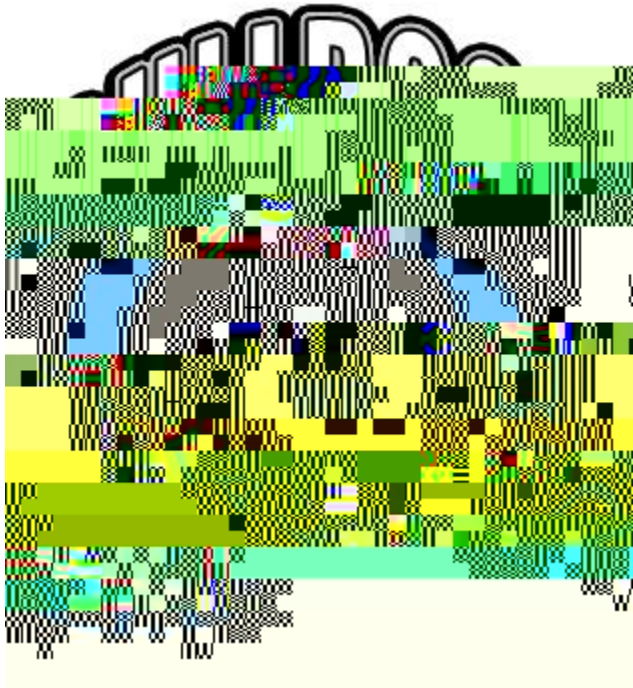


WEST RANDALL ELEMENTARY SCHOOL
15620 Randall Avenue
Fontana, CA 9233 5

STUDENT/PARENT HANDBOOK

2023-2024



Superintendent

Miki R. Inbody

Board of Education

Marcelino Serna Ì President

Adam Perez Ì Vice President

Joe Armendarez Ì Board Member

Jennifer Quezada, Ed.D. Ì Board Member

Mary Sandoval Ì Board Member

From the Principal

The staff welcomes you to West Randall Elementary School. As we begin our year, we want to provide you with general information about our school's programs, policies, and procedures. This handbook will assist you with some of your questions about many of our school procedures. If you need further information, feel free to call our office at (909) 357-5780. We look forward to a great year of learning!

Sincerely,

Oscar Dueñas, Principal
West Randall Elementary School

Office Hours: 7:00 – 3:30

Office: (909) 357-5780

ASES: (909)350-6585

Fax: 909) 357-7625

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

OFFICE STAFF

Oscar Dueñas, Principal
Brenda Cardona, Secretary
Rosana Villegas, Office Clerk
Estefania Hernandez Alvarez, Community Aide
Erika Buck, Health Assistant
Marlene Bacani, Nurse
Bruce Crafa, Library Assistant

WEST RANDALL ELEMENTARY SCHOOL

WEST RANDALL SCHOOL WIDE EXPECTATIONS



School Rules and Expectations

ACADEMICS

All students are expected to achieve throughout the school year. Our K-5 students should strive for 3s or higher in all academic areas, by the end of the school year. Sixth grade students should strive for Cs or higher by the end of each semester. It is important for parents to encourage their child(ren) to put forth sincere effort each day in school. Students are expected to play an important role in their academic progression.

ARRIVAL/DISMISSAL PROCEDURES

Students MAY NOT arrive to school before 7:00. If they are eating breakfast, students will be admitted to the campus at 7:15. Students who are not eating will be admitted to the campus at 7:35. First through sixth grade students will enter campus through the front door of the office. TK and k0.0e00IAE9e0 G G(T)-4(K)-16(an)-3IBT/F2 9.96 T02

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- Shirts and tops are to provide coverage in front/back, and the midriff area must be covered. Spaghetti straps/halter-tops are not permitted. Tank top straps must be 2 inches wide and cover to the shoulder.
- Shorts are to be long enough to reach the mid-thigh area. Also, holes in jeans/pants must be below mid-thigh area.
- Underwear may not be exposed (boxers, undershirts, pajamas, etc.)
- Sunglasses are not to be worn at any time while on campus unless

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responsibility for accidents or injuries to students. Parents are encouraged to carry personal insurance coverage.

INTERNET AND ELECTRONIC MAIL (Acceptable Use Policy)

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

LAPTOPS

Students in Kinder – 6th grade are issued a laptop by our school's Library Specialist. Students are held responsible for taking care of the laptop and bringing the laptop to school daily. If there is an issue with your child's laptop, please notify the school office immediately.

LOST AND FOUND

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

PARENT CONCERN

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

PLAYGROUND RULES

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

Play Structure

- Students must line up for play structure if there is a crowd of students waiting. Five students will be permitted at a time.

Blacktop

- ONLY walking is permitted on the blacktop.

Four Square

- The server drops the ball once into her/his square, and then hits it into a different square.
- Each player needs to hit the ball with any part of his/her hand into an opposing player's square.
- The ball must not be hit high in the air.
- If the ball lands on a line or goes outside of the lines before it bounces, the player who hit the ball is out.
- If the player who is supposed to hit the ball misses, the player is out.

Grass

- Students play

PARENT INVOLVEMENT

Associate Student Body (ASB)

West Randall has an ASB which meets throughout the year to organize fundraisers and other positive activities for students. Although the ASB is composed of staff members, our student leadership and parents may give input and volunteer to participate in yearly activities.

