

HARRY S. TRUMAN MIDDLE SCHOOL
Be Ready, Be Respectful, Be Responsible

Student Name

2023-2024

DR. KRISTEN SANDLER, PRINCIPAL
APRIL COLEN, ASSISTANT PRINCIPAL
ALONZO WOOLRIDGE, CLIMATE AND CULTURE COACH
DENISE MALDONADO, COUNSELOR (A-L)
ELIZABETH JIMENEZ, COUNSELOR (M-Z)

Truman Middle School PBIS Matrix

	Be Ready	Be Respectful	Be Responsible
<i>Classrooms</i>	Have supplies Be in seat ready to learn when the bell rings.	Respect others right to learn Raise your hand and wait	

MISSION STATEMENT

Teachers will establish classroom expectations related to general classroom behavior. Teachers will post the expectations and review them with students regularly. Parents will receive a copy. Students should:

Be prompt to class. Each passing period lasts five minutes. Five minutes is plenty of time to arrive to class on time.

Be prepared for class. Bring all necessary materials/supplies such as: pencils, erasers, books, notebooks, paper, etc. Permanent markers are not allowed.

Follow all directions given. 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.

Always be courteous and respectful. Use appropriate language. Put down, name calling and threats are unacceptable.

Line up as directed. Cutting in line is unacceptable.

Eat breakfast, lunch, and snacks in the designated areas.

Stay within the boundaries to avoid interrupting classes still in session

Everyone must be seated at a table or bench with any food or drinks in hand.

Standing around tables under the awning area is unacceptable. Everyone must be seated.

and

Behavioral Expectation Assemblies are held once a month, facilitated by Administrators, Counselors, and Climate and Culture Coach who share information and discuss school policies with all our students. Topics include: School wide expectations, Education Code violations (bullying, sexual harassment, drugs, fights, etc.) and other important issues. Each student is provided with a student handbook that also contains the school code of conduct, academic expectations, behavior expectations, and safety policies.

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 throughout the year. Daily, students are caught being good. Weekly, students who are "Caught Being Good" are recognized publicly. Monthly, Timberwolves of the Month, as well as, students with Perfect Attendance receive certificates and recognition.

Students are recognized daily for "caught being good" and displaying "being ready, being respectful, or being responsible." Any staff member can issue caught Being Good. Students are recognized on a weekly basis.

Students can be recognized for "PERFECT ATTENDANCE" awards for being in school daily and for being on time to every class period, every single day. If a student is taken out of school for any time for an appointment such as doctor, dentist, etc. then the student does not qualify for having perfect attendance.

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:

- Students
 - reports.
 - A student will be ineligible if he/she has an Unsatisfactory (U) in Citizenship on his/her grading
 - A student will be ineligible if he/she has been Truant during the semester.
 - A student will be ineligible if

office. 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 parents' responsibility to hold their child accountable to have the report filled out and brought home. If there is a concern about the student's grade, a parent conference should be arranged with teachers.

Q PARENT CONNECTION

This useful tool allows parents to access their child's academic progress by viewing each teacher's gradebook and provides the most accurate view of student progress. A PIN and temporary password are sent by the district with a student's report card if the parent has never logged into Q. Parents can access the site at: <https://sis.fusd.net/ParentPortal>

Q STUDENT CONNECTION

Students can access their own class assignments, academic history, assessment scores, report cards, etc. Students who wish to use this system must have a computer account which is provided once parents sign an Acceptable Use Policy (AUP).

Students can access Q Student Connection at: <https://>

disadvantage because he/she misses out on valuable instruction. We expect students to attend school each day and attend all classes.

If a student is to be absent from school, it is the parent's responsibility to call the attendance office at 357-5190, ext. 35214, 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.

Excessive tardies and absences will result in a parent conference and/or a School Attendance Review Board (SARB) referral for administrative action. Tardies and absences accumulate for the year. Students may be cited for trancies.

open-toe shoes are acceptable.

8. Costumes, ridiculous hats, etc., (except on school dress-up days) are prohibited.
9. P.E. uniforms may not be worn outside of P.E. class.
10. Clothing, headwear, backpacks, and jewelry shall be free of inappropriate writing, pictures, or any other insignias, symbols, or emblems.
11. Any article of clothing that advocates racial, ethnic, religious, or sexual prejudice, the use of drugs,

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 oversees the bus and 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.

