



KOLB MIDDLE SCHOOL

STUDENT & PARENT HANDBOOK 2025-2026

HOME OF THE “*COUGARS*”

School Mission:

The mission of Kolb Middle School, the catalyst that propels each student to be confident and courageous critical-thinkers, is to promote personal growth and future-readiness by way of innovation and determination, through a vital system distinguished by:

- Culture of high expectations for all
- Emotionally and physically safe learning environment
- Rigorous, culturally-relevant, and innovative instruction
- Family and community partnerships

This Student Handbook belongs to:

Name:

Grade:

KOLB MIDDLE SCHOOL

2351 N. Spruce Avenue
Rialto, CA 92377
Telephone: (909) 820-7849
Kec.rialto.k12.ca.us/kolb

Dr. Tina Lingenfelter
Principal

Mrs. Cynthia Latham
Assistant Principal

Dr. Stephen De Francis
Assistant Principal

Important Numbers

Principal's Office	(909) 820-7849, ext. 2901
Assistant Principals' Office	(909) 820-7849, ext. 2914
Attendance Office	(909) 820-7849, ext. 2907
Health Office	(909) 820-7849, ext. 2928
ASB Office	(909) 820-7849, ext. 2926
Technology Support	(909) 820-7849, ext. 2953
Library	(909) 820-7849, ext. 2922
Counseling Office	(909) 820-7849, ext. 2914
Think Together	(909) 561-1463

Dear Kolb Middle School Families,

Welcome to the 2025–2026 school year at Kolb Middle School! I hope your summer was filled with rest, joy, and meaningful time with family and friends. As we prepare to embark on a new academic year, I want to extend a heartfelt welcome to our returning families and a special greeting to those joining the Kolb community for the first time.

It is truly an honor to serve as your principal. At Kolb, we are committed to creating a learning environment where every student is challenged, supported, and inspired to grow. Our team of dedicated educators and support staff is ready to provide your child with a high-quality, engaging, and inclusive educational experience.

This year, we continue to prioritize academic excellence, social-emotional growth, and strong character development. We encourage students to take an active role in their school experience by joining clubs, sports teams, and expanded learning opportunities, such as after school tutoring. Getting involved helps students build confidence, friendships, and a deeper connection to school.

Communication is key to a successful school year. Please make sure your contact information is current in ParentSquare, our primary communication platform for school announcements and events. We also invite you to follow us on Instagram at @kolbcougars and @principal_lingenfelter, and visit our website at <https://kec.rialto.k12.ca.us/kolb> for important updates and resources.

Family engagement is an essential part of our success. I encourage you to participate in our parent organizations and events, including the School Site Council (SSC), English Learner Advisory Committee (ELAC), African American Parent Advisory Council (AAPAC), PTSA, and Coffee with the Principal. Your involvement strengthens the home-school connection and supports student achievement.

As we begin this school year, please help us reinforce a few key expectations:

- Daily attendance matters – students who attend regularly are more likely to succeed.
- Cell phones must remain off during the entire school day, including transitions and lunch.
- Social media awareness – please talk with your child about healthy digital behavior, as many peer conflicts originate online.

Thank you for being our partners in education. Together, we will make the 2025–2026 school year a year of growth, achievement, and lasting memories for our students.

Let's make it a great year—Cougars Loud & Proud!

With gratitude,
Dr. Tina M. Lingenfelter
Principal, Kolb Middle School

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KOLB MIDDLE SCHOOL DIRECTORY 25/26

TEACHERS	Subject	Room	Lunch	Prep	Title	Name
Aguirre, Veronica	6th Math/Science	A-6	B	3	<i>Principal</i>	<i>Tina Lingenfelter</i>
Anjaria, Cynthia	7th/8th Social Studies	B-9	A	2	<i>Assistant Principal</i>	<i>Cynthia Latham</i>
Austin, Keema	6th ELA/Social Studies	B-4	A	4	<i>Assistant Principal</i>	<i>Stephen De Francis</i>
Bances, Karolina	B.I.S. Class	B-2	A	4	Counselor 6th Grade	Angela Guevara
Barker, Jennifer	7th/8th Math SAI	C-13	B	6	<i>Counselor 7th Grade</i>	<i>Maria Cocroft (Lupita)</i>
Barrett, Lakeisha	6th Math SAI	C-13	A	3	<i>Counselor 8th Grade</i>	<i>Juan Serrano</i>
Boadway, Elida	7th/8th Math SAI	C-13	B	5	CLERICAL OFFICE STAFF	
Brown, Laurie	6th ELA SAI	C-13	B	3	ATTENDANCE	Heidy Alarcon
Carrillo, Kristen	Art/Yearbook	C-6	A	2 & 4	ATTENDANCE	Kandice Herrera
Castillo, Anissa	P.E.	PE	B	2	BUDGET CLERK	Veronica Bibiano
Chan, Sue	7th Science	A-10	B	1	CAFETERIA	Gladys Grifis
Cowan, Suzanne	8th Math	A-3	B	6	Student Center Sec.	TBD
Dominguez, Ivette	7th Math	A-1	B	6	SAFETY	Caroline Tapia & Paul Henesin
Fox, Jeffrey	P.E.	PE	B	1	HEALTH OFFICE	Rosa Mendoza
Gilbreth, Cameron	6th Math/Sci	A-13	B	3	GIRLS LOCKER RM	TBD
Martinez-Garcia, Alexa	8th English	B-10	A	5	LIBRARIAN	James Ursuy
Harris, Shawn	7th Social Studies	B-13	A	2	NURSE	Cynthia Nwadike
Hendricks, Wendy	7th Science	A-12	A	1	PROJECT CLERK	Kimberly Crenshaw
Hernandez, Sarah	8th Science	A-14	A	1	PSYCHOLOGIST	Ebony Hodges
Ho, Vinh	8th Math/ Math 1	A-7	B	3 & 6	RECORDS	TBD
Horn, Chris	7th Social Studies/Leadership	C-4	A	3 & 5	SCHOOL SECRETARY	Lucia Acosta
Jimmerson, Ray	Computers	B-15	A	2	SPEECH	Caleigh Richard
Johnson, Helen	8th Social Studies	B-7	A	2	THINK TOGETHER	(909)561-1463
Keller, Katie	8th English	B-6	A	5	IA TECH ASST.	Michael Parker
Loepp, Aaron	P.E.	PE	B	5	WELLNESS CENTER	Virgo Garrett
Luna, Jana	6th ELA/ Social Studies	B-1	A	4		
Luna, Mary	7th MATH	A-5	B	6		
Martois, Griffin	8th Math/ Math 1	A-15	B	6		
McCraley, Katherine	7th English	B-8	A	5		
Melendez, Jennifer	7th Math	B-16	A	6		
Meza, Raylene	ELA/ELD Coach	B-12	A			
Nava, James	6th ELA/ Social Studies	B-3	A	4		
Nava, Samantha	P.E.	PE	B	6		
Range, Ghent Music	Band/Strings/Choir	C-2	A	2		
Ross, Julie	7th English	B-11	A	5		
Soriano, Jose	6th Math/Science	A-16	A	3		
Suda, Keana	6th Math/Science	C-8	A	3		
Tlaxcala, Alan	ELD/ AVID Excel	B-18	A	6		
Torres, Victor	8th Science	A-8	B	1		
Uy, John	6th ELA/Social Studies	B-5	A	4		
Wade, Amber	6th Self-Contained	C-10	A	4		

(Updated 7/29/25la)

KOLB MIDDLE SCHOOL

BELL SCHEDULE

2025 - 2026



<u>Regular Day</u>		<u>Minimum Day</u>	
Period 1	8:00 a.m. - 9:06 a.m.	Period 1	8:00 a.m. - 8:45 a.m.
Period 2	9:11 a.m. - 10:07 a.m.	Period 2	8:50 a.m. - 9:25 a.m.
Period 3	10:12 a.m. - 11:08 a.m.	Period 3	9:30 a.m. - 10:05 a.m.
Lunch A	11:08 a.m. - 11:38 a.m.	Lunch A	10:05 a.m. - 10:35 a.m.
Period 4 A	11:43 a.m. - 12:39 p.m.	Period 4 A	10:40 a.m. - 11:15 a.m.
Period 4 B	11:13 a.m. - 12:09 p.m.	Period 4 B	10:10 a.m. - 10:45 a.m.
Lunch B	12:09 p.m. - 12:39 p.m.	Lunch B	10:45 a.m. - 11:15 a.m.
Period 5	12:44 p.m. - 1:40 p.m.	Period 5	11:20 a.m. - 11:55 a.m.
Period 6	1:45 p.m. - 2:41 p.m.	Period 6	12:00 p.m. - 12:35 p.m.

