



Substitute Teacher Handbook

2024/2025

1401 West Valencia Drive
Fullerton, CA 92833
714-447-7400

www.fullertonsd.org

Board of Trustees

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*District
Superintendent*
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WELCOME TO THE FULLERTON SCHOOL DISTRICT

We are pleased that you are a member of our Educational Team

As an effective substitute teacher, you are an asset to the Fullerton School District, providing an important professional service by maintaining and continuing the educational program in the classroom when the regular teacher is absent.

The Board of Trustees and the professional staff of the Fullerton School District believe that:

- Children are our most important asset.
- All children have the right/responsibility to learn.
- Education is a means of developing the uniqueness and intrinsic worth of the individual.
- An educated citizenry is essential for continuing our democratic way of life.
- Education is a lifelong learning process.
- Educational success is dependent upon the collaborative and cooperative efforts of the home, parents, the school and its community.

We are proud of our school district and its programs and wish you to share in the pride. We trust you will find genuine satisfaction as you work with our children and demonstrate the same degree of individual loyalty to the district and its professional staff as do the teachers whom you replace.

We recognize that your job as a substitute teacher is not an easy one. Please know that we are always available to provide support and assistance to you.

Best wishes for a productive and satisfying school year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chad Hammitt", is positioned above the typed name.

Chad Hammitt, Ed.D.
Deputy Superintendent
Human Resources

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- Important Board Policies
- Employee Rights
- Pupil Attendance Calendar
- School Schedules
- Assignment Calendar



SUBSTITUTE TEACHER EMPLOYMENT REQUIREMENTS

1. Completion of application with Certificated Human Resources.
2. A valid teaching credential must be recorded in the office of the:

ORANGE COUNTY DEPARTMENT OF EDUCATION

200 Kalmus Drive
Costa Mesa, California 92626
(714) 966-4306

If you have any questions about the procedures, please check with the Certificated Human Resources Office, (714) 447-7452.

3. TUBERCULIN (TB) TEST/RISK ASSESSMENT

A skin test (Mantoux) or TB Risk Assessment may be obtained from your private physician or any facility of your choice. Chest X-Rays are no longer acceptable under the new law.

SUBSTITUTE TEACHERS MAY NOT WORK WITH STUDENTS WITHOUT A VALID T.B. CLEARANCE ON FILE.

4. An "Oath of Allegiance", often referred to as the **LOYALTY OATH**, must be signed and on file in the Personnel Office.
5. Directions for federal and state income tax deductions are required in the form of a withholding statement carrying your signature and date.
6. Substitute teachers who have never worked under the California State Teachers Retirement System must join if they work over 100 days a year. All necessary paperwork is to be coordinated through the District Certificated Human Resources Office.
7. Substitute teachers will attend/watch a substitute teacher orientation presented by Fullerton School District.

NOTE TO RETIRED TEACHERS: Retired teachers must be cleared for substituting by the County Teachers Retirement Office. This address is:

Teachers Retirement Office
Orange County Department of Education
200 Kalmus Drive
Costa Mesa, California 92626
retirement@ocde.us
(714) 966-4269

No retirement deduction will be made for retired teachers who are serving as substitutes. The limit on earnings from public school employment is currently **\$74,733** per school year. Earnings in excess of the limit will be deducted dollar-for-dollar from the member's monthly STRS allowance. Currently, members are subject to a \$0 earnings limit during the first six months of retirement.



Assignments



**SUBSTITUTE TEACHERS
WILL BE ON DUTY
7 1/2 HOURS PER DAY,
BEGINNING ONE-HALF HOUR
BEFORE THE START
OF SCHOOL.**

**AN ASSIGNMENT OF
3 1/2 HOURS OR LESS
IS CONSIDERED
A HALF DAY.**

**(All assignments in excess of 3 1/2 hours
are considered a full day.)**

ASSIGNMENT PROCEDURES

The Frontline Absence Management system places substitutes in jobs via an integrated telephone and internet system.

Frontline Absence Management can be accessed 24 hours a day by logging onto the internet at app.frontlineeducation.com to:

- Find and accept available jobs
- View your schedule
- Remove yourself from an accepted assignment
- Manage your call times
- Manage your availability

The **Frontline Absence Management phone system** calls according to the following schedule:

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	5:00 a.m.	5:00 - 10:00 p.m.
Saturday	None	None
Sunday	None	5:00 - 10:00 p.m.
Holidays	None	5:00 - 10:00 p.m.

Important Things To Note:

- The phone number that appears on Caller ID is 800-942-3767.
- Please say "Hello" in order for Frontline to begin the phone call.
- Do not hang up on the system. If you do, Frontline will not call again for another hour.
- The Frontline phone system will not leave a message and will continue to call other substitutes until a substitute has been engaged.
- The system does not call in the morning for future jobs.

When Frontline offers you an assignment, you will be given the following information:

- Teacher's name
- School name
- Grade or subject
- Reporting time
- Personalized message from the teacher (online)
- Confirmation number (**please make a note of this number and bring it with you to your assignment**)

In the event you are called in the morning and will arrive after the designated start time, accept the assignment and immediately call the school to report your estimated arrival time.

The Frontline Absence Management phone system can **receive** calls 24 hours a day. You may call the system at any time to:

- Change your name recording
- Change your pin number
- Change your phone number
- Listen to unassigned jobs you are entitled to hear
- Review your assignment

The **Help Desk** can be contacted Monday through Friday between 7:00 a.m. and 3:00 p.m. if assistance is needed.

Important Internet Address and Phone Numbers

FRONTLINE ABSENCE MANAGEMENT WEBSITE: app.frontlineeducation.com

FRONTLINE ABSENCE MANAGEMENT PHONE SYSTEM: 800-942-3767

HELP DESK 714-447-7452

Note: Elementary Schools in our district are released early on Wednesdays. You will be expected to complete a full day assignment unless you are released by the principal or designee.

When Reporting an Absence a Teacher May:

- Simply call or log onto Absence Management and report their absence
- Report their absence and request a particular substitute (this is done by entering their substitute in their “fave five”). When this option is used, Absence Management will try to reach the substitute immediately through email and by phone during the evening call period.
- Contact a substitute directly. In this case the teacher must then call or log onto Absence Management and report the absence as a prearranged job. Absence Management will consider the job filled and will not call out at all. The substitute can call or log onto Absence Management and follow the directions to review assignments and retrieve the job number. You must have a job number when you report to your assignment.





Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
[Or Sign In with Organization SSO](#)

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the “Available Jobs” option in your side navigation. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Absence Management
Victoria County School District
Melody Pond
Multi-District View

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 Available Jobs

2 Scheduled Jobs

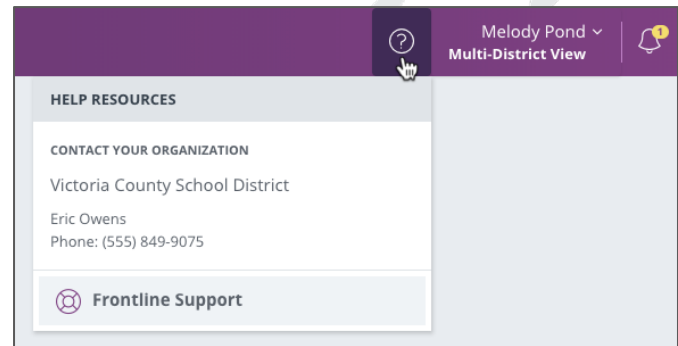
1 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
Thu, 6/15/2023	8:00 AM - 5:00 PM	1 Full Day	Victoria County School District Coal Hill School	✗ Reject ✓ Accept

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Absence Management Calls You

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**
- If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App
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PAYROLL PROCEDURE

Effective October 3, 2022, the substitute teacher rates of pay are as follows:

	1-30Days	31-80Days	81+Days
Daily Rate	\$185	\$195	\$200
Resident Rate	\$200	\$210	\$215
Long-Term Rate	\$210	\$220	\$225

The substitute teacher daily rate of pay is \$185 and increases according to the number of days worked above (consecutive days not required). It is expected that substitute teachers will be on duty for 7-1/2 hours per day, beginning one-half hour before the start of school. An assignment of 3-1/2 hours or less is considered a half-day and will receive half-pay. The substitute teacher hourly rate is the substitute teacher's daily rate divided by 7.5 for pre-approved substitute teacher duties beyond a full day assignment.

Resident substitute teachers can be asked to report to any of the 20 schools if/when there is a need. Resident substitute teachers will receive the resident rate according to the number of days worked above.

A long-term assignment is defined as more than 15 days in an assignment where planning and/or grade reporting may be required. The long-term rate is effective on day 16 and is retroactive to the first day of the assignment. The long-term substitute teacher hourly rate is the long-term rate divided by 7.5. Long-term substitutes may take up to five days of absences (break in service) without affecting their long-term sub pay. If the substitute is absent in excess of five days, it will be at the discretion of the District and Principal to decide if the substitute shall remain in the long-term assignment.

All pay rates will reset to zero at the beginning of each school year.

Substitute teacher assignments will be recorded electronically on the schools designated Frontline Time and Attendance Kiosk (iPad).

- Report to the school site office at the beginning of each daily assignment and clock-in on the Frontline Time and Attendance kiosk (iPad) using the ID and pin numbers on your Frontline Absence Management welcome letter.
- It is the substitute teacher's responsibility to clock-out on Time and Attendance at the end of each daily assignment.

Electronic time sheets will be processed on the designated cut-off dates below in order for your paycheck to be issued on the warrant date. The cut-off and the warrant dates are listed as follows:

CERTIFICATED PAYROLL CUTOFF DEADLINES					
	START DAY		DEADLINE		PAYDAY
1A	6/11/24	to	7/10/24	July	Last day of the month
2A	7/11/24	to	8/10/24	August	Last day of the month
3A	8/11/24	to	9/10/24	September	Last day of the month
4A	9/11/24	to	10/10/24	October	Last day of the month
5A	10/11/24	to	11/10/24	November	Last day of the month
6A	11/11/24	to	12/10/24	December	Beginning of January
7A	12/11/24	to	1/10/25	January	Last day of the month
8A	1/11/25	to	2/10/25	February	Last day of the month
9A	2/11/25	to	3/10/25	March	Last day of the month
10A	3/11/25	to	4/10/25	April	Last day of the month
11A	4/11/25	to	5/10/25	May	Last day of the month
12A	5/11/25	to	6/10/25	June	Last day of the month

EMPLOYEE INFORMATION SYSTEM (EIS)

You may view and/or print your paycheck stub through the Orange County Department of Education's Employee Information System (EIS) from any computer inside or outside the District.

Accessing the Employee Information System (EIS)

Open your preferred Internet/Web browser and type the following web address:

<https://my.ocdeapps.us/>

If you are a first time user, you will be required to register by clicking on the Register User link.

Employee ID

You may contact our Payroll Department at (714) 447-7439 for your ten-digit employee ID number after you work your first day.

Employee Profile

To change your password, the same password rules apply. The secret question/answer that was provided during the Initial Security Setup will be required. The new password will be effective the next time you login.

To change your email address, enter the new email address. You will also be prompted for the secret question/answer. An email notification will be sent to your new email address. Click on the web link in this email; the EIS system will appear confirming the change.

To change your secret question, your existing password will be required. The new secret question will be effective immediately.

Logging Out

Click on the "Logout" link or close your browser to end your session.

INFORMATION PROVIDED BY ABSENT TEACHER

1. **Daily lesson plan book** to include the following:
 - a. Detailed time schedule (including recess, lunch, and amount of time devoted to each subject or activity).
 - b. Complete lesson plans with titles of books used, pages covered. If it is not feasible to provide such information, the teacher should supply appropriate assignments for the substitute to use which would parallel the subject matter.
 - c. Up-to-date seating chart.
2. Where supplies and teacher's manuals can be located.
3. List of students who are responsible and can be depended on to assist.
4. Lists of students that are in special groups (speech, instrumental music, reading, class officers, etc.) and the times they are gone from the classroom.
5. Yard duty or hall duty schedule and area of assignment.
6. Classroom rules of conduct and procedures (when materials are distributed, how, by whom).
7. List of activities that can be used in case of extra time or inadequate lesson plans. (Sponge Activities)
8. Fire drill and other emergency information.

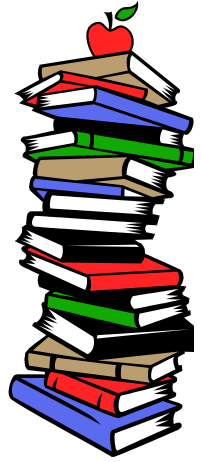


GENERAL GUIDELINES

Teaching Assignments may be unique and vary from situation to situation. The following hints are proven techniques which may be helpful for a good beginning.

1. Be in your room before the children arrive. This is necessary for effective control and good discipline. Experienced substitute teachers indicate that the chances for a successful day are greater if you arrive early enough to be able to check schedules, note unusual assignments and have time to determine the plan for the day **before** the students arrive.
2. Greet the children with a smile and good morning. Insist on students being seated and remaining so. Have something for the students to do **immediately**; either out of the lesson plan or relevant to the subject. This gives you an opportunity to get into the appropriate routines.
3. Follow the regular routine as much as possible and try not to establish new ones. However, you should use common sense. Rules, regulations, guides and directives have their basis in common sense.
4. Check attendance carefully. When substituting in junior high, report to the office the names of absent students who are not on the absence sheet.
5. Try not to argue with children over routines. **Be pleasant but firm as to how you want things done.**
6. Start formal lessons as soon as possible. Make opening exercises brief; however, any regular policies regarding them should be followed.
7. If possible, become familiar with the particular school's policy book.
8. Review with the children the classroom rules and consequences.
9. As members of the professional staff of the Fullerton School District, it is imperative that substitute teachers maintain ethics of confidentiality at all times. It is inappropriate to share personal information about students or staff members with "others".
10. Substitute teaching involves many different situations and often more than one school. Never compare one school with another, one principal with another, one teacher with another, or one group of students with another. If you have problems at a specific school, discuss them with the principal of the school where the problems occurred.
11. Leave important conferences with parents for the regular teacher.
12. Keep copies of all notices, bulletins, etc., and leave them where they may be easily found by the teacher.
13. Within reasonable limits, follow the absent teacher's general program and all special programs.