English Language Advisory Council meets five times a year 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.

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

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 items such as: video type games, permanent markers, toys, cameras, hard balls, skates, rollerblades, and laser pointers, etc. 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 implements a before school, lunch time, and after school reflection program as a corrective behavioral intervention. Students are notified of the time and date when they will serve. Students must inform their parents of the date and time. Parents are responsible to provide transportation, if needed. Further interventions will be given if the student does not attend After School Reflection.

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 (ASB). Unauthorized sales will result in consequences, including confiscating the products being sold.

Consequences will be given to any student damaging/destroying school property. This could include expulsion from

TEXTBOOK FEE SCHEDULE

Overdue (Library Books Only)	\$0.10 per day, maximum fine \$5.00
Lost Library or Textbook Materials	100% replacement cost
Extensive damage rendering book useless (e.g., water- soaked, mold, ink stains)	100% replacement cost
Bindery Fee	\$100
Missing/Damaged Barcode Label	\$5.00
Damaged Cover	\$5.00
Missing Pages	\$1.00 per pages torn
Replacement of a page	\$3.00 per page replaced
Vandalized (graffiti, profanity, etc.)	

- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt

Complaints within the scope of the Uniform Complaint Procedures are to be filed with the person responsible for processing complaints:

Equity Office
Associate Superintendent, Student Services
9680 Citrus Avenue
Fontana, CA 92335
(909) 357-5000, ext. 29194
TITLIX@fUSD.net

Title IX Officer
Director, Certificated Human Resources
9680 Citrus Avenue
Fontana, CA 92335
(909) 357-5000, ext. 29194
TITLIX@fUSD.net

The above contacts are knowledgeable about the laws and programs they are assigned to investigate in Fontana Unified School District.

A copy of the District's UCP policies and procedures is available free of charge at the District Office or on the District website: www.fUSD.net.

The Fontana Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment), or bullying based on a person's actual or perceived ancestry, race, ethnicity, national origin, religion, sex, sexual orientation, gender identity, or marital status.

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, selfcare, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Dual Eligibility: Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Act (IDEA). Students who are eligible under the IDEA have many specific rights that are not available to students who are eligible solely under Section 504. It is the purpose of this Notice form to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA.

The enabling regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. 34 CFR 104.35.
10. You have the right to notice prior to any action by the district regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.



Bullying and Harassment

Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics of a person's disability, gender, gender identity, expression, nationality, race or ethnicity, religion, sexual orientation, or association with a particular race, national origin, or ancestry in any school or school activity.

The Fontana Unified School District prohibits discrimination based on the gender expression of any student.

It is the policy of the Unified School District to provide a safe and supportive learning environment for all students, regardless of their gender identity or expression. The district will take appropriate action to address any incidents of discrimination, harassment, intimidation, or bullying based on gender identity or expression.

The district will take appropriate action to address any incidents of discrimination, harassment, intimidation, or bullying based on gender identity or expression. This includes providing support and resources for students who may be affected by such incidents.

BENEFIT IT



DISSEMINATION

The district will disseminate this policy to all staff and students. This includes providing training and resources to ensure that all staff and students are aware of the policy and understand how to report incidents of discrimination, harassment, intimidation, or bullying.

TRANSFER ACTIONS



ADOPTED

05/19/1993 |

10/21/2020 |

10/21/2020

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

ADOPTED

08/16/2022 |

08/16/2022

Administrative Regulation
Title IX Sexual Harassment Complaint Procedures

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 complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment

If a complaint is dismissed, the conduct may still be addressed pursuant to BP/AR 1312.3 – Uniform Complaint Procedures as applicable.