Minimum Days

August 13, 20, 27	February 4, 25
September 10, 17, 24	March 4, 11, 19, 20
October 1, 8, 22, 29	April 1, 8, 15, 22, 23, 29, 30
November 5, 19	May 6, 13, 20
December 3, 10, 19	June 3, 4
January 14, 28	

A-Lunch

Building A and outside B

B-Lunch

PE, C and inside B

RIALTO UNIFIED SCHOOL DISTRICT 2025/2026

JULY 2025 (22)							IMPORTANT INFORMATION							JANUARY 2026 (20)									
S	M	T	W	T	F	S	<div>Principal/Directora Tina Lingenfelter</div> <div>Assistant Principals Cynthia Latham Stephen De Francis</div> <div>MINIMUM DAY CALENDAR 25/26</div> <div>Lucia Acosta, School Administrative Assistant TBD, Admin Asst I TBD, Office Assistant Rosa Mendoza, Health Svcs Assistant</div> <div>Office Hours/Horario de Oficina 7:30 AM - 4:00 PM</div> <div>Please call absences daily Heidy Alarcon, Attendance Kandice Herrera, Attendance (909)820-7849 X2907 & X2919</div> <div>Important Dates August 11th - First Day of School August 13th - Back to School Night March 4th - Open House June 4th - Last Day of School</div> <div>H = Holiday</div> <div>M = Minimum Day</div>							S	M	T	W	T	F	S			
		1	2	3	H	5																	
6	7	8	9	10	11	12								4	5	6	7	8	9	10			
13	14	15	16	17	18	19								11	12	13	M	15	16	17			
20	21	22	23	24	25	26								18	H	20	21	22	23	24			
27	28	29	30	31			25	26	27	M	29	30	31										
AUGUST 2025 (21)							<div>Lucia Acosta, School Administrative Assistant TBD, Admin Asst I TBD, Office Assistant Rosa Mendoza, Health Svcs Assistant</div> <div>Office Hours/Horario de Oficina 7:30 AM - 4:00 PM</div> <div>Please call absences daily Heidy Alarcon, Attendance Kandice Herrera, Attendance (909)820-7849 X2907 & X2919</div> <div>Important Dates August 11th - First Day of School August 13th - Back to School Night March 4th - Open House June 4th - Last Day of School</div> <div>H = Holiday</div> <div>M = Minimum Day</div>							FEBRUARY 2026 (18)									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
					1	2								1	2	3	M	5	6	7			
3	4	5	6	7	8	9								8	H	10	11	12	13	14			
10	11	12	M	14	15	16								15	H	17	18	19	20	21			
17	18	19	M	21	22	23	22	23	24	M	26	27	28										
24	25	26	M	28	29	30																	
31																							
SEPTEMBER 2025 (21)							<div>Lucia Acosta, School Administrative Assistant TBD, Admin Asst I TBD, Office Assistant Rosa Mendoza, Health Svcs Assistant</div> <div>Office Hours/Horario de Oficina 7:30 AM - 4:00 PM</div> <div>Please call absences daily Heidy Alarcon, Attendance Kandice Herrera, Attendance (909)820-7849 X2907 & X2919</div> <div>Important Dates August 11th - First Day of School August 13th - Back to School Night March 4th - Open House June 4th - Last Day of School</div> <div>H = Holiday</div> <div>M = Minimum Day</div>							MARCH 2026 (22)									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
	H	2	3	4	5	6								1	2	3	M	5	6	7			
7	8	9	M	11	12	13								8	9	10	M	12	13	14			
14	15	16	M	18	19	20								15	16	17	18	M	M	21			
21	22	23	M	25	26	27	22	23	24	25	26	27	28										
28	29	30					29	30	31														
OCTOBER 2025 (23)							<div>Lucia Acosta, School Administrative Assistant TBD, Admin Asst I TBD, Office Assistant Rosa Mendoza, Health Svcs Assistant</div> <div>Office Hours/Horario de Oficina 7:30 AM - 4:00 PM</div> <div>Please call absences daily Heidy Alarcon, Attendance Kandice Herrera, Attendance (909)820-7849 X2907 & X2919</div> <div>Important Dates August 11th - First Day of School August 13th - Back to School Night March 4th - Open House June 4th - Last Day of School</div> <div>H = Holiday</div> <div>M = Minimum Day</div>							APRIL 2026 (22)									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
			M	2	3	4								5	6	7	M	2	3	4			
5	6	7	M	9	10	11								12	13	14	M	16	17	18			
12	13	14	15	16	17	18								19	20	21	M	M	24	25			
19	20	21	M	23	24	25	26	27	28	M	M												
26	27	28	M	30	31																		
NOVEMBER 2025 (17)							<div>Lucia Acosta, School Administrative Assistant TBD, Admin Asst I TBD, Office Assistant Rosa Mendoza, Health Svcs Assistant</div> <div>Office Hours/Horario de Oficina 7:30 AM - 4:00 PM</div> <div>Please call absences daily Heidy Alarcon, Attendance Kandice Herrera, Attendance (909)820-7849 X2907 & X2919</div> <div>Important Dates August 11th - First Day of School August 13th - Back to School Night March 4th - Open House June 4th - Last Day of School</div> <div>H = Holiday</div> <div>M = Minimum Day</div>							MAY 2026 (20)									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
						1													1	2			
2	3	4	M	6	7	8								3	4	5	M	7	8	9			
9	10	H	12	13	14	15								10	11	12	M	14	15	16			
16	17	18	M	20	21	22	17	18	19	M	21	22	23										
23	24	25	26	H	H	29	24	H	26	27	28	29	30										
30							31																
DECEMBER 2025 (20)							<div>Lucia Acosta, School Administrative Assistant TBD, Admin Asst I TBD, Office Assistant Rosa Mendoza, Health Svcs Assistant</div> <div>Office Hours/Horario de Oficina 7:30 AM - 4:00 PM</div> <div>Please call absences daily Heidy Alarcon, Attendance Kandice Herrera, Attendance (909)820-7849 X2907 & X2919</div> <div>Important Dates August 11th - First Day of School August 13th - Back to School Night March 4th - Open House June 4th - Last Day of School</div> <div>H = Holiday</div> <div>M = Minimum Day</div>							JUNE 2026 (21)									
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
	1	2	M	4	5	6									1	2	M	M	5	6			
7	8	9	M	11	12	13								7	8	9	10	11	12	13			
14	15	16	17	18	M	20								14	15	16	17	18	H	20			
21	22	23	H	H	26	27	21	22	23	24	25	26	27										
28	29	30	H				28	29	30														



KOLB MIDDLE SCHOOL

2351 N. Spruce Ave., Rialto, CA 92377
(909) 820-7849

School Year
2025-2026



HELP DESK

WHERE TO GO FOR...

WHO TO SEE?

