcase, etc.

NOTE: The school does not pay out-of-state transportation expenses.

ACADEMIC STANDARDS

Truman is committed to academic excellence for all students. Students are regularly assessed each trimester and state content standards are taught in each class.

ACADEMIC STANDARDS FOR PARTICIPATION

All students are encouraged to participate in all school activities, including: band, choir, drama, intramurals, ASB, etc. In order to participate students must meet the following academic and behavior requirements:

- G.P.A.: 'C' average (2.0) or above and no 'F's.
- CITIZENSHIP: Good citizenship means that a student has no 'U's or no more than two 'N's on their last report card.
- NO HOME SUSPENSION: A student will be ineligible if he/she has been suspended from school.
- CHARGE LIST: If a student owes money to the school, the charge must be cleared or the student may be prohibited from participation.
- UNIFORM: Students who represent the school must abide by the school uniform policy.

Students who fail to meet the above requirements may be excluded from activities including: sports, dances, assemblies, field trips, end of the year activities, etc.

HOMEWORK

Homework is an embedded portion of schoolwork. Homework gives students the opportunity to independently practice skills learned in class. As a minimum, homework is designed to ensure that students will:

1. Develop regular study habits, responsibility and self-discipline.
2. Have opportunities to reinforce, extend or enrich classroom learning.
3. Learn to budget time effectively. Assignments may take different forms: writing, reading, math problems, vocabulary, independent research, etc. Students in grades 6-8 should spend an average of 30 minutes per subject each day on homework. Higher-level classes will have heavier homework loads. Students should plan on spending some time each day with each subject. They should, at least, review what has been covered in each class. It is the student's responsibility to complete all assignments on time. Teachers will make an effort to stagger homework, but long term assignments in different classes may have similar due dates. Homework assignments will be part of the student's grade and will be

reviewed with the students as appropriate. Students who do not complete and turn in their homework are not fulfilling the requirements of the course and their grades will be affected. In cases of absences, students will be given the opportunity to make up missed work. Teacher policies will vary, but generally students will have the same amount of time to make up their missed work as they were absent. If the work is completed within a reasonable length of time, students should receive full credit for completed assignments. If a student will be absent for more than three days, contact the office to get work for the student to do in advance of their return to school. Students suspended from school will be allowed to complete all missed assignments that can reasonably be made up. Parents are encouraged to provide a regular study time at home and monitor their student's homework by checking the handbook daily.

PROGRESS REPORTS

Parents can request a progress report from the office and the student will pick it up from the office on Thursday morning. The student will take the report to each teacher. It is the student's responsibility to make sure each teacher completes the report. It is the parent's responsibility to hold their child accountable to have the report filled out and brought home. The Progress Report may be requested for a maximum of four weeks at which time, if no progress is noted, a parent conference should be arranged.

RETENTION POLICY INFORMATION

Students who do not meet specific academic performance standards will not be promoted to the next grade. This policy is based on state law and took effect July 1, 1999. Students must meet standards in specific content related skills. These areas include: CAT-6, standardized tests, district math, language arts and reading assessments, and grades from math and language arts classes.

Students and parents will be notified if the student is at-risk of failing a grade. Students who are notified that they may be retained have the ability to change their status by earning passing grades in language arts and math classes, and earning passing grades on district math and language arts tests.

Additionally, students who are notified they may be failing a grade may be assigned additional help in reading, writing and math. This extra help may be held on Saturdays, after school, during off-track breaks, or during summer vacation. It is important that all students take their classes seriously and work to their full potential. If you have any questions about this policy, or how you are doing compared to the standards, please see your teacher or counselor.

ATTENDANCE POLICY

California State Law requires students to attend school regularly and promptly. According to State Law it is the obligation of all parents to ensure that every middle-school-

aged child under their care and supervision receives adequate education and training and attends school. Regular school attendance is a very important part of a successful school experience. Poor attendance is the most frequent cause of unsatisfactory achievement. A student who is frequently absent places himself/herself at a serious disadvantage because he/she misses out on valuable instruction. We expect students to attend school each day and attend all classes. **ANY UNEXCUSED ABSENCE OR TARDY VIOLATES THE STATE LAW AND MAY BE CATEGORIZED AS TRUANCY.**

ABSENCES

If a student is to be absent from school it is the parent's responsibility to call the attendance office at 357-5190, ext. 1, and notify the attendance clerk of the absence. Notes should be turned in during first period. An accurate record is kept of all absences and tardies. Please try to schedule all medical/dental appointments after school, particularly on the minimum days.