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations

the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

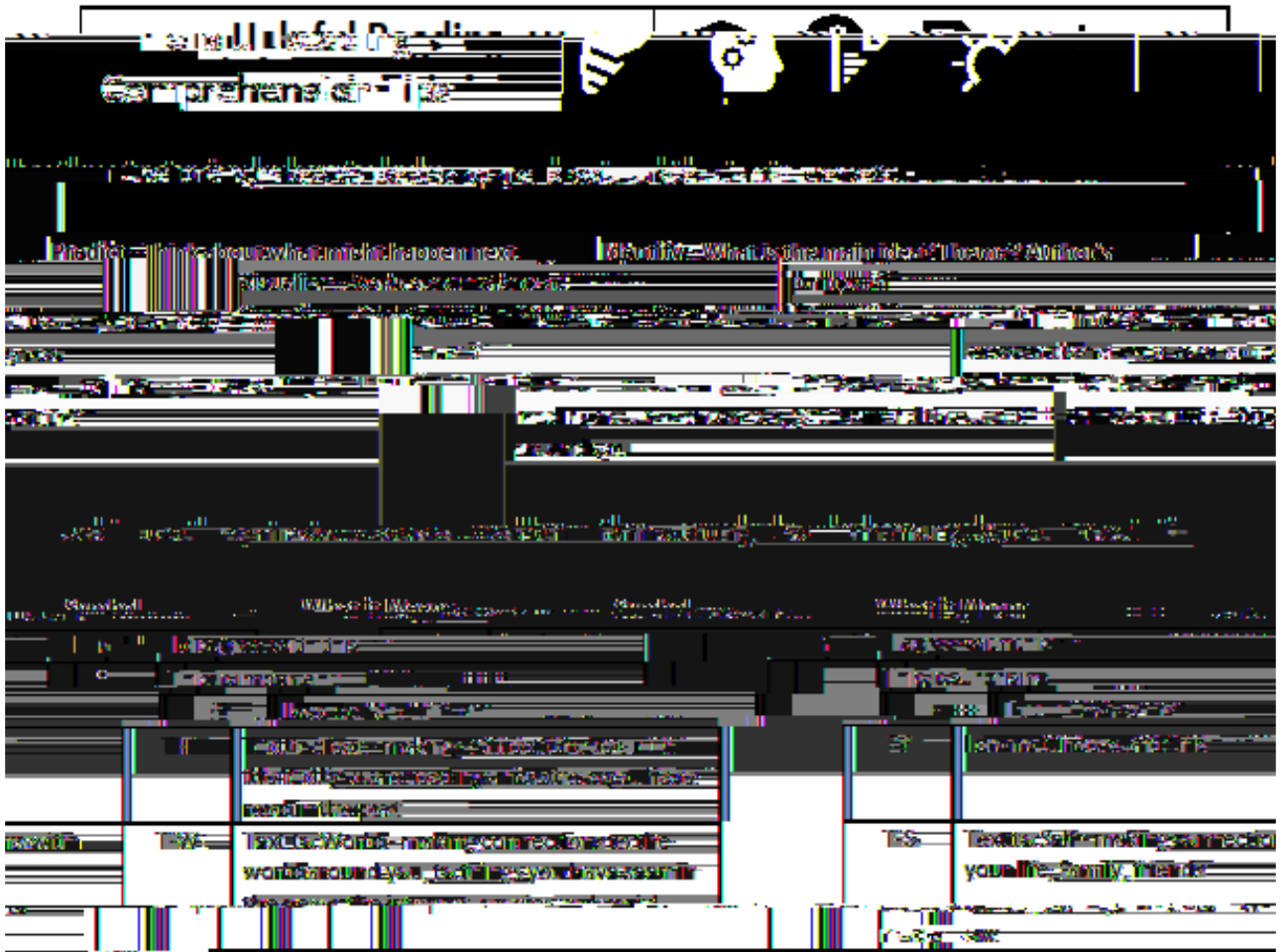
1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolutions and the results therefrom.
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances.
3. All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web site, or if the district does not maintain a web site, available upon request by members of the public.