Academic and Grade Concerns.....	Teachers, Counselors
Bus Passes.....	Student Center
Clear an Absence	Attendance Clerk
Discipline Problem.....	Administration, Teachers
Early Dismissal	Attendance Office
Bullying/Harassment.....	Safety, Counselors, Admin, Teachers
Homework Assignments	Teachers
Lost, Found, Misplaced Items.....	Student Center, PE Locker Room
Lost Textbook, Library Book	Library
Lost/Damaged Chromebook	Instructional Technology Assistant
Buy P.E. Clothes	Budget Clerk A-2 (before/after school)
Student Records	Front Office
Replace ID Card.....	Student Center
After school Tutoring.....	Teachers; Counselors
Medications/Health Concern	Health Office
Independent Study (1-15 days)	Attendance Office
Class Schedules.....	Counselors
Social Emotional Support	Counselors, Wellness Center
Permission Slips/Sports Info.....	Categorical Office
School Activities and Events	School Website/Kolb Instagram
Computer Issues.....	Instructional Technology Assistant

Kolb SCHOOL-PARENT COMPACT

Kolb Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2025-2026

School Responsibilities

Kolb Middle School will:

- *Closely monitor student engagement/participation.*
- *Communicate regularly with parents and students regarding student engagement and academic progress.*
- *Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards.*
- *Hold parent-teacher meetings (virtually or in-person) to discuss student progress.*
- *Provide parents with frequent reports on their children's progress.*
- *Provide parents reasonable access to staff.*
- *Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities in compliance with safety protocols according to state and local regulations.*
- *Provide students Social-Emotional Learning (SEL) support via class presentations and/or referrals to the TBS or other available resources based on student needs.*
- *Provide tutoring or curricular support to students after school, or online, according to student needs.*

Parent Responsibilities

We, as parents, will support our children's learning by:

- *Monitoring my child's/children's attendance.*
- *Making sure that class work is completed and submitted (online or in-person) depending on the teacher's requirements.*
- *Ensure that student(s) attend after-school student support services (i.e., SEL counseling and/or academic support/tutoring).*
- *Monitoring the amount of television/video game screen time that my child/children watch and play.*
- *Monitoring my child/children's use of social media.*
- *Ensuring that my child/children arrive on time to school every day.*
- *Participating in decisions relating to my child's/children's education.*
- *Promoting positive use of my child's/children's extracurricular time.*
- *Staying informed about my child's/children's education and communicating with the school by promptly reading all notices sent to me or my child/children from the school or the school district, via email, mail, Remind app or text, and responding as appropriate.*
- *Notifying the school promptly upon any change of personal contact information (i.e., phone numbers, emails, addresses, etc.).*
- *Serving, to the extent possible, on parent advisory groups, such as being a parent representative on the school's School Site Council, English Learners Advisory Committee, or the African-American Parent Advisory Council.*
- *Participating in at least one parent event per quarter. Examples- Monthly parent nights, Science Night, Back to School Night, and Open House (whether online or in-person).*

- *To the extent possible, ensuring that my child/children have a nutritious breakfast prior to the start of the school day, or getting them to school early enough to eat breakfast.*

Student Responsibilities

I, as a student, will share the responsibility to improve my academic achievement and to achieve the State's high standards. Specifically, I will:

- *Participate actively while in class.*
- *Submit all work by its due date.*
- *Do my class work every day, ask for help when I need it, and be actively involved in tutoring and interventions available to help me, whether online or in-person.*
- *Be at school every day and on time to every class.*
- *Come to school every day prepared with the necessary tools to learn.*
- *Read at least 30 minutes every day outside of school time.*
- *Be mindful of social media content interfering with my daily education.*
- *Self-monitor and regulate my screen time daily with video games and social media.*
- *Actively participate in school, whether online or in-person.*
- *Adhere to the PBIS school-wide expectations model:*
 - *Be Respectful*
 - *Be Responsible*
 - *Be Safe*
- *Give my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school.*
- *Be mindful of others as I strive to become a positive citizen in my community.*
- *Take responsibility for my education by studying for all content areas on a regular basis.*
- *Keep track of all my assignments and due dates via Google Classroom or a written agenda.*
- *Study for my assessments, tests, benchmarks and quizzes.*
- *Be responsible for my grades and my behavior.*
- *Follow all acceptable use policies, safety procedures and etiquette while working online.*
- *Attend after school tutoring and/or SEL support services that are scheduled.*

Parent: _____
 Student: _____
 Teacher: _____

Date: _____
 Date: _____
 Date: _____

***Kolb Middle School will follow all health and safety protocols set forth by state and local authorities.**

Presented to SSC on May 15, 2025

SCHOOL HOURS

SCHOOL HOURS

School instructional hours are 8:00 a.m. to 2:41 p.m. Students should be at school no later than 7:55 a.m. to avoid being tardy to 1st period. The campus is open to students from 7:00 a.m. to 2:45 p.m. Campus is closed at 2:45 p.m.

CLOSED CAMPUS

Kolb is a closed campus. All visitors must sign-in at the front office and receive a visitor's pass. All visitors, including parents/guardians, must have a valid legal identification and sign-in using the Lobby Guard system. Students must remain in the quad when arriving to school and stay on campus until dismissal.

OFFICE HOURS

The front office hours are 7:30 a.m. to 4:00 p.m.

AFTER SCHOOL HOURS

Students should be off campus unless participating in a student activity, tutoring, or enrolled into Think Together. After school activities, clubs, and tutoring begin at 3:00 p.m. (including on minimum days), student will be allowed back on campus at this time. Entrance is at the North gate. After school tutoring is available through the Expanded Learning Program at Kolb. Tutoring hours are from 3:00 p.m. to 5:00 p.m. For student safety do not leave your child unattended outside of supervised school hours.

THINK TOGETHER HOURS

Think Together hours are 2:41 p.m. to 6:00 p.m. on regular school days. On Minimum Days, Think Hour are from 12:35 p.m. to 6:00 p.m. Students enrolled in Think Together must immediately report to the program directly after school. Students attending Think Together are prohibited from leaving campus. Students who leave campus will be denied entry into the program. Please call Kolb MS Think Together for assistance or questions (909) 561-1463.

ATTENDANCE POLICY

ATTENDANCE

The California State Education Code requires school attendance for minors. Regular attendance and prompt arrival to class facilitates learning. Truancy is a violation of California's compulsory attendance laws which will be dealt with harshly. If a student is absent, parents MUST notify the school on the first day of the absence. Parents may call the Attendance Office at 820-7849 ext. 2907 from 7:00 a.m. to 4:00 p.m. If parents are unable to call the school about an absence, the student MUST return with a written note from the parent or guardian. Any absence without a valid excuse will be recorded as truant. If the school is not notified of absences, the parent or guardian will be contacted. Students will be encouraged to attend STEP UP if they are absent.

ATTENDANCE NOTIFICATIONS

Unexcused Absences or truant notifications are automatically delivered via phone call/text message by 11:00 a.m. and repeated at 6:00 p.m. on the day of the absence/truancy. A notification will also be sent out if a student is late more than 30 minutes to class. Notifications are sent to the primary/enrolling parent or legal guardian, please review ParentVue to verify the correct contact information. Parent/Legal Guardian may receive a notification for students who are attending school activities, these absences will be cleared, please allow 24 hours after the school activity to verify that the absence has been cleared. Check ParentVue to monitor student attendance regularly.

ATTENDANCE REQUIREMENT TO PARTICIPATE IN SCHOOL ACTIVITY

Students must be in attendance a minimum of four (4) periods/hours on the day of an event to be allowed to participate in any extra-curricular activity that day/evening. Students must attend four periods/hours on Friday to attend a Saturday activity. In addition, students must also have cleared all absences prior to the event.

CHRONIC ABSENTEEISM

All absences, including excused absences, impact a student's education and are still considered as an absence towards chronic absenteeism. Chronic Absenteeism is considered as 10% or more of the student's enrolled days, regardless of the reason - excused, unexcused, or truant.

EARLY DISMISSAL

California State Law (E.C. 46000) requires the whereabouts of each student be known at all times during school hours. When you need to leave school early (to go to the doctor, dentist, court, etc.) a parent/legal guardian must come to the attendance office to sign students out and obtain a "PERMIT TO LEAVE SCHOOL" slip. If you should return to school the same day, bring a note from the doctor or your parent/legal guardian to the attendance office. It will be used as your readmittance. Students will only be released to adults 18 years or older who are authorized on the emergency card. ***If you send a note, the person picking up the student must be on the emergency card.*** Any person checking out a student early must provide a valid picture ID. Students being checked out of school at the end of the school day must be picked up **before 2:30 p.m.** Please allow extra time if you are picking up your child during their lunch, passing period, or P.E.

Early Dismissal after an awards assembly is discouraged as students miss valuable instructional time. However, if you plan to take your student out early, please visit the attendance office before the assembly to obtain a "PERMIT TO LEAVE SCHOOL" slip. If you are unable to obtain a slip before the assembly, you must exit campus and come to the attendance office to obtain a slip. Students will not be permitted to leave campus without a valid slip.