SCHOOL SITE PROCEDURES



1. **Unless otherwise directed when you are called, go directly to the office:**
 - a. Clock in on the Frontline Time & Attendance kiosk (iPad) and Obtain keys.
 - b. Check with the principal or school secretary to see if there are any special Instructions for the day regarding teacher aides, student teachers, notes to go home, etc.
 - c. Check the teacher's mailbox before, during, and after school.
2. **Check your assigned room.**

Locate the daily plan, seating chart, register, or attendance cards. Be sure to check with the office to see what attendance procedure is followed.
3. **Daily Program/Schedule**

Become as familiar with the daily program and schedule as you can. Note if any special teachers or programs are a part of the daily program.
4. **Seating Plan**
 - a. Locate a few students in the class and learn their names. Use them as helpers and learn other names throughout the day.
 - b. Avoid such phrases as, “**You**”, “**You in the red sweater.**”
 - c. In elementary grades, you might have children print their names on heavy paper which can be folded and placed on their desks.
 - d. It is a good idea to put **YOUR** name on the board so that you are not just “the substitute teacher” but their teacher for the day.
5. **Leaving the room for the day.**
 - a. See that the room is organized in order to start tomorrow's program, whether it be the regular teacher or yourself.
 - b. Be sure to correct all work **unless the teacher left specific instructions** to not check certain assignments. For example, generally teachers want to check their own tests or other critical assignments.
 - c. **Leave a note for the absent teacher** indicating in brief what transpired. The note should include the following, as appropriate:
 - What was accomplished - activities from lesson plans and other tasks you included.
 - Students who had difficulty and how you handled the situation.
 - If anything was omitted from the lesson plans, indicate what that was and why it was not done.
 - d. Do a **final check** before leaving the room:
 - Is the room in good order?
 - Is corrected work on the teacher's desk?
 - Is your report to the teacher on top and readily visible?
 - e. Lock anything you have unlocked, close windows, and return keys to office.
 - f. Report incidents to the office. This might include such items as parents' communications you cannot answer, discipline problems, accidents, or room damage.
 - g. Clock out on the Frontline Time & Attendance kiosk (iPad).



RIGHTS AND RESPONSIBILITIES

Student Supervision

The California Education Code holds teachers responsible for the conduct and safety of any pupil when the student is on school property. It is vital that students are under adult supervision at all times. When a student is outside of the classroom and not visible to the teacher, he/she cannot be monitored adequately to insure appropriate conduct and safety of that student. If an injury were to occur while the student is inadequately supervised, the school district may be deemed negligent and legally liable for any injury.

Ill and/or Injured Students

Students who complain of illness and/or perceived illness should be sent to the Health Office with a note indicating the nature of the illness or injury.

Students with major injuries:

- **Do not** move the injured student.
- Remain with the injured student.
- Send someone to the office to request assistance. Include in the information your location and the nature of the injury.
- Substitute teachers must promptly report any accident which is called to his/her attention, giving exact details and names of witnesses. An official report may be required. First aid boxes for minor injuries are located in every classroom.
- In case of emergency, call or send a student to the office.
- For your safety and the students' safety, always follow universal precautions when dealing with body fluids. (See Appendix N)

Management of Student Behavior

Each school will have a school-wide student discipline program. You have various classroom control techniques already at your disposal and will undoubtedly learn many more. Your principal, assistant principal, school psychologist, counselor, and other colleagues are resources for you.

A teacher may suspend, for good cause, any student from his/her class for the day of the suspension and the day following. Your right is to have the student removed from your class for that time frame only. The student will not necessarily be suspended from school. That is the decision of the principal.

If you suspend a student from your classroom, notify your principal and send the student to the principal. As soon as possible, discuss the circumstances with the principal, so he or she may direct you as to whether or not a parent contact is warranted.

Under no circumstances shall student misbehavior be managed by the use of hands or

other force. If, in your judgment, a student is out of control or defiant, inform the principal, another administrator, or the appropriate specialist. A school employee may only restrain a student to **keep the student from hurting himself/herself or someone else**. When in doubt - **ask for help**.

Mandatory Child Abuse Reporting (Please see Appendix H)

Assembly Bill (AB) 1432 requires all current school District employees to receive mandated reporter training at the beginning of every school year.

The Penal Code requires any "child care provider" to report suspected instance of child abuse to a child protective agency. You have signed an affidavit that you understand your responsibility. Orange County has a 24-hour reporting hot line which you may reach at (714) 938-0505.

Remember, you are mandated by law to report any reasonable suspicion - **not** investigate whether or not there is sufficient evidence. The child protective agency will do the investigation. School employees may also not take into consideration the credibility of any report of child abuse. **All allegations must be reported.**

Sexual Harassment (Please see Appendix C and D)

Senate Bill (SB) 1343 requires all current school District employees to receive sexual harassment and abusive conduct prevention training starting in 2019.

Sexual harassment is forbidden by law. The Fullerton School District Board of Trustees has also enacted policies for employees and students. Both policies are included in the "Important Board Policies" section.

As a school employee, you are charged with stopping any student-to-student sexual harassment and taking immediate and appropriate corrective action. While school personnel is not responsible for the individual behavior of a student, the school can be held liable for failing to take immediate and appropriate corrective action.

Personal Property

Personal property at school is the responsibility of the individual. Employees' and students' personal property is not covered through the District's Property & Liability Program. Money, jewelry, glasses, radios, etc., which are brought to school are the owner's responsibility.

Safety

Just as we safeguard the school environment for students, you have the right to work in a safe environment. To that end, we ask that you:

- Report unsafe or potentially hazardous conditions to your administrator. The following are some examples:
 - Trip hazards: loose floorboards, cracks in sidewalk
 - Broken equipment: chains on swings, jungle gym bar
 - Compacted sand under swing or slide
 - Protruding nails or other sharp objects
 - Broken glass

- Report any injury or illness arising out of or in the course of your employment to your supervisor and complete the claim form. The Fullerton School District self-funds and self-administers Workers' Compensation. Medical bills and all other benefits are paid directly from District funds. With your employment papers, you received a description of your "Workers' Compensation Benefits." If you should require medical attention you **must go to a District approved medical facility/doctor**, unless you have a personal physician on file before the injury. Any absences related to work injury/illness **must be approved by the District's Workers' Compensation Office**. If you have additional questions, call (714) 447-7459.

The District has an Illness and Injury Prevention Program which standardizes the various safety policies, procedures and practices. Each site also has its own safety program.

Although our injury and illness prevention is generally effective and our incidents are low, most of our injuries result because of improper use of tools or climbing without proper equipment.

The following recommendations are made for your safety:

- Use tools for their intended purpose: scissors for cutting, not prying something open
- Use a step stool or ladder for climbing, not a chair or table

Immediately inform your principal/assistant principal of any incident during which a student assaults you. A physical assault may be delivered by the hand, the foot, or through an object. All assaults will be handled by the administrator who will inform the appropriate authorities and assign consequences.

Staff Development and Support

The district plans to present several workshops for substitute teachers throughout the school year. You will receive information regarding topic, time and location in the mail.

Upon request Fullerton School District will provide grade level expectations and curriculum standards.

As a well prepared professional you are a valuable asset to the Fullerton School District, please call Delia Tran at 714-447-7452 if you have any questions or concerns.

Maintaining Continued Employment

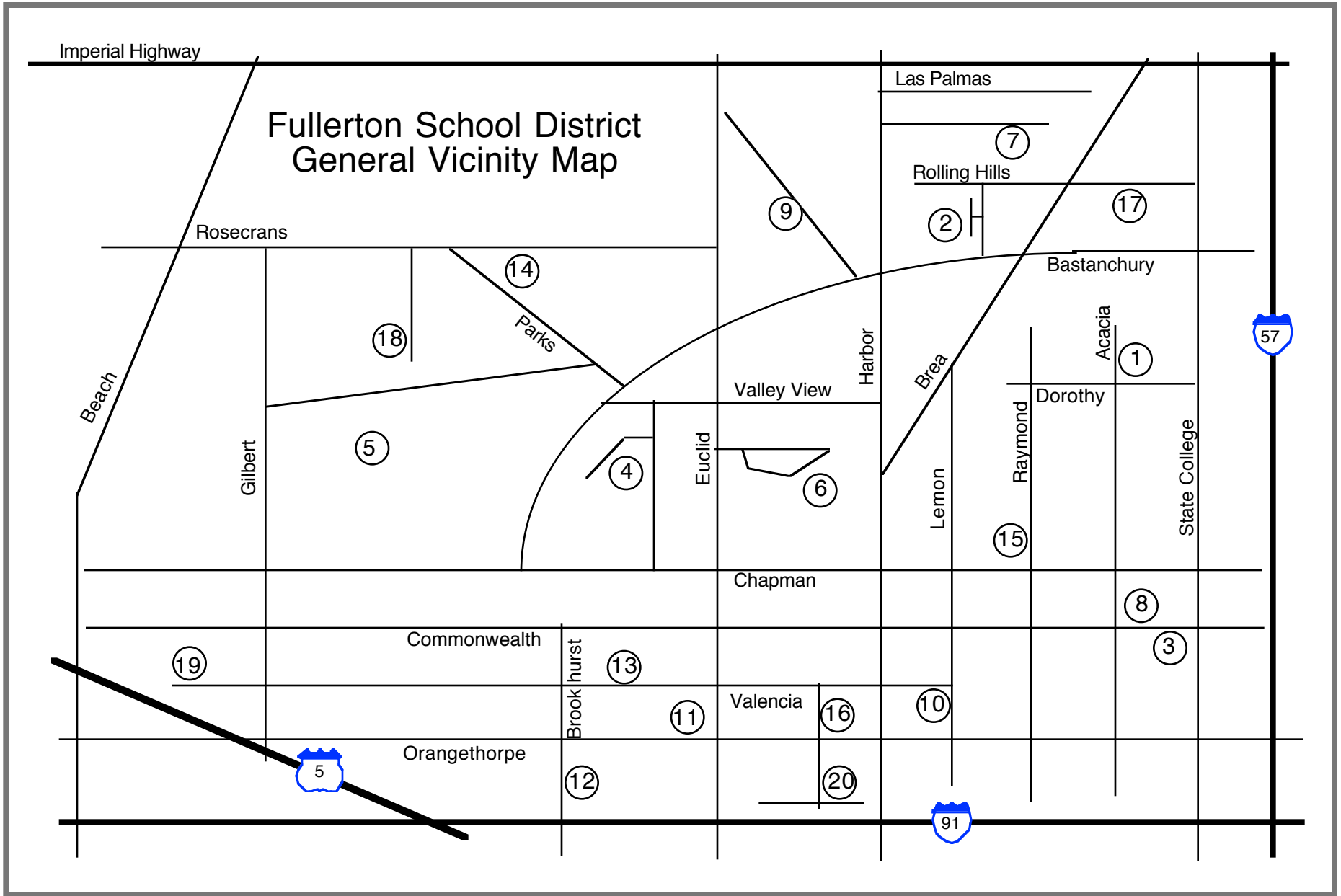
The district's goal is to establish a pool of effective and dedicated substitute teachers who's contributions support and enrich the educational experience of our students. With that in mind, we've established the following policies.

A substitute who refuses three jobs in one month without making themselves unavailable may be dropped from our active substitute list.

A substitute who works, on average, less than once a month may be dropped from our active substitute list.

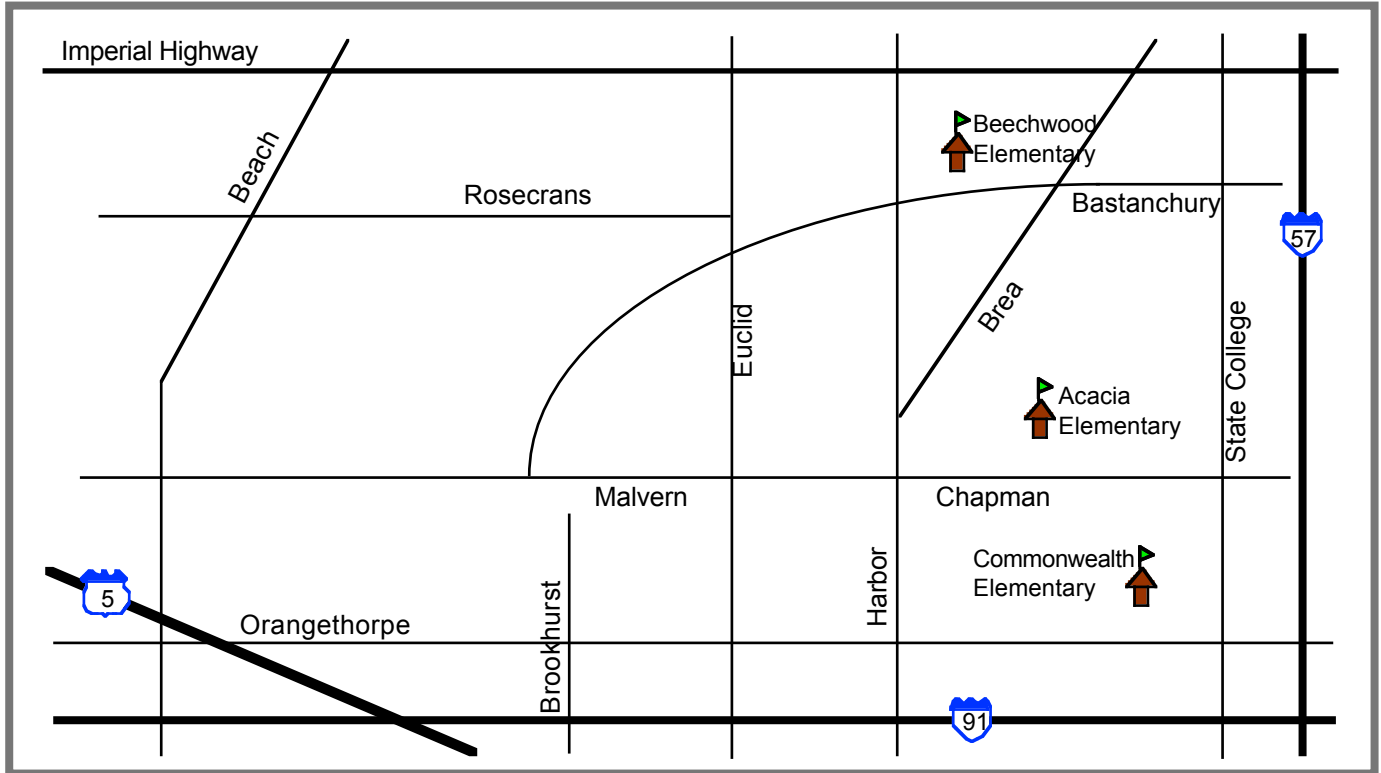
A substitute who receives two negative Guest Teacher Reports in one school year may be dropped from our active substitute list.