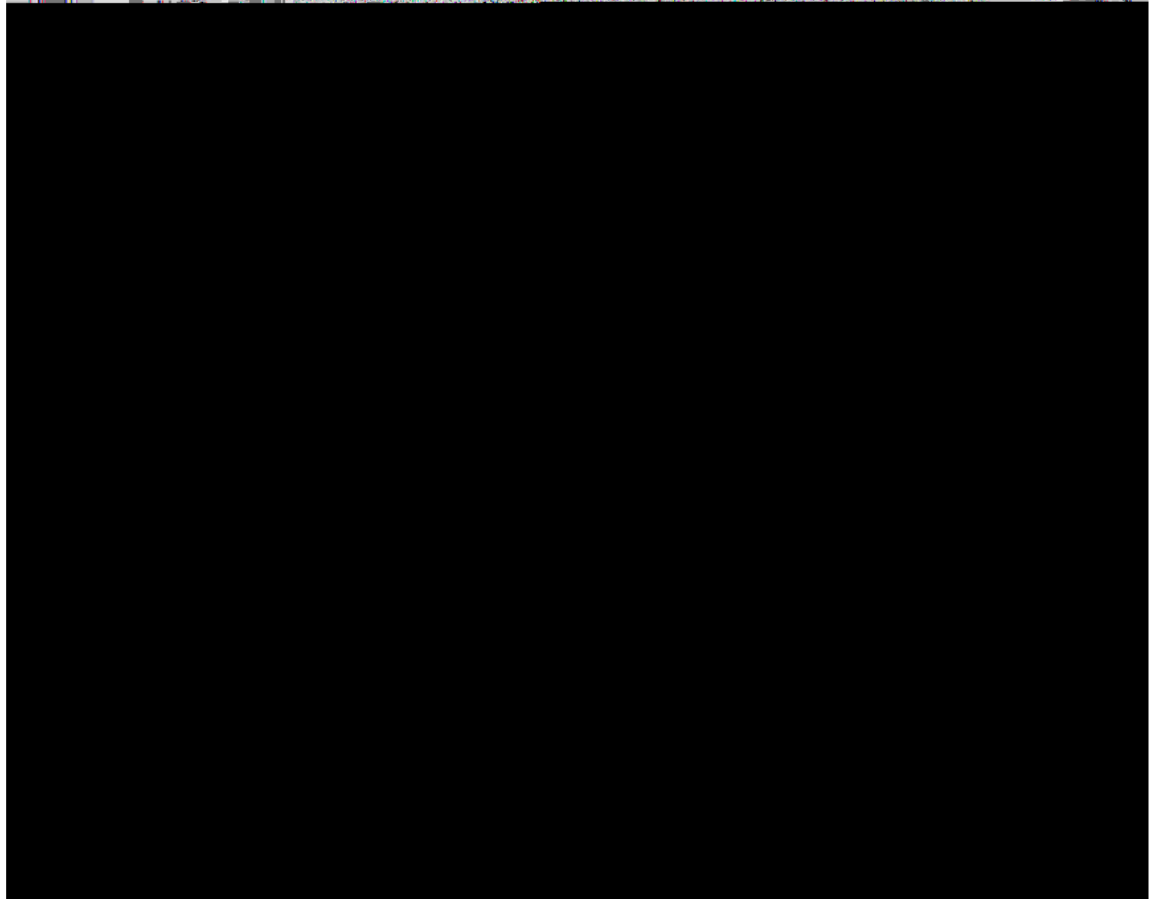
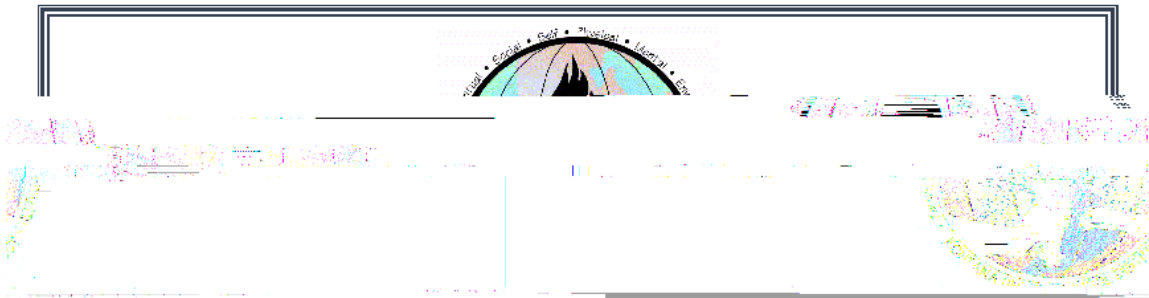
1. Look at the person. Use a calm voice tone.
2. Thank them for including you.
3. Explain that you do not want to participate. Offer an alternative activity.
4. Continue to refuse to participate (if necessary).