TARDY CONSEQUENCES

- 1st: Warning
- 2nd: Parent contact by teacher
- 3rd: Parent contact by teacher and teacher consequence
- 4th: Referral to counselor including parent contact by counselor and ASWP

Excessive tardies will result in a meeting with Student Success Team and referral for administrative action. The number of tardies accumulates for the year.

MAKE UP WORK FOR ABSENCES

We encourage students to select a "Study Buddy" for each class and exchange phone numbers. When students are absent, it is their responsibility to contact their "Study Buddy" and get the homework for the day. For an extended illness, homework assignments may be obtained by calling the office and making arrangements with the office to pick up materials. Allow at least 24 hours for assignments to be gathered. Students who have been absent are responsible for asking the teachers for work they have missed and arrange to make up the missed class work. Any work not completed may result in a poor grade or no credit. Students who have been suspended should talk with their teachers about making up work missed.

STUDENT DRESS CODE

Truman Middle School is proud of its high Academic Standards. To maintain these standards, we believe we must hold students to an appropriate dress code, to reinforce students' focus on learning. Students wear burgundy, hunter green and white colors to support school activities. Students requesting a uniform waiver must do so within the first 15-days of

enrollment. Contact the administration office at (909) 357-5190 to schedule an appointment. No waivers will be granted after the 15-day grace period. Dress should be appropriate for normal school activities. It should reflect pride, respect and decency. Health, safety and modesty are guides to acceptable school attire. So that there will be no disruption of school activities, students are **REQUIRED** to adhere to the following guidelines while at school, or any school-related activity.

1. **No bandanas, hairnets, doo-rags, or nylon stocking beanies/caps are allowed.**
2. **No WHITE or BLACK T-Shirts.**
3. No baseball caps of any kind.
4. No sweat pants of any kind.
5. All clothing must be in good repair. That is, there should be no holes. Straps are to be fastened, etc.
6. **Burgundy, hunter green and white are the only acceptable colors for polo-shirts. ALL STUDENTS MUST WEAR COLLARED POLO SHIRTS.**
7. **Shorts and Polo Shirts must be of sufficient length to cover the buttocks and underwear when standing, walking, bending over, or sitting.** The length must be modestly appropriate for school.
8. No showing of the mid-section.
9. Clothing **must cover all undergarments**, on both males (muscle shirts, underwear) and females (bra, underwear).
10. **Excessively baggy pants in the waist area and/or leg area are not acceptable. Sewing pleats in oversized pants does not meet the dress code. Pants must be worn as they were meant to, no fastening the bottom of the legs with rubber bands (or any other object) at the ankles, cuffing (to make them shorts), or SAGGING. Pants must be worn over the hips for both males and females and fastened with a belt when necessary/completely.**
11. Initial belts are not allowed.
12. Shoes or sandals with a heel strap must be worn at all times. Bedroom slippers, moccasins, thongs (flip flops, or footsies) are NOT acceptable.
13. Bizarre clothing, costumes, ridiculous hats, etc., (except on school dress-up days) is prohibited.
14. Clothing, headwear, backpacks and jewelry shall be free of writing, pictures, or any other insignias, symbols, or emblems. No body piercings except for ear piercings.
15. No earrings that are longer than one inch.

16. Any article that advocates racial, ethnic, religious or sexual prejudice, the use of drugs, tobacco or alcohol is prohibited.
17. Any garment, headwear, or accessory displaying emblems of outside clubs, **professional/college sports**, gang affiliation or organization are not acceptable and will be confiscated.
18. Any article of clothing, headwear, or jewelry that can be construed to have a "double meaning" is prohibited.

In case of questionable dress (not covered in the rules listed above), a site administrator will make the final decision. Appropriate action will be taken at that time, and when necessary, home contact will be made seeking parental cooperation and assistance. **Clothing trends change frequently. When this occurs, this dress code may be modified to ensure a safe school setting for the student.**

P.E. UNIFORMS

Students will receive a P.E. Handbook and expectations at the beginning of the school year. Students and parents are expected to review the handbook and become familiar with the expectations. **STUDENTS ARE EXPECTED TO DRESS AND PARTICIPATE IN P.E. EVERYDAY.** A non-dress hierarchy of consequences will be fully implemented. P.E. uniforms may be purchased through the student store. To eliminate lost or stolen items, students are encouraged not to loan uniforms to others or leave them in a friend's locker. The student's name will be printed on the uniforms.