The district maintains the right to restrict the use of low performing substitute teachers by site, or by lowering them on our district wide priority list.

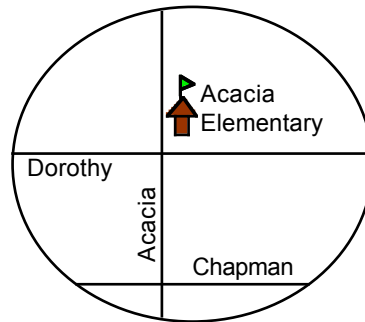


- | | | | | |
|-----------------------|----------------------------|------------------------|-------------------------|---|
| 1. Acacia Elem. | 5. Robert C. Fisler School | 9. Laguna Road Elem. | 13. Pacific Drive Elem. | 17. Rolling Hills Elem./MyConnect Academy |
| 2. Beechwood Elem. | 6. Golden Hill Elem. | 10. Maple Elem. | 14. Parks Jr. High | 18. Sunset Elem. |
| 3. Commonwealth Elem. | 7. Hermosa Dr. Elem. | 11. Nicolas Jr. High | 15. Raymond Elem. | 19. Valencia Park Elem. |
| 4. Fern Drive Elem. | 8. Ladera Vista Jr. High | 12. Orangethorpe Elem. | 16. Richman Elem. | 20. Woodcrest Elem. |

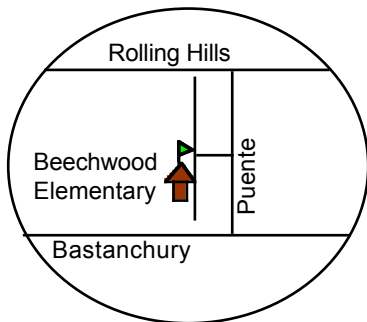
Acacia, Beechwood and Commonwealth Schools



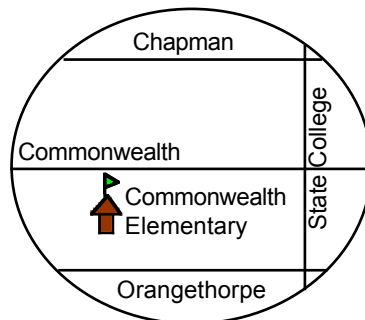
Acacia Elementary School
 1200 N. Acacia Ave. 92831
 714-447-7700
 Principal - Rachel McCormick
 Office Manager - Theresa Totten



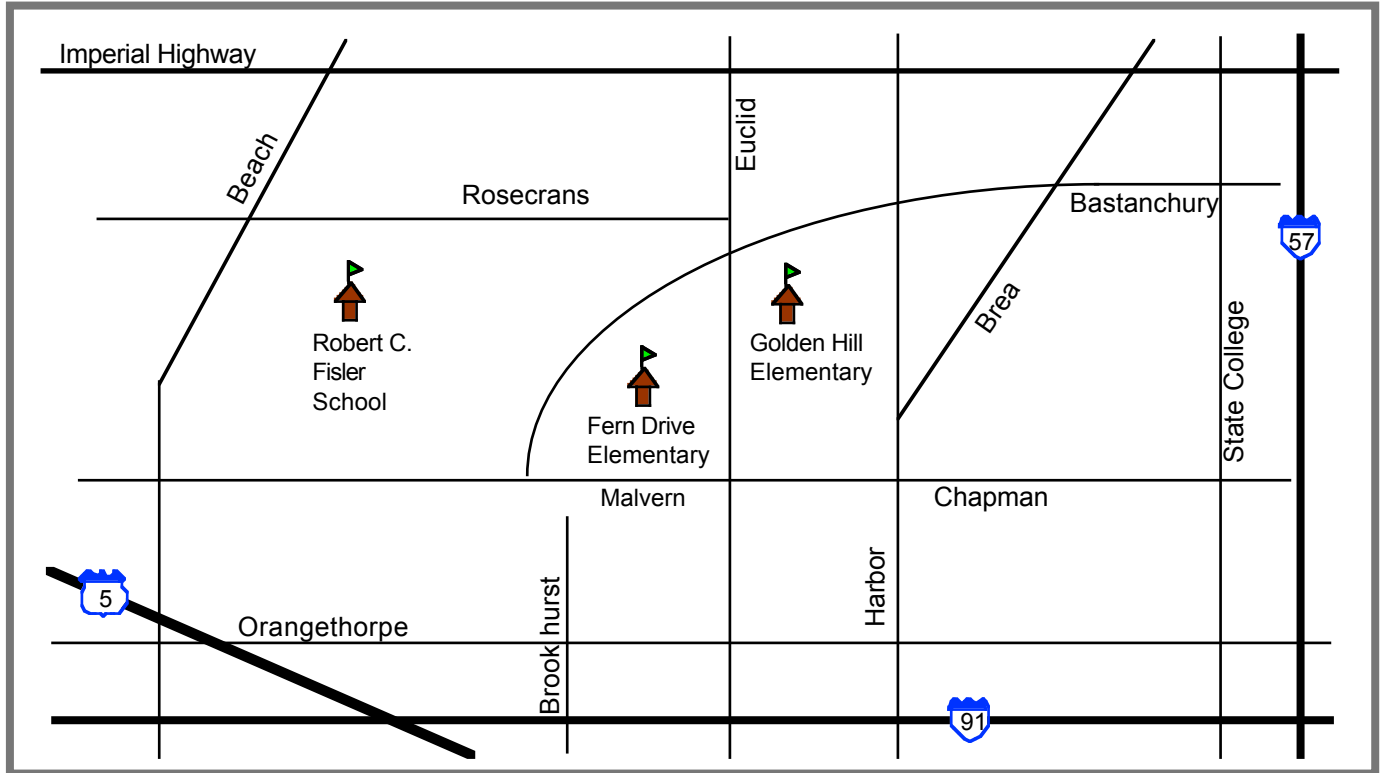
Beechwood Elementary School
 780 Beechwood Ave. 92835
 714-447-2850
 Principal - Hannah Lim
 Assistant Principal - Connie Park
 Office Manager - Sandra Elizondo



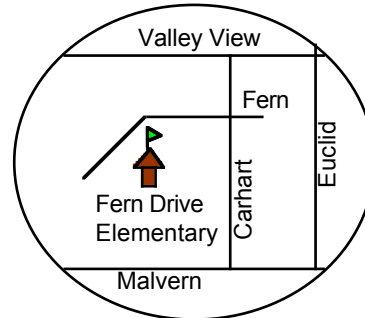
Commonwealth Elementary School
 2200 E. Commonwealth Ave. 92831
 714-447-7705
 Principal - Jean Summy
 Office Manager - Gabriella Arias Eyre



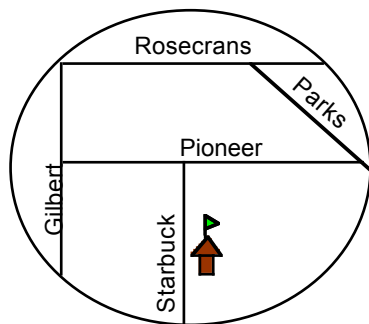
Fern Drive, Robert C. Fisler and Golden Hill Schools



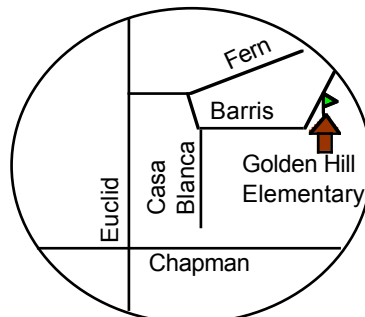
Fern Drive Elementary School
 1400 W. Fern Drive 92833
 714-447-7710
 Principal - Julie Lucas
 Office Manager - Nanette Roller



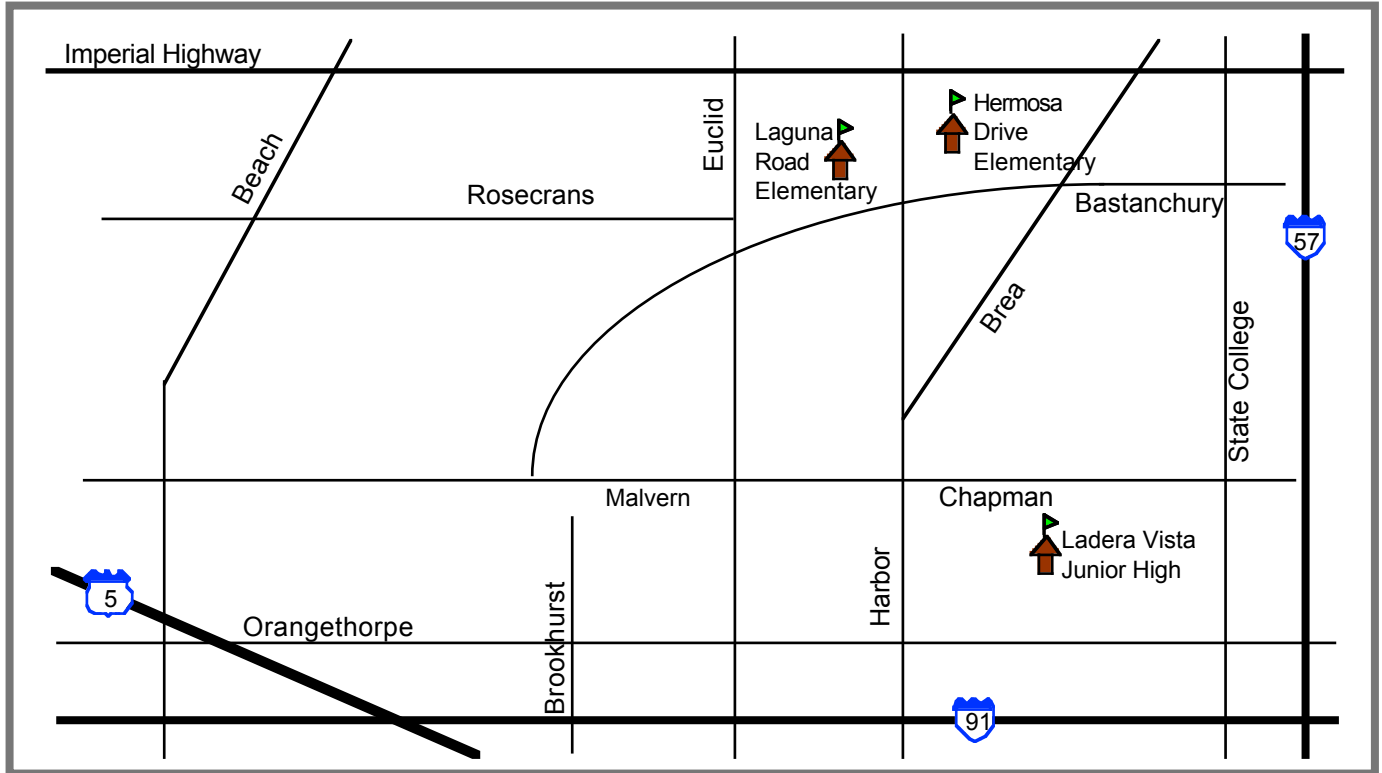
Robert C. Fisler School
 1350 Starbuck Street 92833
 714-447-2890
 Principal - Kimberly Benaraw
 Assistant Principal - Linda Beecher
 Office Manager - Sonal Thakker



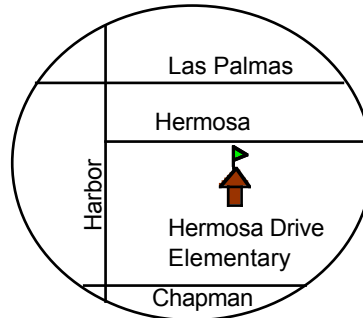
Golden Hill Elementary School
 732 Barris Drive 92832
 714-447-7715
 Principal - Neil Anderson
 Office Manager - Dena Jackson