1. Look at the person.
2. Use a pleasant voice tone.
3. Ask the person if you could volunteer to help.
4. State specifically the task you are volunteering to do. Give a rationale/benefit.
5. Say, "Thank you".

1. Look at the person.
2. Use a pleasant voice tone.
- 3.

AVID's focused note-taking process has five phases. Each of these phases makes note taking a powerful and portable learning tool student can carry with them throughout their educational experience.





Truman Middle School Progressive Discipline Guidelines

Discipline Protocol: Parents, students, and staff should use this guide to understand consequences as they apply to various infractions and/or violations. It is important to recognize that this information serves merely as a guide of what may happen with the understanding that the final decision is at the discretion of the administration. All consequences are subject to change based on the facts collected during the investigation of each case.

Robbery/Extortion- Education Code 48900 (e)

- 1st Offense: Formal Restorative Conference, 2 days of Lunch Reflection, possible citation, and parent contact
- 2nd Offense: Formal Restorative Conference, 1 day of Alternative Learning Center (ALC), possible citation, and parent contact
- 3 or more Offenses: 1-5 days of suspension, Reintegration Meeting, possible citation/arrest, possible recommendation for expulsion, and parent contact

Damaging School or Private Property- Education Code 48900 (f)

- 1st Offense: Formal Restorative Conference, 2 days of Lunch Reflection, possible citation, and parent contact
- 2nd Offense: 1 day of Alternative Learning Center (ALC), possible citation, and parent contact
- 3 or more Offenses: 1-5 days of suspension, Multi-Tiered Systems of Support (MTSS) Intervention Meeting, Reintegration Meeting, possible citation, and parent contact

Stolen/Attempting to Steal School or Private Property- Education Code 48900 (g)

- 1st Offense: Formal Restorative Conference, 2 days of Lunch Reflection, possible citation, and parent contact
- 2nd Offense: 1 day of Alternative Learning Center (ALC), possible citation, and parent contact
- 3 or more Offenses: 1-5 days of suspension, Multi-Tiered Systems of Support (MTSS) Intervention Meeting, Reintegration Meeting, possible citation, and parent contact

Possessed/Used Tobacco or Nicotine Products- Education Code 48900 (h)

- 1st Offense: Recommendation for Alcohol and Other Drugs (AOD) Program, 2 days of Lunch Reflection, possible citation, and parent contact
- 2nd Offense: 1 day of Alternative Learning Center (ALC), possible citation, and parent contact
- 3 or more Offenses: 1-5 days of suspension, Multi-Tiered Systems of Support (MTSS) Intervention Meeting, Reintegration Meeting, possible citation, and parent contact

Committed Obscene Act/Habitual Profanity- Education Code 48900 (i)

- 1st Offense: Formal Restorative Conference, No-Contact Contract, 2 days of Lunch Reflection, possible citation, and parent contact
- 2nd Offense: 1 day of Alternative Learning Center (ALC), possible citation, and parent contact
- 3 or more Offenses: 1-5 days of suspension, Multi-Tiered Systems of Support (MTSS) Intervention Meeting, Reintegration Meeting, possible citation, and parent contact

Drug Paraphernalia- Education Code 48900 (j)