EXCUSED ABSENCES

The following are considered Excused Absences: Student Illness/Injury, Student Medical/Dental Appointment (Medical Note required), Student Court Appointment, Religious Exemptions, Bereavement/Funeral of Immediate Family Members (up to 2 days). All other absences, including transportation issues, parent/sibling/family illness, childcare, parent/family court appointment, vacations/trips, and suspensions are considered unexcused.

INDEPENDENT STUDY (SHORT-TERM)

Short-term independent study is an educational option for students who will be absent for one (1) to fifteen (15) school days. Students may participate in short-term independent study no more than a cumulative total of fifteen (15) school days each school year. Students may participate in short-term independent study as requested by the parent, but the request must be made prior to the absence. A Short-term independent study contract must be signed by both the student and the parent/guardian. Students will be given the equivalent amount of work for the number of days noted on the independent study contract. All work is expected to be completed and submitted upon the student's return to school. Students who are participating in short-term independent study will be marked as an excused absence with an attendance code "Y" while they actively participate in short-term independent study. Upon their return to school in-person, the attendance clerk will revise the attendance code once your student's work is submitted and reviewed. If the work is complete, the clerk will change the attendance code to an "AP" and the absences will be 100% recovered. Students will only receive credit to a full day's completed work. If the work is not submitted or incomplete, the attendance code will be changed to "NC", counting as an unexcused or excused absence (dependent upon the reason) and the absence will count towards a student being chronically absent. To participate in short-term independent study, follow the steps below:

1. Inform your child's school of your request for short-term independent study
2. You and your child will sign a short-term independent study agreement and be provided with assignments to complete.
3. The student must complete all assignments
4. Make sure all assignment have been completed and submitted at the end of the short-term independent study term.

SCHOOL ATTENDANCE REVIEW TEAM (SART)

When students have excessive absences and/or tardies, or have been truant are subject to a SART referral prior to going to SASP (Student Attendance Support Panel). Parents are required by law to have their children in school on time. The SART panel will discuss interventions and will establish an attendance contract to assist in the improvement of his/her absenteeism. If conditions fail to be met, a recommendation will be made to Child Welfare and Attendance (CWA) for a SASP meeting.

SCHOOL ATTENDANCE REVIEW PANEL (SASP)

When students continue to have excessive absences, tardies, and/or truancies AND have a SART contract in place, then they may be subject to a SASP referral. Parents are required to have their children in school by law. Parents and students may be

required to appear before the SASP panel. A parent/student may be held financially liable. The SASP panel will determine the consequences of poor attendance.

STEP-UP SATURDAY SCHOOL

In an effort to provide students with an opportunity to recover instructional time, the Rialto Unified School District has implemented a Saturday Tutorial Enrichment Preparation-Upward Program (STEP-UP). The STEP-UP is a wonderful opportunity for your child to receive extended educational support and enrichment through Saturday sessions from 8:00 a.m.-12:00 p.m.

TARDY POLICY

Each student is expected to be in class and seated before the tardy bell rings. The five-minute passing period between classes is to be used for using the restroom, getting water, and for going from one class to another. Per section 48260 of the Education Code, tardiness of 30 minutes or more will be treated as truancy. A medical appointment, court appearance, or illnesses are the only reasons for an excused tardy.

The following discipline procedures will be followed for the 2025-2026 school year:

Tardy 1-2	<u>Handled by Individual Teacher</u> Student conference Warning Detention optional
Tardy 3	<u>Handled by Individual Teacher</u> Parent contact (documented) Detention optional Possible Minor Discipline Referral
Tardy 4, 5 & 6	<u>Handled by Individual Teacher</u> Parent, teacher, student conference (documented) Detention assigned (documented) Minor Discipline Referral
Tardy 7 or more	<u>Handled by Assistant Principal</u> <u>Assign after school or lunch detention</u> Parent Conference/ SART Meeting Step-Up Major Discipline Referral Possible referral to SASP

NOTE - Period 1: All late arrivals before 8:15 a.m. must report directly to the Period 1 teacher. Students arriving at school after 8:15 a.m. will report directly to the Attendance Office for a pass to class. The pass will be marked truant if arrival is more than 30 minutes and unexcused. This absence must be cleared within 24 hours or students may receive additional disciplinary action.

TARDY SWEEPS

Periodically the administration will conduct unannounced tardy sweeps. Students caught tardy during a tardy sweep will be assigned detention.

TRUANCY

Truancy is a crime. The Rialto City Council passed a Truancy Prevention Ordinance (1230) which became effective Sept. 1, 1995. This ordinance prohibits any minor to loiter, idle, wander, stroll, or play in or upon public streets, highways, roads, alleys, parks, playgrounds, parking areas, or other public grounds, public places, places of amusement and eating places, vacant lots or other unsupervised places, or any place open to the public between the hours of 8:00 a.m. and 2:30 p.m. of the days when said minor's school is in session. The Rialto Police Dept. is enforcing this ordinance. Students in violation of this ordinance will be cited and subject to a fine not to exceed \$250 and/or be required to perform community service. It is unlawful for the parent, guardian or other adult person having the care and custody of a minor to permit the student to violate the above ordinance. Parents, guardians, or other adult persons having the care and custody of a minor found in violation of this ordinance will be subject to a fine not to exceed \$1,000 and/or be required to perform community service.

Students who are truant during the school day, either missing a whole or partial day, will receive consequences dependent on the number of trancies. Consequences may include but are not limited to: STEP UP Saturday school, after school/lunch detention, SART meeting, and/or student privileges revoked.

STUDENT CONDUCT & EXPECTATIONS

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Kolb Middle School is a Positive Behavior Interventions and Supports (PBIS) School. Students are expected to follow the three school-wide expectations:

- Be Respectful
- Be Responsible
- Be Safe

Students, parents, teachers, and staff collaborated to develop a behavior matrix outlining appropriate behaviors throughout the different locations on the school campus. See Matrix in the back of the handbook.

PBIS REWARDS

Students who follow the school-wide and classroom expectations can be awarded PBIS points. These points can be redeemed for various prizes, activities and other incentives. We encourage all students to earn as many points as possible.

STUDENT CONDUCT EXPECTATIONS

At Kolb Middle School we believe that students have the right to learn and that teachers have the right to teach. To preserve this school environment, all students are expected to adhere to the school-wide expectations. It is the responsibility of each student to know and follow the school and classroom expectations. Failure to follow these expectations will result in systematic supports and consequences which have been established by the state, district, school administration and teachers.

STUDENT CONTRACTS

All students and parents are required to read, acknowledge, and sign the student code of conduct contract in order for students to participate in any school activities, including fieldtrips, dances, sports program, clubs, and other extra-curricular school activities/programs. In addition to the school-wide student conduct contract, students who participate in certain clubs, sports, and other programs may be asked to sign an additional code of conduct contract specific to the club or program.

ADDITIONAL BEHAVIOR EXPECTATIONS

Students are expected to follow the schoolwide expectations. Students are expected to refrain from the following behaviors; however, this list does not encompass all prohibited behaviors:

- Horseplay, or activities that involve hitting, pushing, kicking, striking, grabbing or unwanted touching.
- No inappropriate language, no name calling, and no “put-downs”, or gossip.
- Use of the “N” word is strictly prohibited and students may be subject to consequences.
- Tik Tok or social media challenges that may result in harm to self, others, or property.
- Eating or drinking in the hallways or classrooms.
- Non-compliance with adult directives.

BULLYING

The Rialto Unified School District is committed to providing a safe working and learning environment; takes seriously bullying or any behavior that infringes on the safety or the well-being of students, employees or any other persons within the District’s jurisdiction; and will not condone retaliation in any form when bullying has been reported. District policy continues to require all schools and personnel to promote among students and staff mutual respect, tolerance, and acceptance.

Inciting Conflict or Carrying Inciting Messages includes comments made to incite conflict or spreading rumors that potentially may incite conflict. It is Kolb's policy to assign supportive measures to students who carry messages that do lead to potential issues. We cannot stop all disputes from happening; however, we can discourage those who are instrumental in instigating issues.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Recording, distributing, or posting images and/or videos of fights is strictly prohibited. Students found to have violated the cell policy (see policy below) will receive progressive consequences; however, in addition to the cell phone violation, students may be held responsible for inciting bullying and/or harassment.