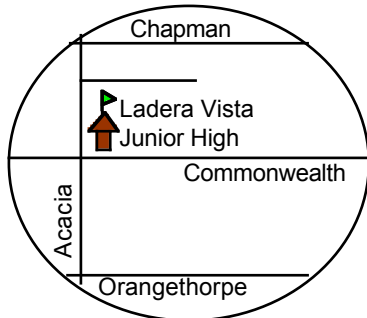
Hermosa, Ladera Vista and Laguna Road Schools



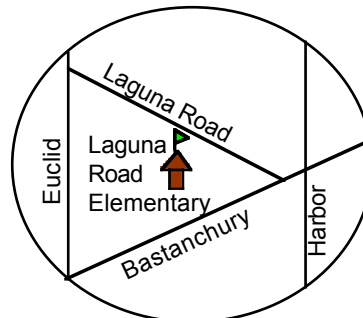
Hermosa Drive Elementary School
 400 E. Hermosa Drive 92835
 714-447-7720
 Principal - Caroline Llewellyn
 Office Manager - Diana Gutierrez



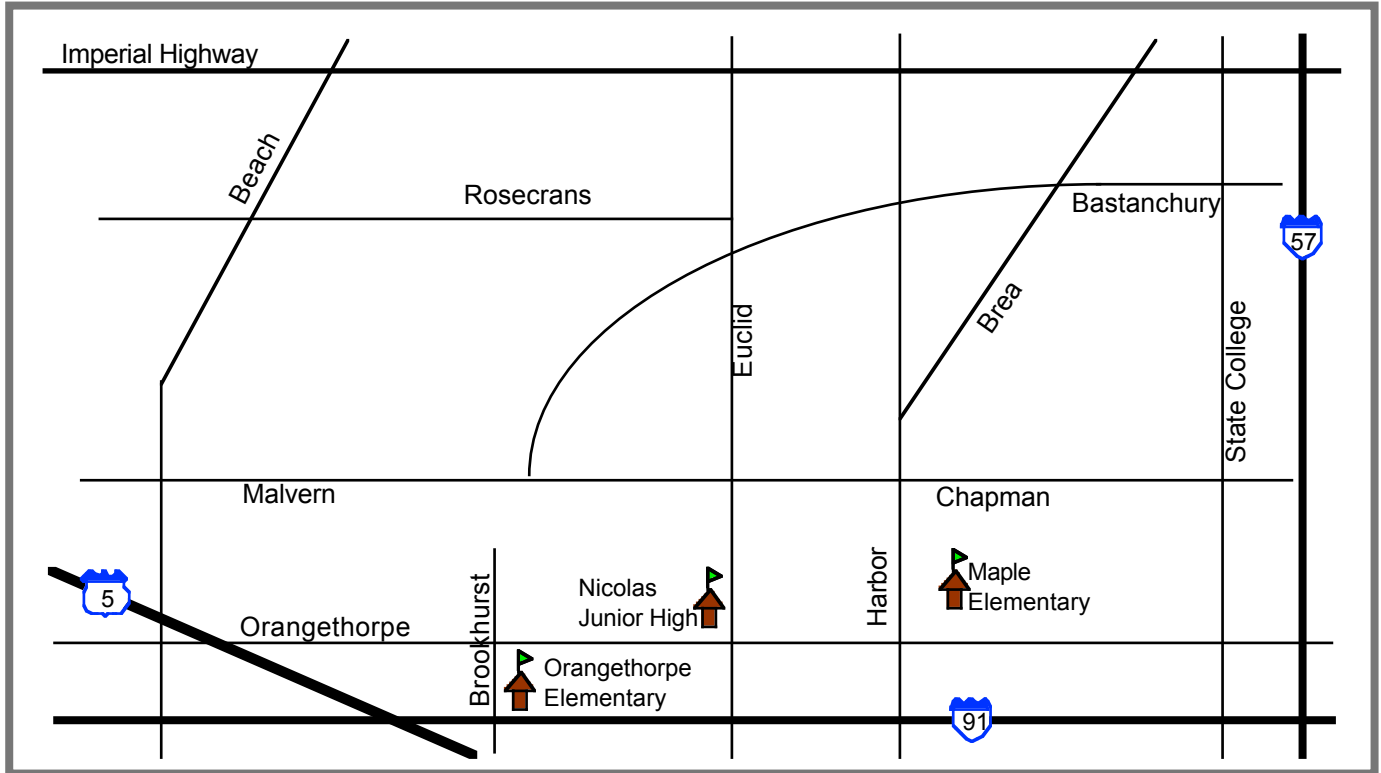
Ladera Vista Junior High School
 1700 E. Wilshire Ave. 92831
 714-447-7765
 Principal - Bill Lynch
 Assistant Principal - Lauren Comini
 Program Specialist - Phillip Sanchez
 Office Manager - Tatiana Ortega



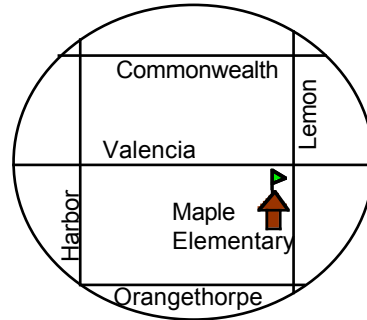
Laguna Road Elementary School
 300 Laguna Road 92835
 714-447-7725
 Principal - Stephanie Guppy
 Office Manager - Shannon Bauserman



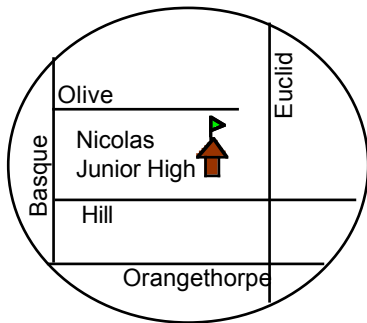
Maple, Nicolas and Orangethorpe Schools



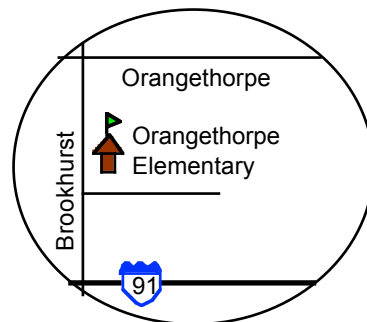
Maple Elementary School 244 E.
Valencia Drive 92832
714-447-7590
Principal - Amanda Sobremesana
Office Manager - Sandra Seibert



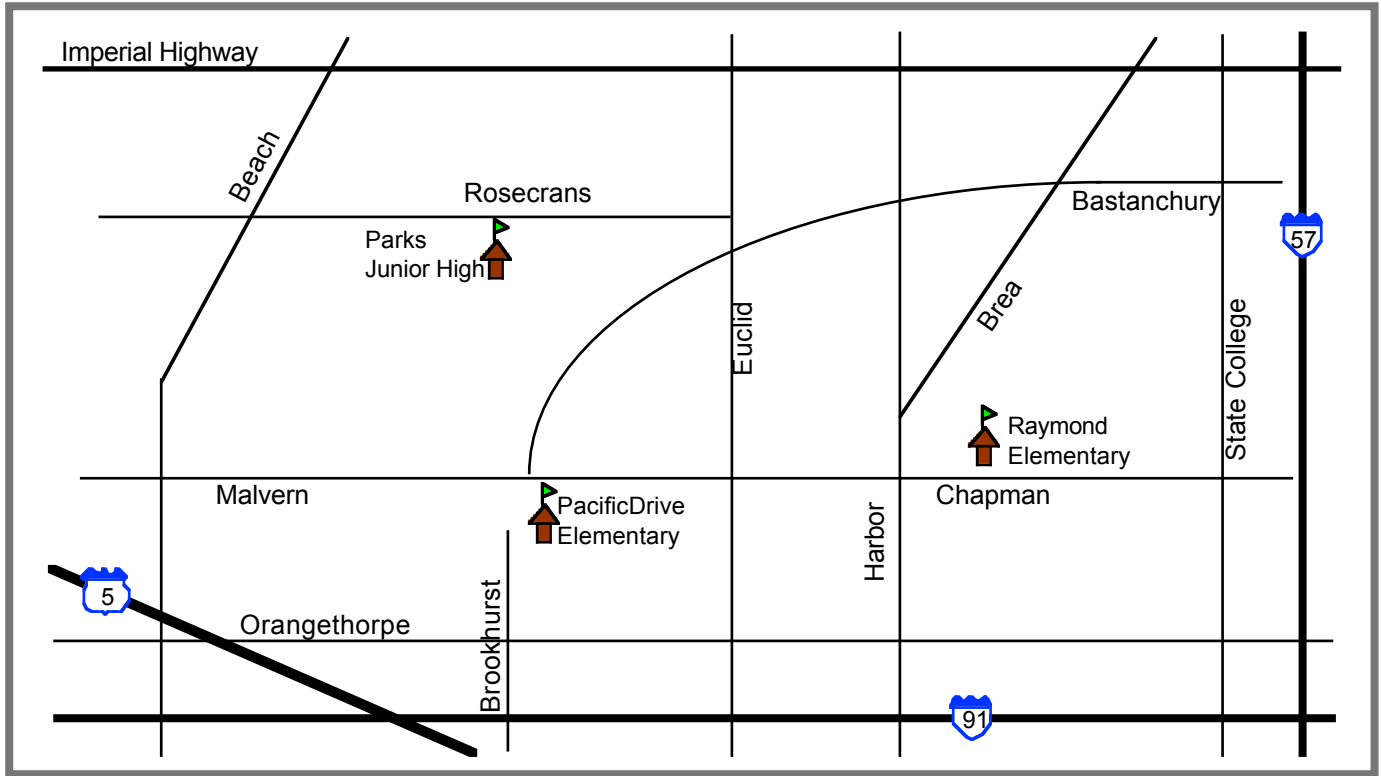
Nicolas Junior High School
1100 W. Olive Ave. 92833
714-447-7775
Principal - Jose Varela
Assistant Principal - Maria Garcia
Program Specialist - Stephanie Cantos
Office Manager - Edelmica Lara



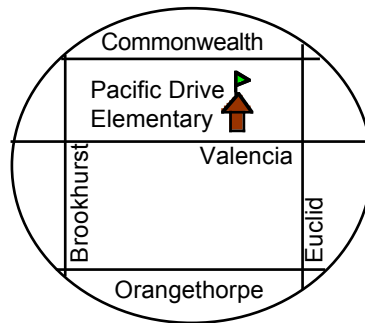
Orangethorpe Elementary School
1400 S. Brookhurst Road 92833
714-447-7730
Principal - Deborah Bennett
Assistant Principal - Christine Stolo
Office Manager - Angela Vega



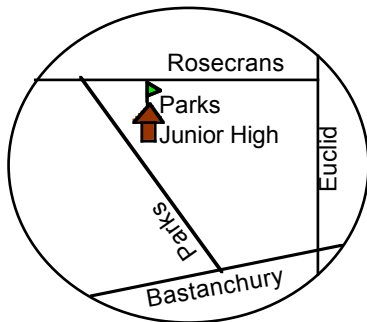
Pacific Drive, Parks and Raymond Schools



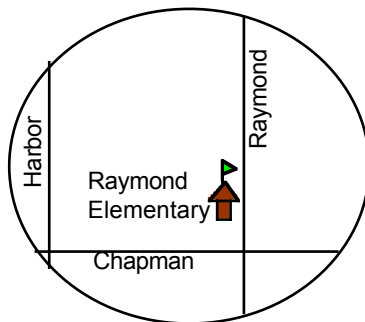
Pacific Drive Elementary School
 1501 W. Valencia Drive 92833
 714-447-7735
 Principal - John Leonard
 Assistant Principal - Maria Rojo
 Office Manager - Sandy Contreras



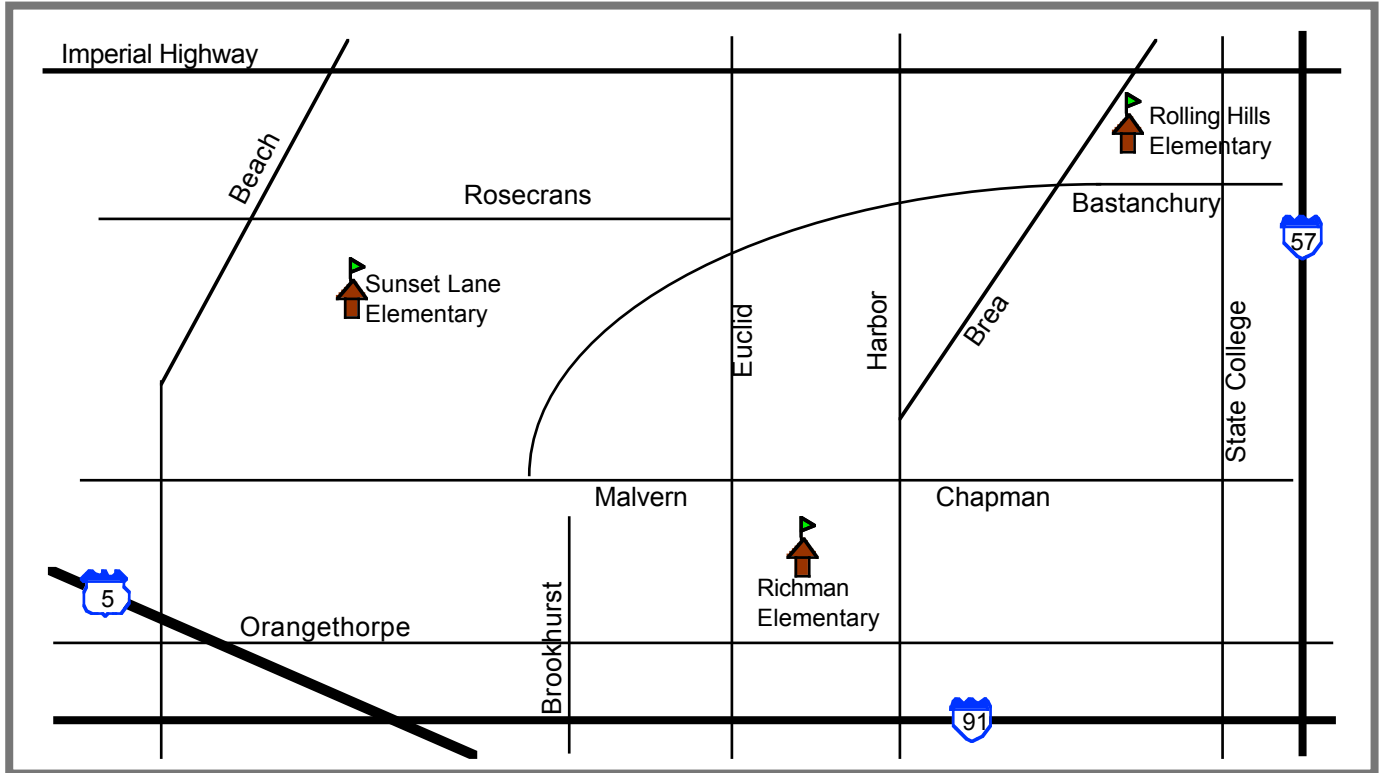
Parks Junior High School
 1710 Rosecrans Ave. 92833
 714-447-7785
 Principal - Robin Mundschau
 Assistant Principal - Jenna Breite
 Office Manager - Emily Koliha