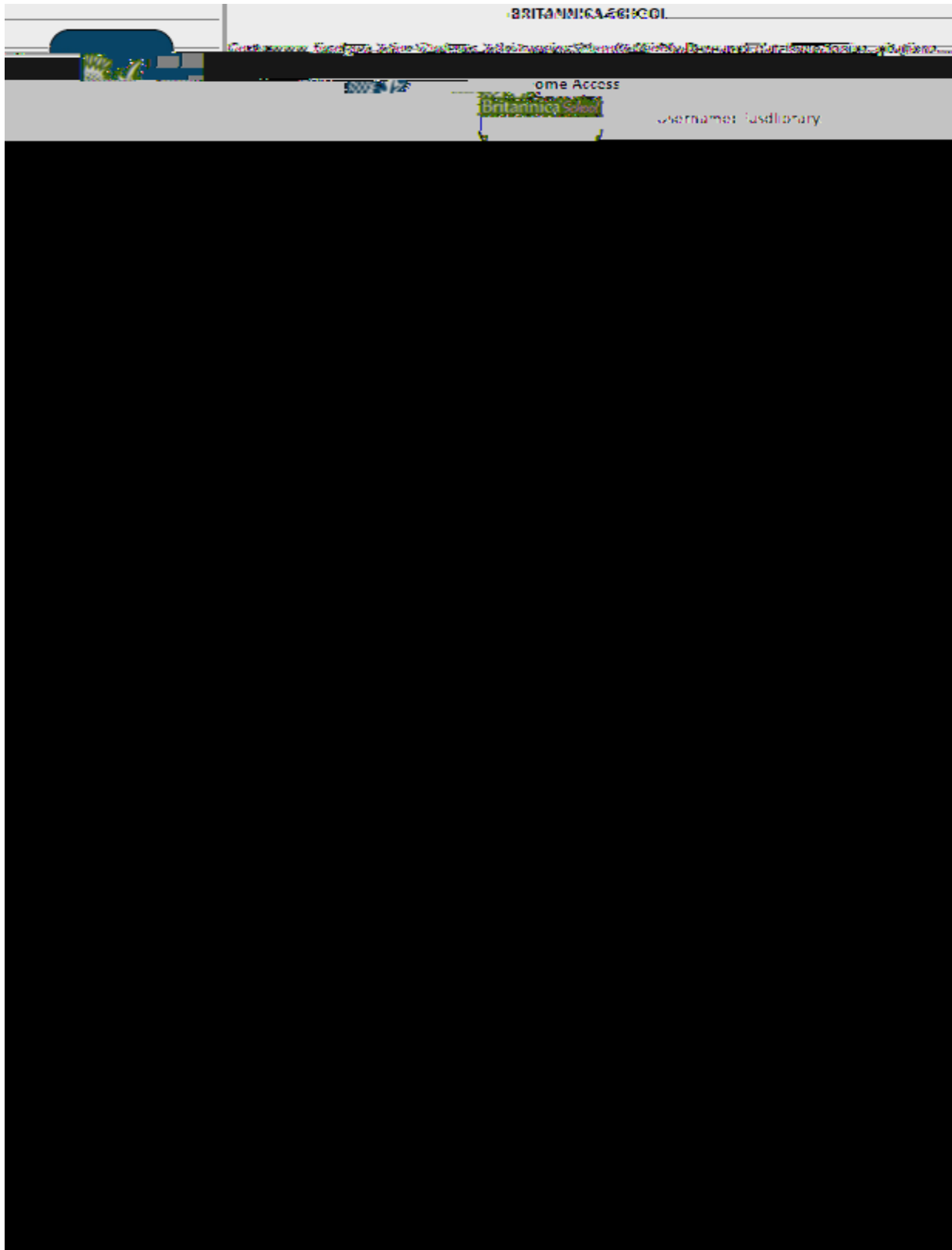
- 1st Offense: Recommendation for Alcohol and Other Drugs (AOD) Program, 2 days of Lunch Reflection, possible citation, and parent contact
- 2nd Offense: 1 day of Alternative Learning Center (ALC), possible citation, and parent contact
- 3 or more Offenses: 1-5 days of suspension, Multi-Tiered Systems of Support (MTSS) Intervention Meeting, Reintegration Meeting, possible citation, and parent contact

Disruption/Defiance- Education Code 48900 (k)

- 1st Offense: Classroom progressive discipline – must be documented in Q (Visit/Referrals), 1-2 days of lunch reflection
- 2nd Offense: 1-5 days of Lunch Reflection, parent contact, and parent shadow recommendation
- 3 or more Offenses: 1-5 days of Alternative Learning Center (ALC), parent contact, and parent shadow recommendation



USERNAME & PASSWORD GUIDE



Response Writing with RACES

Restate the Question

Read the