HEALTH SERVICES

Parents are to notify the health office about serious health concerns and regularly prescribed medication. Students are to notify the teacher or 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 or have a health concern they may ask their teachers for a pass to see the health assistant. The health assistant's hours are from 7:30 AM to 2:00 PM.

INSURANCE

Although Truman 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. Private insurance coverage information is included in the parent information packet.

MEDICATIONS

A physician or dentist must prescribe all medications taken at school. The school is required to have a written statement from the prescribing physician and a written authorization from the parent or legal

guardian before a student may take medication at school. These statements must be renewed whenever the prescription changes. Medication must be provided to the school in the container in which it was issued and must be clearly labeled with the student's name. Students may not transport medication to and from school or carry it with them while they are on campus. Under no circumstances will school personnel provide aspirin or any other medicine to students (AR 5141.21).

BOOKS/BACKPACKS

Students are encouraged to carry a book bag to school. Proper care of books, book bags and other personal items are the student's responsibility. Textbooks are the property of the Fontana Unified School District and are loaned to students. Books are issued to students through the library and are to be used only by the students to whom they are issued. Students are required to return the same books when requested, or at the time of transfer to a different school. It is the responsibility of all students to keep their books covered and in good condition. The student will pay for lost and/or damaged books. Outstanding library fines and lost textbooks may result in ineligibility status for participation in school activities. Truman Timberwolf backpacks are available for purchase through ASB.

TEXTBOOK CHARGE LIST

Book Title	Grade Level	Cost
Literature Handbook	6 (Blue)	\$56
Literature Handbook	6 (Blue)	\$48
Literature Handbook	7 (Green)	\$56
Literature Handbook	7 (Green)	\$48
Literature Handbook	8 (Red)	\$56
Literature Handbook	8 (Red)	\$48
Earth Science	6	\$55
Life Science	7	\$55
Physical Science	8	\$55
Workbooks	All	\$12
Message Days	6	\$50
Across Centuries	7	\$50
More Perfect Union	8	\$50
Math Course	6	\$55
Pre Algebra	7	\$55
Algebra 1	8	\$55
Workbooks	All	\$12
High Point Basic		\$37
Workbook Basic		\$5
High Point A, B, C		\$43
Workbook A, B, C		\$14
Student Handbook		\$5

BACKPACK SAFETY – PREVENT INJURY

- Wear backpacks snug, up high and not sagging or too tight.
 - Keep straps short by cutting off extra or by tying a knot in the strap.
- Use wheeled backpacks, if necessary
- Do not carry any unrequired weight

- Leave heavy personal articles at home
- Lift the backpack from the floor using bent knees
- First put strap over one shoulder and then the other

BUS TRANSPORTATION

Fontana Unified School District may provide limited bus transportation for Truman students. Bus transportation is a privilege and students must follow all school and bus rules while on the bus. The school reserves the right to deny bus transportation to students who do not comply with safety, school and/or bus rules. It is the student's responsibility to be at the bus stop on time. The driver is in full charge of the bus and the students. All school rules apply on the bus and at bus stops. Students will be disciplined for misconduct and may be suspended from riding the bus.

LEAVING SCHOOL GROUNDS

Truman is a closed campus. This means that students may not leave the grounds at anytime during the school day without permission from the office. If a student is to leave during the day a note from the parent should be brought to the attendance office before the school day begins.

TELEPHONE

The school phones are used for school business. Students should not use them for personal calls. However, in case a student becomes ill or there is an emergency, the office will call parents to pick them up. Students cannot be given phone messages unless an emergency exists. Arrangement for a ride home, if staying after school, must be made ahead of time.

VISITING THE CLASSROOM

Parents are welcome to visit their child's classroom providing they have made advanced arrangements with the teacher(s). During instructional time, parents are not to inhibit or disrupt class activities with the teacher. All parents are to enter the campus through the administration office, signing "in" and "out" and obtaining a visitor's pass. Parents and all visitors must have a pass to visit classrooms.