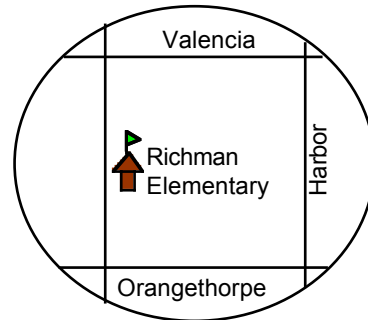
Raymond Elementary School 517 N.
 Raymond Ave. 92831 714-447-7740
 Principal - Cristina Centeno
 Program Specialist - Julianne Ettinger
 Office Manager - Maria Gonzalez



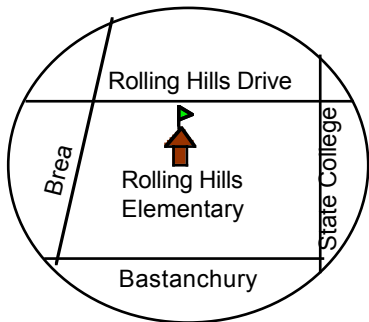
Richman, Rolling Hills and Sunset Lane Schools



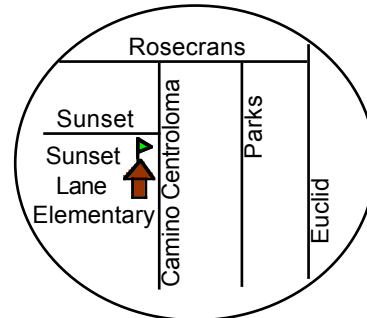
Richman Elementary School
 700 S. Richman Ave. 92832
 714-447-7745
 Principal - Marci Rojas
 Office Manager - Elizabeth Juarez



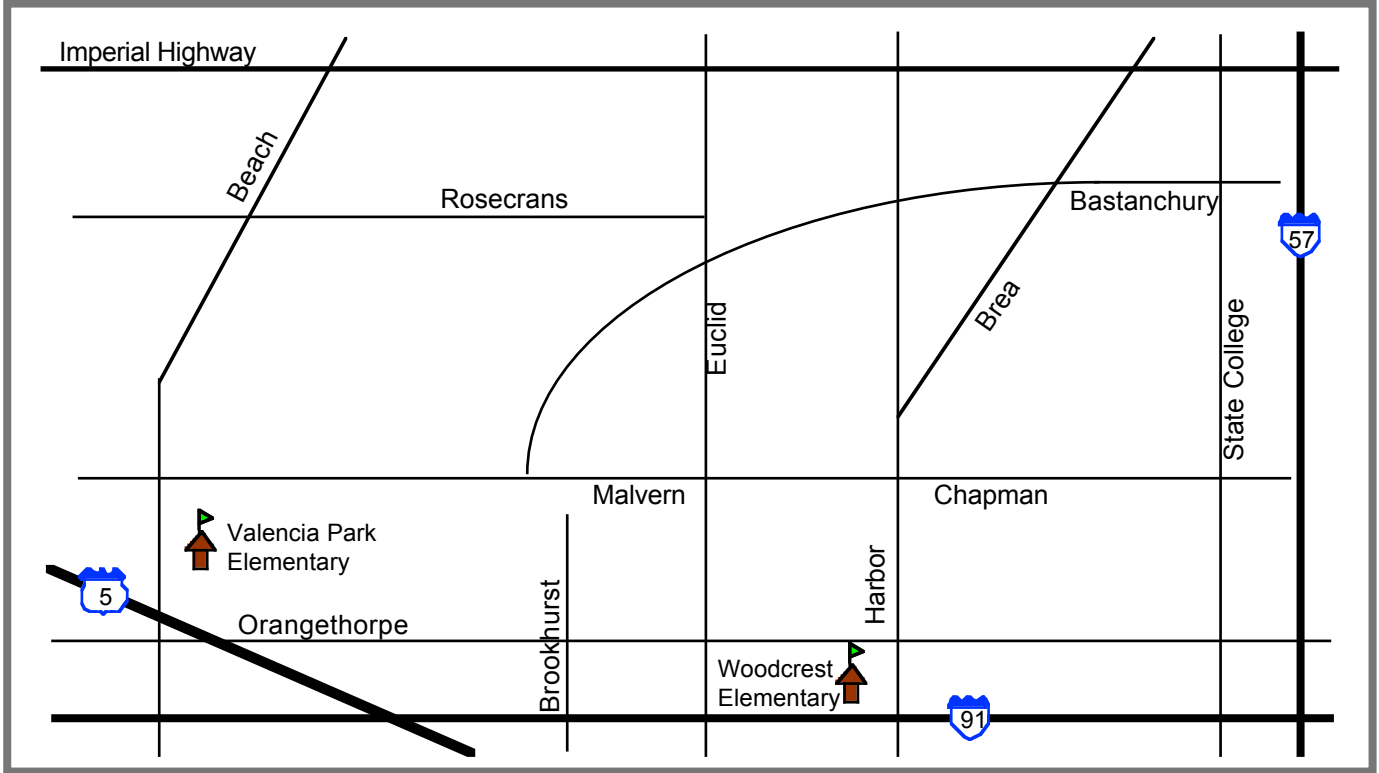
Rolling Hills Elementary School 1460
 E. Rolling Hills Drive 92835
 714-447-7795
 Principal - Lindy McNutt
 Program Specialist - Devi Sok-Huynh
 Office Manager - Rebecca Arbiso



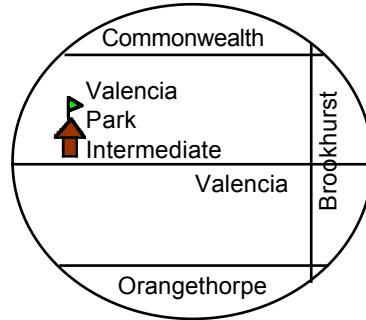
Sunset Lane Elementary School
 2030 Sunset Lane 92833
 714-447-7750
 Principal - Tracy Gyurina
 Program Specialist - Carolyn Kim
 Office Manager - Vicky Won



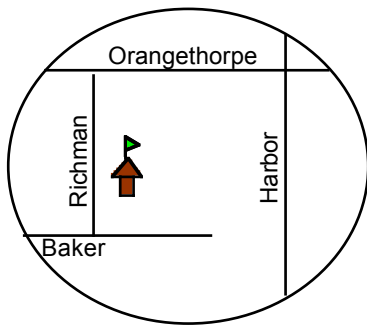
Valencia Park, Woodcrest and MyConnect Academy



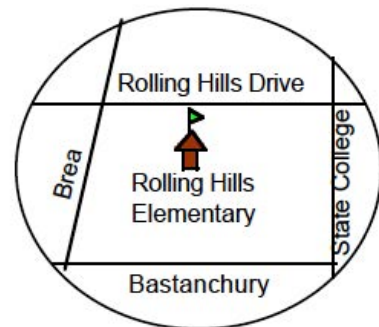
Valencia Park Elementary
 3441 W. Valencia Drive 92833
 714-447-2865
 Principal - Melanie Carmona
 Program Specialist - Soraya Ramos
 Office Manager - Giselle Canedo



Woodcrest Elementary School
 455 W. Baker Ave. 92832
 714-447-7760
 Principal - Christopher Wilkins
 Program Specialist - Angela J. Lee
 Office Manager - Jessica Belmontes



MyConnect Academy at Rolling Hills Elementary
 1460 E. Rolling Hills 92835
 714-447-2862
 Principal - Lindy McNutt
 Program Specialist - Devi Sok-Huynh
 Clerk - Roboam Ramirez



Important Board Policies

Fullerton School District
Board Policy
Substitute Personnel

APPENDIX A

BP 4120

Personnel

Board Adopted: November 29, 2005

Board Revised: July 28, 2015; August 20, 2024

The Board of Trustees recognizes that substitute personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

Hiring

The Superintendent or designee shall recommend candidates for substitute positions for Board approval, and shall ensure that all substitute employees are assigned in accordance with law and the authorizations specified in their credential.

Substitute personnel may be employed on an on-call, day-to-day basis.

Classification

At the time of initial employment and each July thereafter, the Board shall classify substitute employees as such.

Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the District.

Substitute employees do not participate in District benefits

Substitute employees shall not participate in the health and welfare plans or other fringe benefits of the District.

Paid Sick Leave

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 80 hours or ten days. However, the district may limit an employee's use of accrued paid sick days to 40 hours or five days in each year of employment.

A substitute employee may use accrued sick leave for absences due to:

1. The employee's own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or the employee's child, when the employee has been a victim of domestic violence, sexual assault, or stalking

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave.

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion.

Legal Reference:

5 CCR 5502 Filing of notice of physical examination for employment of retired person
5 CCR 5503 Physical examination for employment of retired persons
5 CCR 80025-80025.5 Emergency substitute teaching permits
Ed. Code 22455.5 STRS information to potential members
Ed. Code 22515 Irrevocable election to join retirement plan
Ed. Code 37200 School calendar
Ed. Code 44252.5 State basic skills assessment required for certificated personnel
Ed. Code 44300 Emergency permits
Ed. Code 44830 Employment of certificated persons
Ed. Code 44839.5 Requirements for employment of retirant
Ed. Code 44845 Date of employment
Ed. Code 44846 Criteria for reemployment preferences
Ed. Code 44909 Employees providing services through categorically funded programs
Ed. Code 44914 Substitute and probationary employment computation for classification as permanent employee
Ed. Code 44915 Classification of probationary employees
Ed. Code 44916 Written statement of employment status
Ed. Code 44917 Classification of substitute employees
Ed. Code 44918 Substitute or temporary employee deemed probationary employee; reemployment rights
Ed. Code 44953 Dismissal of substitute employees
Ed. Code 44977 Salary schedule for substitute employees
Ed. Code 45030 Substitutes
Ed. Code 45041 Computation of salary
Ed. Code 45042 Alternative method of computation for less than one school year
Ed. Code 45043 Compensation for employment beginning in the second semester
Ed. Code 56060-56063 Substitute teachers in special education

GOVERNMENT CODE

Gov. Code 3540.1 Public employment; definitions

LABOR CODE

Lab. Code 220 Sections inapplicable to public employees

Lab. Code 230 Accommodations and leave for victims of domestic violence

Lab. Code 230.1 Employers with 25 or more employees; domestic violence, sexual assault, and stalking victims; right to time off

Lab. Code 233 Leave to attend to family illness

Lab. Code 234 Absence control policy

Lab. Code 245-249 Healthy Workplaces, Healthy Families Act of 2014

Management Resources

Court Decision - Kavanaugh v. West Sonoma Union High School District (2003) 29 Cal.4th 911

Court Decision - McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170 -

Court Decision

Neily v. Manhattan Beach Unified School District (2011) 192 Cal.App.4th 187

Court Decision - Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012)

204 Cal.App.4th 446

Court Decision - Bakersfield Elementary Teachers Association v. Bakersfield City School District (2006) 145 Cal.App.4th 1260

Court Decision

California Teachers Association v. Vallejo City Unified School District (2007) 149 Cal.App.4th 135

Website

CSBA District and County Office of Education Legal Services

Website

Commission on Teacher Credentialing

Website

CSBA

Fullerton School District
Board Policy
Adult-Student Interaction

APPENDIX B

BP 4119.24, 4219.24, 4319.24

Personnel

Board Adopted: August 14, 2018

Board Revised: July 30, 2024

Purpose

The purpose of this policy is to provide all staff, students, volunteers, partners, and authorized vendors, hereafter referred to as “Adults”, with information to increase their awareness of their role in protecting children from inappropriate conduct and failure to maintain appropriate boundaries by adults. All adults are expected to maintain professional, moral, and ethical relationship with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all district staff, volunteers and vendors (“adults”) relative to their conduct with students in District schools and programs. This policy addresses a range of behaviors that includes not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behavior that undermine the professional adult/student relationship and can lead to misconduct or the appearance of impropriety. All Adults are accountable for reporting, or failing to report, violations of this policy.