CELL PHONE USE

Cell Phone Policy (Mobile Communication Devices) -Rialto Unified School District

Elementary and Middle School

Students may use cell phones, smart watches, pagers, or other mobile communication devices **before school begins and after the regular school day ends**. Devices **must** be turned off and not visible during the school day which includes passing periods, recesses, and lunch.

When a student uses a mobile communication device in an unauthorized manner, the student shall be subject to progressive consequences and a restorative process.

- Early Intervention includes conducting restorative conversations with the student.
- If a student does not follow the expectation of the policy after the restorative conversations, the consequence shall include confiscation of the phone by a school official in accordance with law.
 - The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. When a device is confiscated, the student shall have it returned at the end of the period or school day.
- A parental pick-up of the device at the end of the school day shall be required for students who have not followed the expectations of the policy on multiple occasions.
- If a student continues to not meet expectations of the policy, the student shall have his/her cell phone privileges revoked for the remainder of the quarter/semester/trimester.
- In cases of severe incidents, such as distribution of pornography, severe cyber bullying, or terroristic threats; the student shall be prohibited from possessing cell phones, smart watches, or pagers while on school grounds for the remainder of the current school year.

***A student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances:*

- *In the case of an emergency, or in response to a perceived threat of danger*
- *When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator*
- *When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being*
- *When the possession or use is required by the student's individualized education program*

CHROMEBOOK EXPECTATIONS

In order to students to the district assigned Chromebooks, parents and students must sign the Technology Use Agreement. Students who violate the agreement will be subject to restrictions or possible revocation of Chromebook privileges. If the Chromebook privilege is revoked, students will be given alternative assignments and textbooks. Parents will be notified if the privileges have been revoked.

Students are responsible at all times for the Chromebooks assigned to them. Students need to report damaged, lost, or stolen Chromebooks immediately. Should a Chromebook become damaged, lost, or stolen, the student will be responsible for the

damages or replacement cost. Students should not trade or allow others to use their devices. Fines up to \$650.00 can be assessed for damaged, lost, or stolen Chromebooks.

DRESS CODE

Rialto Unified School District DRESS CODE

The mission of the Rialto Unified School District (RUSD), the bridge that connects students to their future aspirations, is to ensure each student achieves personal and career fulfillment within a global society.

RUSD believes that high expectations for students and a safe and engaging learning environment prepares students for academic success and their future. The student dress code should serve to support all students in developing a body-positive self-image. All students are expected to adhere to RUSD Student Dress and Grooming Board Policy 5132, which includes, but is not limited to, the three expectations.

“Big Three”

1. Clothing must cover and conceal undergarments
2. Clothing must cover and conceal private body parts and midriff
3. Clothing, backpacks, and accessories must be free of images and content that are sexually suggestive, depict drugs, alcohol, or tobacco use, firearms, gang-related images, or other illegal activities.

DRESS CODE ENFORCEMENT

- All RUSD staff will support students by reinforcing Dress and Grooming Board Policy 5132.
- Students who do not comply with the dress code expectations, may be subject to progressive discipline.
- Any student in need of appropriate clothing, will be referred to the RUSD Kindness Connection.

DEFACEMENT/DESTRUCTION OF PROPERTY/GRAFFITI

Defacement and/or destruction of any personal or school property or property of another person may result in disciplinary action, citation, and/or suspension with a possible recommendation for expulsion.

To help control the problem of graffiti, Kolb MS prohibits students from possessing the following items on campus:

- Permanent markers of any kind
- Felt pens
- White-out
- Tips (to be used with spray cans)
- Drawings or pictures that promote tagging or graffiti
- Any tagging device (as determined by district office, administration, or Rialto Police Department)

Violators will be disciplined and held financially responsible, along with their parent or guardian, for any and all damages, up to \$10,000 (CC1714.1).

Students who are found to have caused damage or destruction to school property will have to pay restitution for the cost to repair or replace the damages. The following behaviors are not permitted, but are not limited to:

- Hitting exit signs
- Causing restroom damages
- Breaking Glass
- Damaging locks

FALSE ALARM

It is against the California Penal Code to falsely pull a fire alarm. Students who pull the fire alarm will be assigned the appropriate consequences.

SALES OF FOOD & ITEMS ON CAMPUS

No gum, candy, drinks, chips, etc., is to be sold by students for personal profit or for outside organizations. These items will be confiscated and disciplinary action may be taken.

INAPPROPRIATE DISPLAYS OF AFFECTION

Inappropriate displays of affection by students are strictly prohibited (i.e., kissing, hand holding, hugging, and touching). Students will receive counseling through restorative practices. If the behavior continues consequences will be assigned. Parents/guardians will be contacted.

ITEMS NOT PERMITTED ON CAMPUS

The following items **ARE NOT** permitted on campus:

- a) Weapons (knives, guns, explosives, mace/pepper spray, tasers, objects that can be used as a weapon, etc.)
- b) Laser pointers
- c) Permanent markers of any color
- d) White out
- e) Toys, including handheld electronic gaming device
- f) No sport balls (basketballs, footballs, baseballs, volleyballs, tennis balls or soccer balls)
- g) Cards or dice
- h) Lighters
- i) Blankets
- j) Stink bombs
- k) Pacifiers or baby bottles
- l) Squirt guns, water balloons, shaving cream, silly string, confetti, eggs
- m) No aerosol containers: Axe body spray, deodorant, etc.
- n) Glass containers (cologne, perfume, drinks)
- o) Items which violate the Dress Code (see RUSD dress code policy)
- p) Any item which causes a disruption to the educational environment.

PERSONAL PROPERTY

Rialto Unified School District and Kolb Middle are not responsible for lost, stolen, or damaged personal items brought on campus. ***Large sums of money and articles of real or sentimental value should not be brought to school.***

SEXUAL HARASSMENT

The District recognizes that harassment based on sex is a violation of law and is a form of gender discrimination. Students and employees have the right to work and study in an environment that is equitable to all and free of sexual harassment. (Board Policy 4119.11 and 5145.7)

Sexual harassment consists of (1) unwelcome sexual advances; (2) requests for sexual favors; and (3) other verbal or physical conduct of a sexual nature in all educational settings including but not limited to:

- (a) Decisions involving academic status, honors, programs and activities for students.
- (b) Conduct or gestures that have the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive school environment.
- (c) Verbal harassment, such as derogatory comments, jokes or slurs.
- (d) Physical harassment, such as unnecessary or offensive touching or impeding or blocking movement.
- (e) Visual harassment, such as derogatory or offensive posters, cards, calendars, cartoons, graffiti, drawings or gestures.

THREATS

Threats of violence, in any form, towards the school, staff or students **will not be tolerated**. Students who make threats will be subject to disciplinary action. Threats of violence may be reported to law enforcement. All students are responsible for reporting such threats to school officials. School officials cannot and will not overlook or minimize threatening remarks made by students.

INCIDENT REPORTING PROCEDURES

BULLYING COMPLAINT PROCEDURE

The Bullying/Harassment Complaint Form can be found on Rialto USD and Kolb Website, as well as in the Student Center and Front Office. See Bullying/Harassment Complaint Form in the back of the handbook.

INCIDENT REPORTING

Kolb Middle School encourages students, staff, parents, and teachers to report incidents. SEE SOMETHING – SAY SOMETHING. Incidents should be reported to the appropriate authority. Kolb has no authority over incidents involving non-Kolb students. Below is a list of examples of who to report to:

- Classroom incidents should be reported to the teacher
- Outside of the classroom incidents should be reported to the student center
- Personal or social emotional concerns can be reported to a trusted adult, including counselors, teachers, the Wellness Center, and administration.
- Urgent matters, such as threats and/or harassment made outside of school hours, should be reported immediately to the proper law enforcement agency.

REPORTING INCIDENTS TO THE STUDENT CENTER

When reporting incidents, students will need to write a Student Statement. Student Statements can be found in the Student Center and Front Office. Anonymous student statements will not be accepted; however, reporting student information will be kept confidential. Students should report incidents as they occur, but no later than the end of the school day. Unless the matter is urgent (risk to student/staff safety) reports should not be made during class time. We also encourage parents to report incidents involving their student to the Student Center.

We understand that all matters are important; however, incidents will be prioritized dependent upon the severity of the report. Please allow up to two school days for the reported incident to be addressed and investigated. If the matter becomes urgent, students should report immediate to the nearest adult.