COUNSELING AND GUIDANCE

Counselors are available to help all students. One counselor is assigned to each Village to work with students, staff, and parents on academic, personal and behavioral matters. Students are encouraged to talk to the counselors before and after school or during lunch. If there is an emergency, students should let their teachers know that they need to see a counselor. Ambassadors are available to help students with academic problems. Information regarding counseling agencies and brochures are available in the office. NOTE: ALL SCHOOL

PERSONNEL ARE MANDATED CHILD ABUSE REPORTERS.

ID CARDS

Students will receive one ID card at no cost. Please keep ID cards as they are needed to check books out of the library, at lunch and to attend dances. ID cards will also be used at the end of the year for uniform turn-in. It is important to keep your student ID card. ASB will replace lost ID cards for \$4.00.

ACCIDENT AND ILLNESS

Accidents on the school grounds or in the building are to be reported to the teacher in charge who will report it to the principal's office on the appropriate form. If a student is injured or becomes ill at school, the parent will be notified. The student's emergency card will be checked and proper action will be taken.

BICYCLE/BIKE RACK

Students may ride their bicycles to school. Students are to follow the law and wear their bicycle helmets while riding. Upon arrival bicycles must be parked and locked in the bicycle parking area at the front of the school. THE SCHOOL IS NOT RESPONSIBLE FOR THEFT OF PARTS OR DAMAGES TO BICYCLES WHILE PARKED IN THE AREA. Helmets need to be attached to the bikes and locked. Bike riding privileges will be taken away if a student violates the bicycle safety rules. Under no circumstances are bikes allowed on the main campus. For safety reasons, SKATEBOARDS, SCOOTERS, ROLLERBLADES, and ROLLERSKATES ARE NOT ALLOWED ON CAMPUS AT ANYTIME. DO NOT BRING THEM TO SCHOOL. THESE ITEMS BE CONFISCATED AND RELEASED ONLY TO PARENTS.

PERSONAL PROPERTY

The school will make every attempt to protect personal property of students but is not responsible for any loss or damage. Students are responsible for loss or damage of personal property such as, books, clothing, equipment or instruments. Students are not to bring valuable belongings to school. LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL. Students must not ask that a friend look after their books, purse, jackets, etc. or share a locker. When items of value must be brought to school they should be taken to the office for safe keeping until they are needed. Parents are asked to mark all clothing and property with student's name. Students are not allowed to bring radios, CD players, video type games, i-pods, toys, cameras, hard balls, skates, rollerblades, beepers, laser pointers, and skateboards and scooters. These items will be confiscated and must be picked up by a parent. Cell phones that are brought to school must be turned off during the school day; otherwise, it will be confiscated. Truman Middle School is not responsible for lost/stolen cell phones.

SCHOOL SITE COUNCIL (SSC)

School Site Council meets once a month to discuss student achievement and how the school plan can support student achievement. School Site Council membership is composed of parents, staff and students.

ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)

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

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

EDUCATION CODES

Suspension is the removal of a student from ongoing instruction. Education Code 48900 states that 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 currently enrolled determines that the pupil has:

- a1. Caused, attempted to cause, or threatened to cause physical injury to another person.
- a2. Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearms, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or intoxicant of any kind as defined in the Health and Safety Code.
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in "C" above, or an alcoholic beverage or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- 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, 288, or 289 of the Penal Code or committed 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 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.

EDUCATION CODE 48900.2 (SEXUAL HARASSMENT)

In addition to the reasons specified in Ed. Code 48900, a student may be suspended from school or recommended for expulsion ... if student has engaged in sexual harassment such as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature which 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.

EDUCATION CODE 48900.3 (HATE VIOLENCE)

A student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence. This includes racial "hate" crimes.

EDUCATION CODE 48900.4 (HARASSMENT, THREATS OR INTIMIDATION)

A student enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion ... if the student has intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, 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 that student or group of students by creating an intimidating or hostile educational environment.

EDUCATION CODE 48904 (VANDALISM)

Vandalism includes negligent, willful, or unlawful damaging or taking of any district owned real or person property. Any student, or the parent/guardian of any minor student, shall be held liable for all property belonging to the district that has been damaged, destroyed, stolen or lent and not returned upon demand. The parents or guardian having custody or control of a minor who commits an act of vandalism may be held liable for \$10,000, or more, for that act. The student who commits an act of vandalism shall also be subject to disciplinary action by the district including suspension and expulsion.