General Standards

The Governing Board expects adults to maintain the highest professional, moral and ethical standards in their interaction with students. Adults are required to maintain an atmosphere conducive to learning, through consistently and appropriately applied discipline and establishing and maintaining professional boundaries. Adults are expected to acknowledge the inherent power imbalance between children and adults, and expected to use their authority without manipulation, in the best interest of children.

The interactions and relationships between adults and students should be based upon mutual respect and trust, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Relationships between adults and students should also be consistent with the educational mission of the schools.

Adults will not intrude on a students’ physical and emotional boundaries unless the intrusion is necessary to serve a legitimate educational purpose. For purposes of this policy, the term “legitimate educational purpose” includes matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student’s physical injury or other medical needs, school administration, or other purposes within the scope of the adult’s employment duties.

Appearances or Perceptions of Impropriety

Adults are expected to be aware of the appearance or perception of impropriety in their own conduct and the conduct of other adults when interacting with students. Even though the intent of the adult may be professional and there is a legitimate educational purpose for the conduct, the

following activities can create the appearance or perception of impropriety.

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the adults home;
3. Remaining on campus with student(s) after the last administrator leaves the school site; and/or
4. Visiting a student's home, unless home visits are a required and expected duty of the adult and a parent/legal guardian is present.

Whenever possible, adults should avoid these situations. If unavoidable, these activities should be preapproved by the appropriate administrator. If not pre-approved, the adult must report the occurrence to the appropriate administrator, as soon as possible.

Electronic Communications

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students. Electronic and other communications with students shall be for legitimate educational purpose only. Adults shall not maintain personal 1-1 contacts with a student by phone, letter, electronic communications, or other means without including the parent/guardian and/or school principal.

District email and District communication devices shall be used when communicating electronically with students. Adults should not give out their personal phone numbers to students. The use of Distract email or other District communication devices shall be in accordance with District policies and procedures.

Adults shall not exchange digital communication with students for any reason through use of a medium that is designed to eliminate all traces or records of the communications (e.g. "Snapchat").

All electronic communications shall be sent in a single communication to all participating students, except for communications concerning an individual student's medical or academic privacy matter, in which case the communications will be copied to the parent/legal guardian.

Adults shall not follow, invite, or accept requests from current students (or minor former students) to be friends or connections on personal social networking sites and shall not create or participate in any networking site for communication with students other than those provided by the District for this purpose.

Boundary Violations

A Boundary violation is an act or omission by an adult that does not have a legitimate educational purpose and has the *potential* to abuse the adult/student relationship. Examples of adult conduct that violates professional adult/student boundaries includes but are not limited to the following:

1. Singling out a particular or student for personal attention and friendship beyond the professional staff-student relationship.
2. For non-guidance/counseling staff, encouraging student to confide their personal or family problems and/or relationships. If a student initiates such discussion, adults are expected to refer the student to appropriate guidance and counseling staff. In either case, adult involvement should be limited to a direct connection to the student's school performance.
3. Addressing students or permitting students to address staff members with personalized term of endearment, pet names or otherwise in an overly familiar manner that signals intimacy or an exclusive relationship.

4. Maintaining personal contact with a student outside of school by phone, e-mail, online messaging/chat rooms or forums, social media networking apps/websites, letter beyond homework or other legitimate school business without including the parent/guardian. This prohibition specifically includes “friending” or “following” students on social media unless the social media page is dedicated to legitimate school business. This also specifically includes the posting of students’ images or other personally identifiable information of students on an adult’s personal website or social media.
5. Exchanging personal gifts, cards or letter with an individual student for which it is directly or implicitly suggested that a student is to say or do something in return.
6. Touching students or initiating inappropriate physical contact without a legitimate educational purpose, i.e., initiating hugs.
Legitimate purpose could include the following: (a) assisting an injured student; (b) assisting a student with special needs who requires assistance with toileting or other physical assistance; (c) appropriate coaching instruction; (d) appropriate music instruction; or (e) to protect the safety of students or staff.
7. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meal or movies, shopping, traveling and recreational activities and visiting the student’s home) outside of school-sponsored events, except as participants in organized community activities.
8. Disclosing personal, family, employment concerns or other private matters to one or more students, or asking student to keep a secret, especially from their parents or guardians
9. Being alone with a student without a legitimate educational purpose.
10. Providing private tutoring outside of the school day to an individual student without the knowledge of the parent/guardian and administrator.

Egregious Misconduct

A boundary violation that constitutes egregious misconduct is an act, omission, or pattern of such behavior by an adult that does not have a legitimate purpose; and results in abuse in the staff/student professional relationship.

1. Romantic or Sexual Relationships

Adults are prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student, regardless of the student’s age. Prohibited romantic or sexual interaction involving students includes, but is not limited to:

- Sexual physical contact;
- Romantic flirtation, propositions, or sexual remarks;
- Sexual slurs, leering, epithets, sexual or derogatory comments;
- Personal comments about a student’s body;
- Sexual jokes, banter, innuendo, notes, stories, drawings, gestures or pictures;
- Spreading sexual or romantic rumors;
- Touching a student’s body or clothes in a sexual or intimate way or in a manner that is not age appropriate;
- Restricting a student’s freedom of movement in a sexually intimidating or provocative manner;
- Displaying or transmitting sexual objects, pornography, pictures, or depictions to a student; or
- Any types of conduct that would be considered harassment under Board Policy.

2. Social and Other Interactions

Adults are prohibited from engaging in social and other interactions with students which abuse the student/staff professional relationship. Prohibited social and other interaction involving students includes, but is not limited to:

- Sending or accompanying students on personal errands unrelated to any legitimate educational purpose;
- Furnishing alcohol; drugs or tobacco to a student, or being present where any student is consuming these substances;
- Disclosing personal, family, employment concerns or other private matters to one or more students, or asking student to keep a secret, especially from their parents or guardians;
- Unnecessarily invading a student's privacy (e.g. walking in on the student in the bathroom);
- Taking a student out of class without a legitimate educational purpose;
- Giving a student a ride alone in a vehicle in a non-emergency situation without prior notification to and/or approval from the school principal as described above;
- Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations; or
- Making threats of harm, including academic retaliation, to any person to ensure student silence on any issue.

Exceptions

An emergency situation or a legitimate educational purpose may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from "Romantic and Sexual Relationships" section of this policy.

There may be circumstances where there is an appropriate pre-existing personal relationship between an adult and a student's family that exists independently of the adult's position with the District (e.g., when their children are friends or they are related). This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that adults may be involved in other roles in the community through civic, religious, athletic, scouting or other organization and programs whose participants may include Districts students. This policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Duty to Report

An Adult or Student who observes or has knowledge of an Adult's violation of this policy shall immediately report the information to the site supervisor. If the supervisor is the subject of the report, the adult will report instead directly to the district Title IX Coordinator.

When an Adult observes conduct by another Adult that creates a *reasonable suspicion* of child

abuse (including sexual abuse), the Adult must report the conduct to Department of Social Services and/or local police/sheriff's department in accordance with state law and District policy.

Investigation

Law enforcement and CPS investigate suspicions of child abuse. The District will investigate all other policy violations. Reporting Adults are neither permitted nor responsible for investigating whether the conduct is inappropriate.

Immediate intervention shall be considered and implemented when necessary to protect student safety and/or the integrity of the investigation.

Disciplinary Action

Any employee or volunteer who is found to have engaged in conduct in violation of law, this or other Board policy shall be subject to disciplinary action up to and including dismissal. In case of a certificated employee, the employee may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

A volunteer, student teacher, partner, independent contractor, or an employee of an independent contractor who violates this policy may be prohibited from working or serving in District schools and programs for an appropriate period of time or permanently, as determined by the Superintendent or designee. Any contract or relationship with an independent contractor or community partner may be severed/withdrawn depending on the nature and the scope of the violation.

Confidentiality and Retaliation

The District prohibits retaliation against anyone who files a complaint under this policy. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

Reporting Adults are required to maintain confidentiality.

Confidentiality protects both the student(s) and the adult who is the subject of the report. Failure to maintain confidentiality may impede the investigation and foster untrue and potentially harmful rumor. Nothing in this policy shall prevent any represented employee from consulting with his/her exclusive representative.

Legal References

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80331-80338 Rules of conduct for professional educators

Management Resources:

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS
Standards for School Leaders, 1996

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS
Code of Ethics of the Education Profession, 1975

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators:

<http://www.acsa.org> California Department of Education:

<http://www.cde.ca.gov> California Federation of Teachers:

<http://www.cft.org>

California School Employees Association:

<http://www.csea.com> California Teachers Association:

<http://www.cta.org> Commission on Teacher Credentialing:

<http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org> all prevent any represented employee from consulting with his/her exclusive representative.

Fullerton School District
Board Policy
Sexual Harassment

APPENDIX C

BP 4119.11, 4219.11, 4319.11

Personnel

Board Adopted: November 29, 2005

Board Revised: November 16, 2010, November 15, 2016

The Board of Trustees prohibits sexual harassment of Fullerton School District employees and job applicants. The Board of Trustees also prohibits retaliatory behavior or action against District employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing training to all staff every two years regarding the District's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the District's complaint procedures in order to avoid harm.
2. Publicizing and disseminating the District's sexual harassment policy to staff.
3. Ensuring prompt, thorough and fair investigation of complaints.
4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

Any District employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately contact his/her supervisor, Principal, District administrator or Superintendent to obtain procedures for filing a complaint. Complaints of sexual harassment shall be filed in accordance with Policy 4031 – Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

A supervisor, Principal or other District administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 – Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or take other subsequent necessary action.

Any District employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against a District employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

Fullerton School District
Board Policy
Sexual Harassment

APPENDIX D

BP 5145.7

Students

Board Adopted: June 10, 2005

Board Revised: November 15, 2016

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. 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 any student who feel that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or District compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and District procedures specified in AR 1312.3-Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all District students receive age-appropriate instruction and 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 where the 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 prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues
8. A clear message, that, when needed, the District will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and District procedures specified in AR 1312.3 – Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of that procedure.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

Fullerton School District
Board Policy
Nondiscrimination in District Programs and Activities

APPENDIX E

BP 0410

Philosophy, Goals, Objectives and Comprehensive Plans
Board Adopted: 02/10/09
Revised: August 14, 2018

The Board of Trustees is committed to providing equal opportunity for all individuals in District programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All individuals shall be treated equitably in the receipt of District and school services. Personally identifiable information collected in the implementation of any District program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the District shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review District programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing District programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in District programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the District's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the District. The notification shall also be posted on the District's web site and social media and in District schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee.

The District's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing District facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the District provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to District and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the District's response to complaints and for complying with state federal civil rights laws is hereby designated as the District's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to District programs, services, activities, or facilities.

Associate Superintendent, Human Resources

(title or position)

1401 W. Valencia Drive, Fullerton, CA 92833

(address)

(714) 447-7450

(telephone number)

certpersonnel@myfsd.org

(email)

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

**Fullerton School District
Board Policy
Nondiscrimination/Harassment**

APPENDIX F

BP 5145.3

Students

Approved: June 10, 2005

Revised: July 24, 2012, November 15, 2016, August 14, 2018

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

This policy shall apply to all acts related to District programs, school activities or to school attendance occurring within a District school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the District's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the District's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to

appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the District to monitor, address, and prevent repetitive prohibited behavior in District schools.

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

FULLERTON SCHOOL DISTRICT

APPENDIX G

ALL PERSONNEL

Policy No.: 4020

Drug and Alcohol-Free Workplace – Page 1

Board Adopted: November 29, 2005

The Board of Trustees believes that the maintenance of drug and alcohol-free workplaces is essential to school and District operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations before, during or after school hours at school or in any other District workplace.

The Superintendent shall:

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace.

For the purpose of this policy, “conviction” shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug- and alcohol-free awareness program to inform employees about:
 - a. The dangers of drug and alcohol abuse in the workplace.
 - b. The District policy of maintaining drug and alcohol-free workplaces.
 - c. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs and
 - d. The penalties that may be imposed on employees for drug and alcohol abuse violations.
3. Notify the appropriate Federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within 30 days, or as soon as possible, after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with State and Federal law, the appropriate employment contract, the applicable collective bargaining agreement and District policy and practices.
5. Make a good faith effort to continue maintaining a drug- and alcohol-free workplace through implementation of Board policy.

ALL PERSONNEL

Policy No.: 4020

Drug and Alcohol-Free Workplace – Page 2

Board Adopted: November 29, 2005

In taking disciplinary action, the Board of Trustees shall require termination when termination is required by law. When termination is not required by law, the Board of Trustees shall either take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency. The Board of Trustees' decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements and District policies and practices.

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

**Fullerton School District
Board Policy
Child Abuse Prevention and Reporting**

APPENDIX H

BP 5141.4

Students

Board Adopted: June 27, 1989

**Board Revised: July 29, 2003, November 29, 2005, November 16, 2010,
September 8, 2015**

The Board of Trustees is committed to supporting the safety and well-being of District students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

Child Abuse Prevention

The District's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' rights to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

The District's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the District's Child Abuse Prevention Programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

Procedures for reporting child abuse shall be included in the District and/or each school's Comprehensive Safety Plan. (Education Code 32282)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

**Legal references are available at www.fullertonsd.org listed under Board, Board Policies.*

**Fullerton School District
Board Policy
Anti-Bullying**

APPENDIX I

BP 5131.2

Students

Board Adopted: June 19, 2012

Board Revised: November 15, 2016, August 14, 2018, February 11, 2020

The Board of Trustees for the Fullerton School District recognizes the harmful effects of bullying on student and employee well-being, student learning and school attendance and desires to provide safe school environments that protect students and employees from physical and emotional harm. District employees shall establish student and employee safety as a high priority and shall not tolerate bullying of any student or any staff member.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

In addition, Penal Code 653.2 makes it a crime to distribute another person's personally identifiable information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's address online so that he/she receives harassing messages).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage or victimize that person's reputation.