In order to support investigations, please keep and report all evidence, including but not limited to screenshots, social media posts, voice/text messages, and photos.

California Penal Code S71: Threatening public officers, employees, and school officials.

Every person who, with intent to cause, attempts to cause, or causes any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of threat, directly communicated to such persons, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of the public offense, punishable as follows:

1. Upon 1st conviction, such person is punishable by a fine not exceeding \$10,000 or by imprisonment in the state prison, or in the county jail not exceeding one year, or by both such fine and imprisonment.
2. If such person has been previously convicted of a violation of this section, such previous convictions shall be charged in the accusatory pleading, and if such previous conviction is found to be true by the jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he is punished by imprisonment in the state prison.

As is used in this section, “directly communicated” includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, letter, or electronically.

SEXUAL HARASSMENT COMPLAINT PROCEDURE (JGEB-P)

Formal Written Procedure

- (A) If a student believes that he/she has been a victim of sexual harassment, the student shall report the incident to his/her principal, site administrator, or the District Title IX Coordinator (Students).
- (B) If a staff member becomes aware of an incident of sexual harassment involving students, it is the staff member’s responsibility to notify an administrator who will ensure that the incident is investigated promptly and notify the principal or site administrator. (Students).
- (C) A complaint may be filed using the District’s Sexual Harassment Complaint Form (Students).

- (D) The principal will notify the complainant of the name and phone number of the Senior Director of Personnel Services extension 2431. Upon receipt of a written sexual harassment formal complaint, the principal or an administrator designated by the District Title IX Coordinator shall promptly and thoroughly investigate the complaint, render a conclusion, and complete that investigation as soon as feasible but no later than 45 days of receipt of complaint. A written report of findings and disposition of the complaint will be given to the complainant in a timely manner.
 - (E) The complainant may appeal disposition to the Supt/designee or the Calif. Dept. of Education within 15 days of receipt.
 - (F) No student or staff member shall suffer any reprisals for reporting any incident of sexual harassment or for making any complaint. In all cases involving sexual harassment, confidentiality will be maintained.
 - (G) The complainant will be advised that if he/she desires to file a discrimination complaint, then the Uniform Complaint Policy (KLE) Procedure (KLE-P) will be made available.
 - (H) Discrimination complaints must be filed within 6 months of the alleged occurrence or when knowledge was first obtained.
- 1. Disciplinary Action - Any student, grades 4 through 12, who is found to be responsible for sexual harassment will be subject to appropriate discipline up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction. (Ed. Code 48900)
 - 2. Local Remedies - Persons seeking assistance in these matters may: a) Contact the coordinator who will explain the complaint/appeal process; or b) Counsel with a local civil law agency such as:

Legal Aid Clinic 354 W. 6 th St. San Bernardino, CA (909) 889-7328	Inland Co. Legal Service 570 W. 4 th St., Ste. 104 San Bernardino, CA (909) 884-8615
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 - 3. The site administrator should be contacted to investigate all complaints that are not submitted in writing. The case will be investigated promptly and thoroughly with appropriate disciplinary action and parent notification.

MEANS OF CORRECTION

BEHAVIOR CONTRACT

Students be placed on a behavior contract. This will be initiated by the administrator. Once placed on the contract, students who receive any subsequent referrals to the discipline office will receive disciplinary action.

CLASS SUSPENSION

The class suspension may be for the day of the incident and one day following. Students will report to the Discipline Office. Students suspended from class must bring class work with them. Each student suspended from class must participate in a parent/teacher conference. The teacher will notify the parent of the class suspension.

DETENTION

Detentions vary in length depending on who assigns them. Detention can be assigned before school, during lunch, or after school. Teachers and administrators will make a good faith effort to contact parents regarding assigned detentions during school hours; however, it is also the student's responsibility to inform his/her parent of an assigned detention. Failure to serve detentions will result in a more severe consequence.

FLAG LIST

Students who are placed on this list for violating school expectations **may not** attend or participate in any extra-curricular activities for a specified period, or until the student completes their assigned restorative measure.

NCTI CLASSES (National Curriculum and Training Institute)

Students may be assigned NCTI classes as another means of correction to allow the student to learn from their mistakes. The classes are used to support the student in providing skills and resources to correct the behavior.

NO CONTACT CONTRACTS

Students that may have conflict with peers may be placed on a No Contact Contract. Students who violate the No Contact Contract will receive additional disciplinary action such as detentions, schedule change, suspension, referral to CWA, referral to NCTI classes, revocation of intra/inter district transfer, and up to expulsion.

PARENT SHADOW

The administration may offer or parent(s) may request the opportunity to come to school to shadow his or her child. Parents requesting to shadow should give the school a 24-hour notice and should check in with the Front Office for a visitor's pass.

RECOMMENDATION FOR EXPULSION

Expulsion means that a student is permanently removed from the Rialto Unified School District by the Board of Education for a specified period. The District will provide parents and students with copies of their rights and provide due process prior to expulsion. Students committing serious offenses may be recommended for expulsion by the Principal.

SCHOOL SUSPENSION

A student who has been suspended from school is not permitted to be on **any** school campus during the period of suspension. Students may not attend classes or activities during the period of the suspension. Students may be provided with assignments while serving the suspension. Students are responsible for making up all work upon returning from their suspension.

Upon return to the school campus, after suspension, the student and parent/guardian must attend a Re-Entry Meeting with administration to put in additional supports for the student.

SCHOOL BUS RIDERS

RIALTO UNIFIED SCHOOL DISTRICT - TRANSPORTATION STUDENT CONTRACT:

BUS EXPECTATIONS:

The bus rider shall:

1. Always follow the bus driver's directions.
2. Remain seated and face the front of the bus.
3. Keep hands, feet, and all objects inside bus.
4. Not use foul language or obscene gestures.
5. Not eat or drink on the bus.
6. Share seating. Seating arrangements are at the discretion of the driver.
7. Not agitate other students or the driver.
8. Not carry animals, reptiles or glass containers on to the bus.
9. Show a bus pass when requested to do so. The rider must not allow another person to use their bus pass.
10. Talk quietly.

CONSEQUENCES OF BREAKING BUS RULES

If a student breaks any of the above rules, the driver will use steps of remediation prior to placing the student on the formal warning steps. If a student continues to misbehave on the bus, the following progressive discipline will be taken:

Step 1 - Warning

"Notice of Unsatisfactory Conduct on School Bus" form shall be completed by the bus driver and distributed.

Step 2 - Warning/Parent Contact

The bus driver will issue the second formal notice which cites infraction(s) and states that the student has been placed on the second warning step. At this point, it is required that the Principal/designee counsels the student and contacts the parents.

Step 3 - Warning/Administrative Action

The bus driver will issue the third warning.

At this time, student's bus privileges may be suspended for up to five (5) school days; or the student may be suspended from school for up to five (5) days, or a meeting may be held with the student, parent/guardian, transportation representative and school administrator to establish a bus riding action plan for the student. The student shall not be allowed to ride the bus until a meeting is held.

SCHOOL BUS BEHAVIOR MATRIX

EXPECTATIONS	LOADING & UNLOADING	WHEN THE BUS IS MOVING
BE SAFE <i>"We will be..."</i>	<ul style="list-style-type: none"> ▪ Stay where the bus driver can see you ▪ Stay on the sidewalk until it is safe to load ▪ Stay in your seat until the bus comes to a complete stop 	<ul style="list-style-type: none"> ▪ Keep body parts inside the bus ▪ Keep bottom on the seat ▪ Keep feet out of aisle ▪ Watch for your stop
BE RESPECTFUL <i>"We will be..."</i>	<ul style="list-style-type: none"> ▪ Stand at arm's length behind the person in front of you ▪ Hold the handrail 	<ul style="list-style-type: none"> ▪ Talk softly ▪ Follow directions from bus driver ▪ Keep all belongings in seat with you
BE RESPONSIBLE <i>"We will be..."</i>	<ul style="list-style-type: none"> ● Keep bus stop clear of litter ● Keep your belongings near you when waiting 	<ul style="list-style-type: none"> ● Keep all belongings inside your backpack ● Keep feet on floor ● Keep hands in lap

POLICIES & PROCEDURES

ANTI-DISCRIMINATION POLICY

The District is committed to a work and educational environment that is free of unlawful discrimination based on ethnic group identification, religion, physical or mental disability, sex, color, or age. Civil rights guarantee and equal access laws shall be adhered to in all educational programs or activities and personnel/employment practices. (Board Policy 0410 and Board Policy 4030)

BICYCLES & SKATEBOARD

Bicycles, skateboards, scooters and skates are never to be ridden inside the gates of Kolb or in the parking lots. A bicycle rack is located at the south end of the A Building. A skateboard/scooter rack is located inside the campus gates near the main gate. It will be locked from 8:00 a.m. to 2:41 p.m. Students must lock their bicycles, skateboards and scooters in a secure manner. Every precaution is made to ensure the safety of bicycles, skateboards and scooters parked at Kolb during the school day; however, the school and district assume no responsibility for lost, stolen, or damaged items. Any report of theft should be made immediately to the school and to the Rialto Police Department.