EDUCATION CODE 48915

States that the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following Education Code violations committed at school or at any school activity off grounds.

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife (knife means any dirk, dagger, or other weapon with a fixed sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3.5 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade), explosive or other dangerous object of no reasonable use to the pupil.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

DISCIPLINE GUIDELINES

Students will be disciplined according to the Fontana Unified School District's "Guidelines for Student Behavior".

SCHOOL RESOURCE OFFICER

Truman Middle School has a full-time School Resource Officer from Fontana Police Department on site Tuesday – Friday.

AFTER SCHOOL WORK PROGRAM

Truman implements an after school work program as part of Community Service Learning and as a corrective disciplinary action. Students are notified of the time and date when they will serve. **STUDENTS ARE RESPONSIBLE TO COMMUNICATE TO THEIR PARENTS THE TIME AND DATE.** Parents are responsible to provide transportation if needed. Students will be given at least 24-hour notice. Further disciplinary action will be taken if the student does not attend After School Work Program to include home suspension.

SELLING PRODUCTS ON CAMPUS

District and State Policy do not permit students to sell any items on or near school grounds except those authorized by the Associated Student Body. Unauthorized sales will result in disciplinary action.

GUM AND SUNFLOWER SEEDS

Chewing gum and sunflower seeds are not permitted at Truman. Careless disposal of gum and seeds presents

sanitation problems, cleaning problems, and costly repair. Students who violate this rule will be assigned after school work program, possible suspension, and will not be allowed to participate in school activities. The student will be responsible for any costs of gum removal.

DAMAGE TO SCHOOL PROPERTY

DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANY STUDENT DAMAGING/ DESTROYING SCHOOL PROPERTY. THIS COULD INCLUDE EXPULSION FROM THIS DISTRICT. Students are responsible for the proper care of the school campus including books, supplies, furniture, building structure, plants, playgrounds, etc. If a student damages or destroys school property, the student and his/her parent will be held responsible. Education Code 48904 states that parents and guardians are responsible for loss and damage to School District property up to \$10,000, and also permits the School District to withhold grades, transcripts, and/or diploma until restitution is made. The parent/guardian shall also be liable for the amount of any reward not exceeding \$10,000 paid pursuant to Section 53069.5 of the Government Code. Students must clear all charges before the end of the year.

P.E. LOCKERS

Students are assigned a locker during P.E. class. Lockers are to be used for storing P.E. clothes only. Locks may be purchased through the student store. Students assume responsibility for loss or damage to their belongings. To eliminate problems students are advised not to give locker combinations to each other or put their belongings in another student's locker. Only locks approved by the P.E. department, which have a bypass key, can be used.

P.E. MEDICAL EXEMPTION

If a student is unable to participate in physical education because of injury, illness, or a disabling condition, parents must write a note requesting a P.E. exemption. Students needing to be excused more than 5 days must have a physician's statement documenting the specific activity limitation.

BOARD POLICY 5145.7 (A-D) SEXUAL HARASSMENT

Purpose

The Fontana Unified School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity, and is free from discriminatory practices.

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive.

Therefore, the District strongly condemns, opposes and prohibits sexual harassment of students whether verbal, physical, or environmental, by anyone in or from the district.

Any student who engages in sexual harassment of anyone in or from the district may be subject to discipline, up to and including expulsion.

Definition

As used in this policy and regulation "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the district, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honor, programs, or activities available at or through the educational institution.

Dissemination of Policy

This policy and related regulations shall be disseminated as follows:

1. This policy and related regulations shall be provided to students as part of any orientation program for new students.
2. This policy and related regulations shall be included in the notifications that are sent to parents/guardians at the beginning of each school year.
3. This policy and related regulations shall be posted in a prominent location near each school principal's office.
4. This policy and related regulations shall appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct.

All administrators and supervisors shall be knowledgeable of the District's policy and their responsibilities for its implementation.