ENGLISH LANGUAGE LEARNER ADVISORY COUNCIL (ELAC)

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

SCHOOL SITE COUNCIL (SSC)

STUDENT INTERVENTION TEAM (SIT)

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

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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:
Superintendent
9680 Citrus Avenue, Fontana, CA 92335
(909) 357-5000 x 29109

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of EC 48900 subdivisions (a) to (t), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. Please note that with the passage of AB 424 no one has the authority to grant permission to possess a firearm on school grounds.
- (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.

electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A04.

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

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

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

A reasonable effort must be made by school officials to notify parents in person or by telephone at the time of suspension. Notification of suspension in writing is mandatory. The student and parent is entitled to an informal meeting with the school principal. The principal's decision is final.

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for

Notice to Parents, Guardians, Pupils, and Teachers

Williams Complaint Policy & Procedure EC 35186

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Contact Information

Compliance officers may be reached at: (909) 357-5000 (phone extensions are listed below) or by visiting the district office at 9680 Citrus Avenue, Fontana CA (offices are listed below)

Compliance Officer	Title	Extension	Building	Email
Craig Baker	Associate Superintendent, Student Services	29194	B	Craig.Baker@fusd.net
Jamie Markoff	Director, Assessment & Accountability	29142	12	Jamie.Markoff@fusd.net
Caroline Labonte	Director, Human Resources	29045	4	Caroline.Labonte@fusd.net

Scope of Complaint Procedures

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

Accommodations for Pregnant and Parenting Pupils (Section 46015)

Adult Education (sections 8500–8538, 52334.7, 52500-52616.4)

After School Education and Safety (sections 8482–8484.65)

Agricultural Career Technical Education (sections 52460–52462)

Career Technical and Technical Education, Career Technical, Technical Training (state) (sections 52300–52462)

Career Technical Education (federal) (Sections 51226–51226.1) 54

Child Care and Development (sections 8200–8493)

Compensatory Education (Section 54400)

Course Periods without Educational Content c(sections 51228.1–51228.3)

Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and

Children of Military Families (sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

Every Student Succeeds Act (20 United States Code [20 U.S.C.] Section 6301 et seq.; Section 52059)

Local Control and Accountability Plans (LCAP) d

(Section 52075, [] Section 17581.6(f))

Migrant Education (sections 54440–54445)

Physical Education Instructional Minutes e (sections 51210, 51223)

Pupil Fees (sections 49010–49011)

Reasonable Accommodations to a Lactating Pupil (Section 222)

Regional Occupational Centers and Programs (sections 52300–52334.7)

School Plans for Student Achievement (Section 64001)

School Safety Plans (sections 32280–32289)

School Site Councils (Section 65000)

Filing a Complaint

A written complaint alleging unlawful discrimination shall be filed by one who alleges that he or she has personally suffered

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

Program	Contact	Telephone
Adult Education	Adult Education Office	(916) 322-2175
Career and Technical Division	Career Technical Education Regional Occupational Centers Programs	(916) 322-5050
Child Development, including: Alternative Payment Protective Services	Child Development Office	(916) 322-6233
CalWORKS Stages 2 & 3 Resource and Referral		
Exceptional Needs School-Age (Latchkey)		
General Severely Handicapped		
Family Child Care Homes State Preschool		
Migrant		
Consolidated Categorical Aide, including: Economic Impact Aide – State Compensatory Education (EIA/SCE) Economic Impact Aide–State Program for Students of Limited Proficiency (EIA/LEP) No Child Left Behind (Titles I-VI) (NCLB) 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
Migrant and Indian Education	Migrant, Indian, and International Office	(916) 319-0851
Nutrition Services	Nutrition Services Division	[REDACTED]
Special Education	Procedure Safeguard/MCID 34/ly Chduc	

08/16/2022

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Students

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

All other sexual harassment complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with BP/AR 1312.3 – Uniform Complaint Procedures. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the district's Title IX Coordinator. Because the complainant has a right to pursue a complaint under BP/AR 1312.3 for any allegation that is dismissed or denied under the Title IX complaint procedure, the Title IX Coordinator shall ensure that all requirements and timelines for BP/AR 1312.3 are concurrently met while implementing the Title IX procedure.

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in AR 5145.7 – Sexual Harassment or to any other available school employee, who shall forward the report to the Title IX Coordinator within one day of receiving the report.

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of the district's obligation to not be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

The Title IX Coordinator, investigator, decision-maker, or facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainan4-10(mpl)-3(a)-5(in)5((a)-5(ga44(l)tl)-3(a)-B(-)JT#2 0 612 792 reWnBT/F4 9.9

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The above notice shall also include the name of the investigator, facilitator of an informal process, and decisionmaker and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the title IX Coordinator.

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for all parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant



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COMPLAINT PROCEDURES (HSA)

West Randall Elementary School is committed to providing a safe and supportive learning environment for all students. In the event of a complaint, we have established the following procedures to ensure a fair and equitable process.

1. Filing a Complaint: Any complaint must be filed in writing with the principal within 30 days of the incident. The complaint should include the date, time, and location of the incident, as well as the names of the individuals involved.

2. Investigation: Upon receiving a complaint, the principal will conduct a thorough investigation. This may include interviewing the complainant, the accused, and any witnesses. The principal will also review any relevant evidence.

3. Resolution: Once the investigation is complete, the principal will determine the appropriate course of action. This may include a verbal warning, suspension, or other disciplinary measures. The principal will also provide a written report of the findings and the resolution to the complainant.

4. Appeal: If the complainant is not satisfied with the resolution, they may file an appeal with the school board. The school board will conduct a hearing and make a final decision.