Strategies for addressing bullying in District schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, in accordance with law, Board policy, and administrative regulation and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable District and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, District and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and implementing strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of District and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the District shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the District and its employees to prevent discrimination, harassment, intimidation, and bullying of District students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and or cafeterias.

Intervention

Students and staff members are encouraged to notify school staff when they are being bullied or suspect that another student or staff member is being victimized. In addition, the Superintendent or designee shall develop means for students and staff members to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student and staff member affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student or staff member has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal a compliance officer, or any other available school employee. Within one business day of receiving such

a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student or staff member shall, within one business day, report his/her observation to the principal or a District compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the District compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or District compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student or staff member who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the District's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory, resolved in accordance with law and the District's uniform complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with District policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

Fullerton School District
Board Policy
Employee Use of Technology

APPENDIX J

BP 4040

Personnel

Board Adopted: September 9, 2008

Board Revised: August 24, 2010, July 26, 2016

The Board of Trustees recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their employment.

District technology includes, but is not limited to, computers, the District's computer network including services and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through District-owned or personally owned equipment or devices.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or child pornography and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. (20 USC 6777; 47 USC 254)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the District, including, but not limited to computer files, e-mail, text messages, instant messaging, and other electronic communications even when provided their own password. To ensure proper use, the Superintendent or designee may monitor employee usage of District technology at any time without advance notice or consent and for any reason allowed by law. When passwords are used, they must be known to the Superintendent or designee so that he/she may have system access.

Employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct District business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of District technology to the Superintendent or designee.

Inappropriate use of District technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall establish administrative regulations and an Acceptable Use Agreement, which outline employee obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technology resources. Inappropriate use may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

To qualify for federal universal service discounts for Internet access, Internet services, or internal connections (E-rate discounts), districts are mandated by 47 USC 254 to adopt an Internal safety policy that includes, but is not limited to, provisions addressing access by minors to "inappropriate matter" on the Internet; see BP 6163.4 – Student Use of Technology.

Employees shall not use District technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary Statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the District's technological resources. Employees shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Use of Cellular Phone or Mobile Communications Device

An employee shall not use a cellular phone or other mobile communications device for personal business while on duty, except in emergency situations and/or during scheduled work breaks.

Any employee that uses a cell phone or mobile communications device in violation of law, Board policy, or administrative regulation shall be subject to discipline and may be referred to law enforcement officials as appropriate.

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

FULLERTON SCHOOL DISTRICT

APPENDIX L

ALL PERSONNEL

Policy No.: 4097

Work-Related Injuries

Board Adopted: November 29, 2005

Fullerton School District employees may be insured for on-the-job specific or cumulative injuries in accordance with law. In order to reduce costs and facilitate employee recovery, the Board of Trustees desires to have an efficient claims handling process. Employees are required to report any work-related injuries or illnesses to their supervisor as required.

**Legal References available at www.fullertonsd.org listed under Board, Board Policies.*

**Fullerton School District
Board Policy
Uniform Complaint Procedures**

APPENDIX M

BP 1312.3

Community Relations

Board Adopted: August 19, 2009

**Board Revised: November 14, 2012, May 21, 2013, September 9, 2014, May 10, 2016,
November 15, 2016, August 14, 2018**

The Board of Trustees recognizes that the District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to the Uniform Complaint Procedures (UCP)

The District's UCP shall be used to investigate and resolve the following complaints:

1. Any complaint alleging District violation of applicable state or federal law or regulations governing adult education programs, After School Education and Safety programs, agricultural vocational education, American Indian education centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other District-implemented program which is listed in Education Code 64000(a).
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in District programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)
3. Any complaints alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222)
4. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610)

5. Any complaint alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan. (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or District, school transfer, or the grant of an exemption from Board-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the District after his/her second year of high school, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or District or the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1, 51225.2)
8. Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.3)
9. Any complaint alleging District noncompliance with the physical education instructional minutes requirement for students in elementary school. (Education Code 51210, 51223)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
11. Any other complaint as specified in a District policy.

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with State and federal laws and regulations.

The District shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the District shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the District's UCP.

The Superintendent or designee shall provide training to District staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and District policy.

Non-UCP Complaints

The following complaints shall not be subject to the District's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the District in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

**Legal References are available at www.fullertonsd.org listed under Board, Board Policies.*

RISKY BEHAVIORS RED FLAGS

The best way staff can protect themselves from false accusations is to avoid behaviors that can be misconstrued. The following risky behaviors are not absolute prohibitions, indisputable indicators of wrongdoing, or a substitute for common sense; they are intended as risk management guidelines.

1. Do not be alone with a student in your classroom with the door closed!
2. Do not meet students outside of school for a meal, a soft drink, etc. Regardless of the motivation, there is seldom justification for such conduct. (School sanctioned events with parental involvement excluded)
3. Do not counsel your students in nonacademic matters unless you are qualified to do so. Teachers, although well meaning, are not trained as counselors. (Teachers generally resent this suggestion, citing the bond of trust that they have developed with their students.) Teachers must consider the potential risk in discussing personal matters with students. If they believe that a student is in some type of trouble, they should refer the student to the school's counseling team.
4. Do not transport students in your own vehicle or allow students to have access to your vehicle.
5. Do not give students hall passes to come to your classroom on nonschool-related business.
6. Do not allow students to engage you in conversations regarding their romantic or sexual activities, and **do not** discuss your own personal affairs with students.
7. Do not entertain students in your home.
8. Do not make sexual comments/innuendos, comment about students' bodies, tell sexual jokes, or share sexually oriented material with students.
9. Do not place your hands on students in a manner that a reasonable person could interpret as inappropriate. Do not brush against their bodies; touch their hair; rub their necks, shoulders or backs; embrace them too tightly; or allow them to sit on your lap. Do not tickle, wrestle, poke, pat, pinch, punch, or spank students.
10. Do not ask students to give you a neck rub, back rub, etc.
11. Do not photograph or videotape students unless clearly related to instruction or a sanctioned school **activity/event** with parental permission.
12. All staff should maintain separate professional and personal social media pages. They should not e-mail, "friend" or otherwise communicate with students via the teachers' or students' personal pages. Teachers also should use privacy settings "to control access to their personal social media sites."
13. Do not allow students to call you by first name or nickname.
14. Do not give nicknames to your students. Avoid "sweetie", "honey", etc.
15. Use discretion in attending a student's social function such as birthday party; this could be construed as favoritism.
16. Do not babysit for students.
17. Do not tutor current or past students; this could be construed as favoritism.
18. Do not bully students verbally or physically (i.e., refrain from sarcastic comments, ridicule, etc).
19. Do not exchange cell phone numbers with students without parental permission.

**SCHOOL EMPLOYEE INFORMATION RE:
*Universal Precautions, HIV/AIDS & Hepatitis***

UNIVERSAL PRECAUTIONS

Universal Precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus or communicable disease. In the school setting, those precautions should include: hand-washing, using gloves, careful trash disposal, using disinfectants, and modification of cardiopulmonary resuscitation (CPR).

Hand-washing: Hand-washing facilities should include soap and warm running water. Automatic hand dryers or paper towels can also be used for drying. Good hygiene helps prevent the spread of viruses. Classroom instruction about proper hand-washing can be integrated into health instruction, at all grade levels, especially after using the bathroom and before the eating or handling of food.

Using Gloves: All staff members who may be required to administer first aid involving blood or to handle any body fluids should have access to latex (or non-latex for possible allergy) gloves in the areas where the gloves might be required to be used. Gloves are to be used once only, disposed of properly, and then be followed with proper hand-washing.

Trash Disposal: Special containers lined with plastic and marked appropriately are recommended for disposal of trash containing blood or any body fluid spills that may contain blood. These wastes should be double-bagged. If needles, syringes, or lancets are used in the school setting, the school nurse will arrange for their discard in a puncture-proof container. Place intact needles and syringes in the designated container. Do not bend, break, or recap needles before discarding.

First Aid Involving Blood and CPR: Individuals with responsibility for administering first aid in school, should have current CPR instruction and certification. That instruction can be provided by recognized and accepted local agencies such as the American Red Cross and the American Heart Association. Gloves should be standard components of first aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices. Airway devices that prevent back flow of fluids from the mouth of a victim being given CPR should also be readily accessible to those persons most likely to be rescuers in the school setting.

HIV/AIDS

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of the HIV (Human Immunodeficiency Virus) infection. HIV attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections or cancers. The virus also may directly attack the central nervous system and cause deterioration of the brain. Persons infected with HIV frequently have no apparent symptoms. They may look healthy.

There is no known cure for HIV or AIDS.

Employee Rights

FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE



Civil Rights
Department
STATE OF CALIFORNIA



Under California law, an employee may have the right to take job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide job-protected leave and accommodations to employees who are disabled by pregnancy, childbirth, or a related medical condition.

Under the California Family Rights Act of 1993 (CFRA), many employees have the right to take job-protected leave, which is leave that will allow them to return to their job or a similar job after their leave ends. This leave may be up to 12 work weeks in a 12-month period for:

- the employee's own serious health condition;
- the serious health condition of a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employee ("designated person"); or
- the birth, adoption, or foster care placement of a child.

If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically necessary, among other circumstances.

Eligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave, and their employer must have five or more employees.

Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Development Department.

Taking CFRA leave may impact certain employee benefits and seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employer.

Pregnancy Disability Leave. Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth or a related medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take *both* a pregnancy disability leave and a CFRA leave for reason of the birth of their child.

Reinstatement. Both CFRA leave and pregnancy disability leave contain a guarantee of reinstatement to the same position or, in certain instances, a comparable position at the end of the leave, subject to any defense allowed under the law.

Notice. For foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or of a family member), the employee must provide, if possible, at least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employees should notify their employers, at least verbally, as soon as they learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

Certification. Employers may require certification from an employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health condition. Employers may also require certification from the health care provider of the employee's family member, including a designated person, who has a serious health condition, before granting leave to take care of that family member.

Want to learn more?

Visit: calcivilrights.ca.gov/family-medical-pregnancy-leave/

If you have been subjected to discrimination, harassment, or retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD).

TO FILE A COMPLAINT

Civil Rights Department

calcivilrights.ca.gov/complaintprocess

Toll Free: 800.884.1684 / TTY: 800.700.2320

California Relay Service (711)

Have a disability that requires a reasonable accommodation?
CRD can assist you with your complaint.

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE



Civil Rights
Department
STATE OF CALIFORNIA

IF YOU ARE PREGNANT, HAVE A PREGNANCY-RELATED MEDICAL CONDITION, OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.

YOUR EMPLOYER* HAS AN OBLIGATION TO

- Reasonably accommodate your medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnancy;
- Provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff;
- Provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code; and
- Never discriminate, harass, or retaliate on the basis of pregnancy.

FOR PREGNANCY DISABILITY LEAVE

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you will need.
- Once your employer has been informed that you need to take PDL, your employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule.
- Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.
- At your discretion, you can use any vacation or other paid time off during your PDL.
- Your employer may require or you may choose to use any available sick leave during your PDL.
- Your employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact your employer for details.

NOTICE OBLIGATIONS AS AN EMPLOYEE

- Give your employer reasonable notice. To receive reasonable accommodation, obtain a transfer, or take PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is foreseeable, or as soon as practicable if the need is an emergency or unforeseeable.
- Provide a written medical certification from your health care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame your employer requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. Your employer must provide at least 15 calendar days for you to submit the certification. See if your employer has a copy of a medical certification form to give to your health care provider to complete.
- Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical need, your employer may be justified in delaying your reasonable accommodation, transfer, or PDL.

ADDITIONAL LEAVE UNDER THE CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Under the California Family Rights Act (CFRA), if you have more than 12 months of service with an employer, and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child**, or for your own serious health condition or that of your child, parent***, spouse, domestic partner, grandparent, grandchild, sibling, or someone else related by blood or in family-like relationship with the employee ("designated person"). Employers may pay their employees while taking CFRA leave, but employers are not required to do so, unless the employee is taking accrued paid time-off while on CFRA leave. Employees taking CFRA leave may be eligible for benefits administered by Employment Development Department.

TO FILE A COMPLAINT

Civil Rights Department
calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320
California Relay Service (711)

Have a disability that requires a reasonable accommodation? CRD can assist you with your complaint.

For translations of this guidance, visit:
www.calcivilrights.ca.gov/posters/required

*PDL, CFRA leave, and anti-discrimination protections apply to employers of 5 or more employees; anti-harassment protections apply to employers of 1 or more.