Complaint Procedure

- A. School Level Process – To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible

date. This process shall, at a minimum, include the following elements:

1. The Principal or Assistant Principal will be available to receive sexual harassment complaints for students. If the Principal or Assistant Principal is the alleged harasser, the student may present his or her complaint to the Director of Personnel Services. Upon receiving a sexual harassment complaint the Principal or Assistant Principal shall:
 - a. Counsel the alleged victim and outline the options available.
 - b. Obtain a factual written statement of the complaint.
 - c. Assist in follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, and recommending the disposition of the complaint.
 2. The Principal or Assistant Principal will review the factual information collected to determine whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred, and will take and/or authorize appropriate action.
- B. Formal Resolution Process
1. If the complaint is not resolved by the school level process to the satisfaction of the alleged victim, the following formal procedures are available:
 - a. The complaint shall be reduced to writing and sent to the Director of Personnel Services within 10 working days of the completion of the informal process.
 - b. The Director of Personnel Services shall investigate the complaint and respond within 10 working days after receiving the complaint.
 - c. If the complaint is not satisfactorily resolved at the level of the Director of Personnel Services within 10 days of receipt of the Director of Personnel Services' response, the student may request that the complaint be reviewed by the Superintendent.
 - d. The Superintendent shall then take action deemed appropriate to resolve the situation including but not limited to, discipline, training, or other remedial measures.

- e. An effort will be made to protect the privacy of the parties involved in a complaint. Files which pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public.
- f. Time limits may be extended by mutual agreement of the alleged victim and the person to whom the complaint is addressed at the respective level(s).
- g. No retaliation of any kind will occur because a student made a sexual harassment complaint.

Obligations of All Employees

- A. All employees shall report to their immediate supervisor any sexual harassment by or of students. Employees shall take appropriate action to stop any sexual harassment of students, including discipline of students involved and notification of the incident(s) to the appropriate site administrator.
- B. All employees shall cooperate with any investigation of an alleged act of sexual discrimination/harassment conducted by the District or by an appropriate State or Federal Agency.
- C. No employee of the District shall take any action to discourage a victim of harassment from reporting such an instance.

Title IX Office, Dennis E. Barnett, Director, Child Welfare and Attendance, 9680 Citrus Avenue, Bldg. #12, Fontana, CA. 909/357-5000, ext. 7095.

Non-Discrimination Notification

The Fontana Unified School District does not tolerate discrimination. There shall be no discrimination including harassment with respect to color, race, ethnic group, creed, religion, national origin, sex, physical or mental disability, or lack of English skills against students who are applying for admission to or who attend our schools except as otherwise provided by law.

The Board of Education prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. (Education Code 40, California Code of Regulations, Title 5 Sections 4600 through 4671, Board Policy 5145.3 (a))

Free inquiry and exchange of ideas are essential parts of democratic education. The Governing Board respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not. Student liberties of expression shall be limited on a non-discriminatory basis only as allowed by law in order to maintain an orderly school environment and to protect the

rights, health and safety of all members of the school community. Prior restraint shall be exercised only when student expression violates the limitations set forth in this policy.

In keeping with the California Education Code, the Board prohibits any expressions or materials, which are obscene, libelous or slanderous according to current legal definitions. The Board, likewise, prohibits expression or materials, which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

Printed materials or petitions shall be distributed only at reasonable times and places and in reasonable ways:

1. Before school begins, during lunchtime, and after dismissal.
2. In locations that do not obstruct the normal flow of traffic within school or at entrances.
3. Without due noise, and without any use of coercion.
4. Materials are not left undisturbed or stacked for pickup while unattended at any place in the school or on school grounds.

Appeals

The Superintendent or designees shall resolve disputes regarding student free expression. Student and faculty members themselves shall attempt to resolve the problem before consulting the Superintendent. However, any student may appeal a decision concerning this policy to the Superintendent who shall render a decision within a reasonable time or no later than one (1) school day after receipt of the appeal. The appeal shall be based solely on the standards established in Education Code 4891.6. The Superintendent may call for a hearing to determine whether a deprivation of freedom of expression was justified under these rules. The hearing shall be held before the Board or an impartial person appointed by the Board as soon as possible after the hearing is requested. Both sides shall be given the opportunity to demonstrate that the policy in question was properly applied.

Complaints are handled through the office of Dr. Charles Milligan, Superintendent of Schools, 9680 Citrus Avenue, Fontana, CA. You may contact her at (909) 357-5000, ext. 7010.