The use of skateboards, scooters, and skates are *not* permitted on school premises, including in front of the school.

HELMET LAW: It is California State law that anyone age 18 and under operating a bicycle, scooter, skateboard, or using skates must legally wear a bicycle helmet. Students must wear a helmet when riding a bike, skateboard, scooters, or skates to and from school. Students without a helmet will not be permitted to bring their bicycle, skateboard, scooter, or skates to school. If students arrive to school without a helmet, parents will be contacted to either bring a helmet for their child or to pick up the item from school.

BREAKFAST & LUNCH

Kolb participates in the Breakfast in the Classroom (BIC) program. All students have the opportunity to eat a free breakfast during the first 10 minutes of 1st period. Breakfast may not be available after this time.

Lunch is free for all students. Students must know their Student ID number. There are two lunch lines in front of the Cafeteria and one Grab and Go line near the rear of the Cafeteria. Students have 30 minutes for lunch. There is adequate amount of time for students to get their lunches. There are items, slushies, cookies, chips, and bottled water for purchase in the Express Lane.

BUILDING HALLWAYS

Students are not allowed into any building hallway before school until the bell rings at 7:55 a.m. unless you have an appointment to meet with your teacher. In that case, the student will need a pass from that teacher to verify his/her appointment. Running, pushing, defacement of bulletin boards or exit signs will not be tolerated while in the hallways. Students will be responsible for the damages. Students are not allowed in any hallways during lunch without a pass. No food or drink, with the exception of water will be permitted. Students must not yell or scream in the hallways and must refrain from horseplay.

ELECTRONIC EQUIPMENT ON CAMPUS

No electronic equipment is allowed on campus. This includes the following:

- Cameras or Video Cameras
- Electronic Handheld Games
- Personal Laptops or Tablets
- Wireless Headphones

****Rialto Unified School District and Kolb Middle School are not responsible for lost, damaged, or stolen items. All items will be confiscated and returned to the parent****

EXTRA-CURRICULAR FIELD TRIPS

Extra-curricular field trips are used for academic enhancement and engagement. To be permitted to go on field trips, students must be in school at least four periods/hours on the day of the trip. To attend school-wide or grade level motivational field trips, students must not have any outstanding charges or be on the flag list. All school expectations apply on school-sponsored activities. Students are not permitted to go on any trips without a written permission slip from a parent/guardian. Students are to report all medical conditions to the nurse ahead of time. **Students who purchase trip tickets and are on the flag list will NOT be refunded the price of the ticket.** Students not picked up from activities within 20 minutes of the conclusion of the activity will not be permitted to attend future activities.

GIFTS

Kolb understands that students would like to celebrate special occasions such as Christmas, birthdays, Valentine's Day, etc. with other students; however, presents, such as gift baskets, balloons, flowers, food, stuffed animals, etc. are not permitted. Any student that brings such gifts will be required to check the items in to the Student Center. They may retrieve the items after school.

HALL PASSES

Kolb Middle School utilizes the Smart Pass system for its hall passes. Students may request passes through their Clever account. Hall Passes are monitored by administration and school safety intervention officers. In addition to the Smart Pass, students must wear a vest in order to easily identify students with valid passes. Students who demonstrate excessive or inappropriate use of passes, without a medical exemption, may be restricted to the number of passes allowed. There will be no passes permitted during the first and last ten minutes of class, bathrooms will be closed during this time. Students may utilize the Health Office for emergencies.

HEALTH OFFICE

Students need to get a pass from a teacher prior to going to the Health Office. During passing period, students wishing to visit the Health Office need to report to their next class for a pass. Some students may possess special passes for regular health office visits. They must be in possession of the pass during each visit.

Students who are ill (vomiting/diarrhea three or more times within a 24-hour period or have a temperature above 100.5°) should stay at home. Students are to remain at home until fever free without medication for at least 24-hours before returning to school. Students are to remain at home until vomiting/diarrhea are symptom-free without medication for at least 8 hours before returning to school.

No over-the-counter medication is permitted without a submitted Recommendation for Medication form from the health care provider. Parents of students who require any medication during the school day must notify the Health Office and obtain a Recommendation for Medication form which must be completed by the health care provider **each school year**. Parents of students with allergies must submit a doctor's note verifying the allergy. Students with medical devices, such as casts, walking boots, crutches, knee brace, wrist brace, monitoring equipment, etc. must bring a note to the Health Office in order remain in school. Students who cannot participate in P.E. for more than two days must bring a doctor's note.

HOMEWORK RESPONSIBILITIES

Your child's teacher will provide you with the expectations, discipline, and homework procedures for the year. Homework is given to enhance classroom learning and provide students with reinforcement of concepts learned in class. Students are also expected to study every day. Good study habits include reviewing class notes/study guides, and practice reading, writing, and mathematic skills. Parents should contact their child's teachers directly for questions related to homework policy.

HOMEWORK POLICY

Kolb Middle School homework policy is designed to make students more responsible for improving their work and study habits. The objective of a homework assignment is to reinforce or extend the classroom lesson.

1. Homework may be assigned in the academic subjects: Science, Math, Soc. Studies and English. Other subjects such as band, P.E., etc., may require homework/practice as well. Remember that homework helps to reinforce what is being taught in class.
2. Homework is due at the beginning of each class. See teacher syllabus for homework policy.
3. Often, teachers may have students begin homework in class; however, please ensure that they complete the assignment(s) at home or during afterschool tutoring. **(If you have specific questions, contact the teacher.)**
4. If your student consistently states, they have "No Homework" please contact your student's teachers. **Contact can be made via Parent Square or ParentVue.**

LIBRARY PROCEDURES

The library is open before and after school. Students must get a pass from the Library before school to go during lunch. Students must have a pass from the teacher to go to the library during class time.

LOST AND FOUND

Items which have been found on campus are turned in to the school's Lost & Found located in the Student Center or PE locker rooms. If you have lost item, please check these locations. All items not picked up by the end of each semester will be donated to local charities. Please encourage students to check the lost and found for missing items. Students who find items of value, should turn the items into the Student Center.

OUTSIDE DELIVERIES

No outside deliveries for students of food, flowers, balloons, bouquets, stuffed animals, etc. will be accepted on campus for any reason. Any deliveries from delivery services (Door Dash, Grub Hub, Uber Eats, e.g.) will not be accepted. Kolb Middle School will not be responsible for the cost of the food or delivery fees.

PHYSICAL EDUCATION POLICY

RUSD Board Policy 5132 states that students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Accordingly, the district has set standards for the physical education clothing in alignment with its Board Policy that students are expected to wear attire that is suitable for the physical activity and promotes safety. As such, **students are required to change clothing** appropriate to the physical activity for hygiene, safety and

movement efficiency purposes. The following options will assist to meet the expectations of dressing in “suitable” physical education attire.

- 1) Purchase the school’s physical education clothing
- 2) Wear their own athletic clothing (as long as suitable)
- 3) Borrow the school’s “loaner” physical education clothing
- 4) Work with school administration to meet expectations

Note: Students cannot be penalized academically for their inability to purchase the school physical education attire or outside attire that is not suitable or in matching colors or for wearing loaners. (Education Code 49066(c))

To be excused from P.E., you must bring a note from a doctor to the Health Office to obtain a temporary exemption form.