** "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis.

*** "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

Pupil Attendance Calendar

Fullerton School District 2024/2025 Pupil Attendance Calendar

July 2024

4 Independence Day

July 2024							January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	

January 2025

1-3 Winter Recess Continued
6 Records Day (Jr. High)
6 Staff Development (Elem.)
7 All Students Return
20 Martin Luther King Jr. Day

August 2024

7 New Teachers First Day
8/9 Staff Development
12 All Students Return

August 2024							February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	

February 2025

10 Lincoln Day
17 Washington Day

September 2024

2 Labor Day
25 Full-Day Parent Conference Day

September 2024							March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
							30	31					

March 2025

17-21 Spring Break

October 2024

October 2024							April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			

April 2025

November 2024

1 Staff Development
11 Veterans' Day Observance
25-2! Thanksgiving break

November 2024							May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31

May 2025

26 Memorial Day
30 Student's Last Day






December 2023

20 No Attendance for:
Students, Certificated, &
Classified less than 12 mo
25-31 Winter Recess

December 2024							June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

June 2025

19 Juneteenth Holiday

-  Students Return
-  Staff Development Day/Conference Day/Records Day (no student attendance)
-  Non Student Day
-  Students' Last Day
-  Holiday/Breaks (no student attendance)

Quarters (7-8)

Aug. 12 - Oct. 11 (43 days)
Oct. 14 - Dec. 19 (42 days)
Jan. 7 - Mar. 14 (46 days)
Mar. 24 - May 30 (49 days)

Trimesters (K-6)

Aug. 12 - Nov. 8 (61 days)
Nov. 12 - Feb. 28 (60 days)
Mar. 3 - May 30 (59 days)

Misc. Dates

Fall Conference Week: Sept 23 - 27, 2024

PreK-6 and K-8 = Minimum Day

Jr. High Fall Conference: Sept. 19 & 20, 2024

Spring Conference Week: March 10 - 14, 2025

PreK-6 and K-8 = Minimum Day

Jr. High Spring Conference: February 13 & 14, 2025

180 Student Days

185 Teacher Work Days (*new teachers work 186 days*)

Board Approved:

February 21, 2023

drafted 12/12/22

School Schedules

FULLERTON SCHOOL DISTRICT 24/25 START & END TIMES ELEMENTARY SCHOOLS

NOTES:

(1) TK/K - 6th Grade - First Day of School Monday August 12, 2024: Last day of school Friday May 30, 2025

(2) TK/K - 6th Grade - No School day on Wednesday, September 25, 2024 (Conference Day)

(3) TK/K - 6th Grade - No School day on Friday, November 1, 2024 (Staff development Day)

(4) TK/K - 6th Grade - No school day on Friday, December 20, 2024 - Holiday

(5) TK/K - 6th Grade - No School day on Monday, January 6, 2025 (Records Day)

(7) Fisler & Beechwood Schools will follow the K-6 schedule unless parents are notified differently by the schools

SCHOOLS	Mon-Tues-Thurs-Fri		Wednesdays		Conference Weeks		Earlv Release Day	
	Exception: 12/19/24 follows W schedule				9/23/24-9/27/24 3/10/25-3/14/24		Last Day 5/30/25	
	Start	End	Start	End	Start	End	Start	End
Acacia								
TK/K	8:00 AM	2:10 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM	8:00 AM	11:30 AM
1st - 3rd	8:00 AM	2:30 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM	8:00 AM	11:30 AM
4th - 6th	8:00 AM	2:30 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM	8:00 AM	11:30 AM
Beechwood								
TK/K	8:00 AM	2:00 PM	8:00 AM	12:20 PM	8:00 AM	12:20 PM	8:00 AM	12:00 PM
1st - 2nd	8:00 AM	2:20 PM	8:00 AM	12:25 PM	8:00 AM	12:20 PM	8:00 AM	12:00 PM
3rd	8:00 AM	2:20 PM	8:00 AM	12:25 PM	8:00 AM	12:20 PM	8:00 AM	12:00 PM
4th - 5th	8:00 AM	2:25 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM	8:00 AM	12:00 PM
6th - 8th	7:45 AM	2:50 PM	7:45 AM	12:35 PM	7:45 AM	12:35 PM	7:45 AM	12:00 PM
Commonwealth								
TK/K	8:30 AM	2:48 PM	8:30 AM	1:10 PM	8:30 AM	1:10 PM	8:30 AM	12:15 PM
1st - 2nd	8:30 AM	2:55 PM	8:30 AM	1:15 PM	8:30 AM	1:15 PM	8:30 AM	12:15 PM
3rd - 6th	8:30 AM	2:59 PM	8:30 AM	1:15 PM	8:30 AM	1:15 PM	8:30 AM	12:15 PM
*8/12/24- TK/K attends 8:30am-1:10pm								
Fern Drive								
TK/K	8:30 AM	2:30 PM	8:30 AM	1:15 PM	8:30 AM	1:15 PM	8:30 AM	12:00 PM
1st - 3rd	8:30 AM	2:50 PM	8:30 AM	1:15 PM	8:30 AM	1:15 PM	8:30 AM	12:00 PM
4th - 6th	8:30 AM	2:50 PM	8:30 AM	1:15 PM	8:30 AM	1:15 PM	8:30 AM	12:00 PM
Robert C. Fisler								
TK/K	8:00 AM	2:05 PM	8:00 AM	11:55 AM	8:00 AM	11:30 AM	8:00 AM	11:15 AM
1st - 2nd	8:00 AM	2:35 PM	8:00 AM	11:50 AM	8:00 AM	11:30 AM	8:00 AM	11:15 AM
3rd	8:00 AM	2:35 PM	8:00 AM	11:50 AM	8:00 AM	11:30 AM	8:00 AM	11:15 AM
4th-5th	8:00 AM	2:40 PM	8:00 AM	12:00 PM	8:00 AM	11:55 AM	8:00 AM	11:15 AM
6th	8:00 AM	2:50 PM	8:00 AM	11:55 PM	7:45 AM	11:55 AM	8:00 AM	11:15 AM
7th*	7:45 AM	2:50 PM	7:45 AM	1:00 PM	7:45 AM	11:55 AM	7:45 AM	11:15 AM
8th*	7:45 AM	2:50 PM	7:45 AM	1:00 PM	7:45 AM	11:55 AM	7:45 AM	10:45 AM

* On Thursday 12/19/24 both 7th & 8th exit at 12 noon. ** 8/12/24 - TK/K attends 8:00am - 1:10pm / 6th attends 7:45-12:00pm

2024/25 Elementary Schools Start & End times (continued)

SCHOOLS	Mon-Tues-Thurs-Fri		Wednesdays		Conference Weeks		Early Release Day	
	Exception: 12/19/24 follows W schedule				9/23/24-9/27/24 3/10/25-3/14/25		Last Day 5/30/25	
	Start	End	Start	End	Start	End	Start	End
Golden Hill								
TK/K	8:40 AM	2:51 PM	8:40 AM	1:00 PM	8:40 AM	1:00 PM	8:40 AM	11:45 AM
1st - 3rd	8:40 AM	3:10 PM	8:40 AM	1:15 PM	8:40 AM	1:15 PM	8:40 AM	11:45 AM
4th - 6th	8:40 AM	3:10 PM	8:40 AM	1:15 PM	8:40 AM	1:15 PM	8:40 AM	11:45 AM
Hermosa Drive								
TK/K	8:00 AM	2:10 PM	8:00 AM	12:50 PM	8:00 AM	12:50 PM	8:00 AM	11:30 AM
1st - 3rd	8:00 AM	2:20 PM	8:00 AM	12:50 PM	8:00 AM	12:50 PM	8:00 AM	11:30 AM
4th - 6th	8:00 AM	2:20 PM	8:00 AM	12:50 PM	8:00 AM	12:50 PM	8:00 AM	11:30 AM
*8/12/24 & 8/13/24 - TK/K attends 8:00am-11:30am								
Laguna Road								
TK/K	8:30 AM	2:25 PM	8:30 AM	12:50 PM	8:30 AM	12:50 PM	8:30 AM	12:50 PM
1st	8:30 AM	3:00 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM
2nd	8:30 AM	3:00 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM
3rd	8:30 AM	3:00 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM
4th - 6th	8:30 AM	3:00 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM	8:30 AM	12:55 PM
*8/12/24 TK/K attends 8.30 am-2:25pm								
Maple								
TK/K	8:00 AM	2:00 PM	8:00 AM	12:41 PM	8:00 AM	12:41 PM	8:00 AM	11:40 AM
1st - 3rd	8:00 AM	2:17 PM	8:00 AM	12:55 PM	8:00 AM	12:55 PM	8:00 AM	11:40 AM
4th - 6th	8:00 AM	2:25 PM	8:00 AM	12:59 PM	8:00 AM	12:59 PM	8:00 AM	11:40 AM
* 8/12/24- TK/K attends 8am-11:50am								
Orangethorpe								
TK/K	8:00 AM	2:13 PM	8:00 AM	12:10 PM	8:00 AM	12:10 PM	8:00 AM	11:30 AM
1st - 3rd	8:00 AM	2:30 PM	8:00 AM	12:10 PM	8:00 AM	12:10 PM	8:00 AM	11:30 AM
4th - 6th	8:00 AM	2:30 PM	8:00 AM	12:10 PM	8:00 AM	12:10 PM	8:00 AM	11:30 AM
* 8/12/24 - TK/K attends 8am-12:10 pm								
Pacific Drive								
TK/K	8:15 AM	2:30 PM	8:15 AM	12:05 PM	8:15 AM	12:05 PM	8:15 AM	12:00 PM
1st - 2nd	8:15 AM	2:40 PM	8:15 AM	12:10 PM	8:15 AM	12:10 PM	8:15 AM	12:00 PM
3rd	8:15 AM	2:40 PM	8:15 AM	12:10 PM	8:15 AM	12:10 PM	8:15 AM	12:00 PM
4th - 6th	8:15 AM	2:51 PM	8:15 AM	12:25 PM	8:15 AM	12:25 PM	8:15 AM	12:00 PM
* 8/12/24 - TK/K attends 8:15am-12:00pm								

2024/25 Elementary Schools Start & End times (continued)

SCHOOLS	Mon-Tues-Thurs-Fri		Wednesdays		Conference Weeks		Early Release Day	
	Exception: 12/9/24 follows W schedule				9/23/24-9/27/24 3/10/25-3/14/25		Last Day 5/30/25	
	Start	End	Start	End	Start	End	Start	End
Raymond								
TK/K	8:00 AM	2:15 PM	8:00 AM	12:05 PM	8:00 AM	12:05 PM	8:00 AM	11:20 AM
1st - 3rd	8:00 AM	2:30 PM	8:00 AM	12:10 PM	8:00 AM	12:10 PM	8:00 AM	11:25 AM
4th - 6th	8:00 AM	2:35 PM	8:00 AM	12:15 PM	8:00 AM	12:15 PM	8:00 AM	11:30 AM
Richman								
TK/K	8:00 AM	2:15 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM
1st - 2nd	8:00 AM	2:15 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM
3rd - 6th	8:00 AM	2:30 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM	8:00 AM	12:30 PM
* 8/12/24 - TK/K attends 8:00am-11:00am								
Rolling Hills								
TK/K	9:00 AM	3:15 PM	9:00 AM	1:07 PM	9:00 AM	1:07 PM	9:00 AM	12:00 PM
1st - 3rd	9:00 AM	3:30 PM	9:00 AM	1:30 PM	9:00 AM	1:30 PM	9:00 AM	12:15 PM
4th - 6th	9:00 AM	3:30 PM	9:00 AM	1:30 PM	9:00 AM	1:30 PM	9:00 AM	12:15 PM
Sunset Lane								
TK/K	8:30 AM	2:39 PM	8:30 AM	12:30 PM	8:30 AM	12:30 PM	8:30 AM	11:30 AM
1st - 2nd	8:30 AM	2:56 PM	8:30 AM	1:10 PM	8:30 AM	1:10 PM	8:30 AM	11:30 AM
3rd	8:30 AM	2:56 PM	8:30 AM	1:10 PM	8:30 AM	1:10 PM	8:30 AM	11:30 AM
4th - 6th	8:30 AM	2:57 PM	8:30 AM	1:10 PM	8:30 AM	1:10 PM	8:30 AM	11:30 AM
* 8/12/24 - TK/K attends 8:30am-12:30pm								
Valencia Park								
TK/K	8:15 AM	2:30 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM
1st - 2nd*	8:15 AM	2:50 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM
3rd*	8:15 AM	2:50 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM
4th - 6th	8:15 AM	2:51 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM
Woodcrest								
TK/K	8:15 AM	2:15 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM	8:15 AM	12:30 PM
1st - 3rd	8:15 AM	2:40 PM	8:15 AM	12:40 PM	8:15 AM	12:40 PM	8:15 AM	12:40 PM
4th - 6th	8:15 AM	2:45 PM	8:15 AM	12:45 PM	8:15 AM	12:45 PM	8:15 AM	12:45 PM
* 8/12/24 and 8/13/24 - TK/K is 8:15am-12:30pm								

JUNIOR HIGH SCHOOLS

NOTES:

- (1) 7th & 8th Grade - First Day of School Monday August 12, 2024: Last day of school Friday May 30, 2025
- (2) 7th & 8th Grade - No School day on Wednesday, September 25, 2024 (Conference Day)
- (3) 7th & 8th Grade - No School day on Tuesday, November 1, 2024 (Staff development Day)
- (4) 7th & 8th Grade - No school day on Friday, December 20, 2024 - (Holiday)
- (5) 7th & 8th Grade - No School day on Monday, January 6, 2025 (Records Day)

SCHOOLS	Mon-Tues-Thurs-Fri		Wednesdays		Conference Days		Early Release Days	
					*9/19/24-9/20/24 *2/13/25-2/14/255		8 PD Days	
					Restructured Days 8/12/24, 12/19/24 3/14/25, 5/30/25			
Ladera Vista	Start	End	Start	End	Start	End	Start	End
7th - 8th	8:30 AM	3:25 PM	8:30 AM	2:25 PM	8:30 AM	11:58 AM	8:30 AM	2:25 PM
Nicolas	Start	End	Start	End	Start	End	Start	End
7th - 8th	8:00 AM	3:00 PM	8:00 AM	1:39 PM	8:00 AM	11:24 AM	8:00 AM	1:39 PM
Parks	Start	End	Start	End	Start	End	Start	End
7th - 8th	8:00 AM	2:51 PM	8:00 AM	2:01 PM	8:00 AM	12:00 PM	8:00 AM	2:01 PM

Assignment Calendar