RANDOM SAFETY INSPECTION PROCEDURE

The Rialto Unified School District Board of Education in an effort to ensure student safety has adopted a Random Safety Inspection Policy (BP 5145.12) at all secondary schools. The program will be coordinated by school site administrators assisted by trained District Safety Officers who will supervise students during this process. Students are selected using a computerized random selection device, and scanned by hand held (wand) metal detectors. *"The use of a metal detector is less intrusive than a physical search and therefore constitutes a minimal invasion of privacy. This tool is generally preferred over a frisk or pat-down when searching an individual for the possession of weapons. (BP 5145.11)*

Random Safety Inspection Procedure

The school Site Administrator assisted by Safety Officers shall ensure that the following safeguards are followed when conducting random safety inspections using metal detectors:

- Security team will enter classroom, make contact with teacher and then give announcement and basic instructions to students before conducting the random safety inspection procedures.
- Each student will walk past the random selection device. A light will flash "red" for search or "green" for no search.
- Students selected for scanning will be asked to empty their pockets and belongings of any metallic objects, and place items in a container provided. The container with items will be placed on a table in plain view of student and officer.
- Next, the student (including their backpacks, purses, etc.) will be scanned with a handheld metal detector (wand). If there is no activation of the metal detector when the student is scanned, then he/she will not be searched.
- However, if an initial metal detector or wand activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry). Student(s) will then be scanned a second time.
- If a second activation occurs, a metal detector or wand shall be used for a third time.
- If the activation is not eliminated or explained by the student, then an officer shall escort the student to an appropriate area where a thorough interview and check of student belongings shall be conducted by a staff member of the same gender as the student in the presence of another District employee. (EC 49050 Article 8. Searches by School employees)
- The inspection shall be limited to the detection of the cause of the activation.

K-9 Safety Inspections

- The Rialto Unified School District has entered an agreement with InterQuest Detection Canines, Inc., to conduct random, unannounced inspections at all of our secondary schools in the District by trained detection canines.
- These canines are trained to detect the presence of illicit drugs, alcohol, over-the-counter medication, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. If detected and found, the District will initiate appropriate disciplinary action.
- The canines used in this program are non-aggressive, retrieving breeds such as Golden and Labrador Retrievers. They are trained to single out certain scents of contraband items and indicate the area where the scent is detected. InterQuest provides services to over 1, 200 public school districts across the nation.

- The Rialto Unified School District is taking every reasonable precaution to provide a safe and healthy learning environment for all students, staff and visitors. The canine detection component of our Random Safety Inspection Program is but one element of our District's Comprehensive Safe Schools Plan.

REPORT CARDS & POOR PROGRESS NOTICES

Students will receive a report card at the end of each quarter. Teachers will also issue Poor Progress reports midway through each quarter. Students will earn grades of A's, B's, C's, D's or F's. Report cards progress reports are available on Parent Vue and will be mailed out after the grading period closes. Parents should immediately contact the teacher if a poor progress notice is received.

RESTROOMS

Restrooms are open to all students before and after school, during passing periods, and at lunch. Restrooms are also available in the Health Office to students for extreme emergencies and/or special health reasons as verified by a doctor's note. This note **MUST BE** brought in to the nurse and kept on file in the office. Students are encouraged to use them during passing periods to minimize interruptions during class. Restrooms will be closed during the first and last ten minutes of class. Students should plan accordingly.

RETENTION POLICY

The Board of Education of the RUSD has adopted grade level standards in Reading/Language Arts (English) and Mathematics for all middle school students (grades 6-8). Each quarter parents of students who are not acquiring proficiency in these grade level standards are notified. In addition, the Board has approved a Promotion/Retention policy requiring students in grade 8 (or sooner) to be retained if proficiency is not attained in these designated areas. If your student has earned an "F" in their classes, he/she has not acquired proficiency of grade level standards. These students may be in danger of retention. Parents are important partners in the educational process, and your active participation is necessary to help raise your child's achievement.

STUDENT ID CARDS

Each student is issued an ID card and must wear them with a lanyard and display them while on campus. Student ID cards assist school personnel with identifying students. Students are required to pay a fee of \$5.00 to replace lost student ID cards.

STUDENT CHARGES

Students with RUSD charges on the District System must clear charges as soon as possible or face the following consequences:

- Withholding diplomas
 - Short-term checkout of textbooks until charges are cleared
 - Ineligibility to participate in designated extra-curricular activities
 - Ineligibility to receive clearance for team membership in CIF sports
1. Charges and fines must be paid in cash, credit card, or Apple Pay. No checks or debit cards accepted.
 2. Parents will be notified by mail of itemized charges. The notice will be sent to parents at least twice during the school year.
 3. Charges under \$20.00 must be paid in full.
 4. Library/textbook/Chromebook charges over \$20.00 must be cleared by one of the following methods:
 - The charge is paid in full.
 - A payment plan is established by the site and is initiated by at least one payment.
 - Any student with financial difficulty may see a school administrator for a work-off agreement. The work-off agreement is signed by the student and the parent.

STUDENT-TEACHER RELATIONSHIPS

Students and teachers are encouraged to maintain a professional relationship. If there are any concerns or questions regarding inappropriate behaviors/relationships, please inform your counselor or administrator.

TELEPHONES

A telephone is available at the reception desk *in case of emergency only*. Due to the large number of students, we are unable to relay personal messages to students. Students who have not been picked up on time will be allowed to use the telephone 30 minutes after dismissal. Students are not permitted to use cell phones during the school day to make phone calls or send text messages. Upon emergencies students may request to go to the Student Center to use their cell phone to contact a parent/guardian only. Smart watches, pagers, or any mobile communication devices must be turned off and not visible during the school day while a student is on campus.

TEXTBOOKS

Textbooks will be accessed online through the Clever portal. Physical textbooks can be requested through the library. Students are responsible for them until they are returned to the library.

1. Books are only to be used by the assigned student and may not be transferred. Student who checks out a book is responsible for that book. Students must pay for lost, stolen, or damaged books.
2. If students withdraw from school, books must be turned in to the library.

TRANSPORTATION

Current Board Policy states that students can qualify for bus transportation by living 2 miles or more from the school. Students will be given a bus pass. Students who misplace or destroy their bus passes must pay \$3.00 for a new bus pass. Please come to the Attendance Office before school or during lunch to get a new one. If you are experiencing transportation issues, please reach out to an administrator.

STUDENT PROGRAMS

ACTIVITIES & CLUBS

Clubs, tutoring, and middle school sports programs are available before and after school. ASB-sponsored activities, such as dances and field trips, are available for students who meet academic, behavioral, and attendance standards. Students must have an ID card to purchase tickets and attend any ASB activity. Students must remain at school-sponsored activities for the entire length of the activity and must be picked up at the designated time or may be restricted from participating in future events.

Extra and co-curricular programs/activities provide a well-rounded educational experience for students. Some programs which currently exist are Sound Club (Band), Junior JROTC, AVID, JBA, and Middle School Athletic Programs. All students who participate in any school-sponsored or ASB activities must have a Student Conduct Contract signed by both the student and parent/guardian.

ASSOCIATED STUDENT BODY (ASB)

The ASB is an organization through which elected or appointed student representatives can express their opinions and assist in the functions of the school. Candidates for ASB office are selected by a panel of students and teachers. Selected candidates are then elected to serve as student body officers. Officers are required to have a 3.0 GPA, maintain good behavior, and have 90% or better positive attendance. Only ASB-sponsored sales are allowed on campus. Food and drink sales not allowed on campus until 30 minutes after the school day ends.

ATHLETICS

Kolb offers students the opportunity to participate in a competitive middle school sports program. The following sports are offered: Boys & Girls Flag Football, Girls Volleyball, Boys & Girls Cross Country, Boys & Girls Basketball, Boys & Girls Soccer, Boys & Girls Wrestling, and Boys & Girls Track & Field, and Cheer.

To be eligible to participate in the after-school sports program the following criteria must be met:

1. Students must have a 2.0 GPA or above (see extracurricular/co-curricular probation above)
2. Must have proof of insurance coverage
3. Parent permission slip
4. 95% positive attendance
5. Good Behavior and Citizenship

6. Attend Try-Outs
7. A signed Student Athlete Conduct Contract

EIGHTH GRADE PROMOTION AND AWARDS BANQUET

Students are encouraged to maintain a grade point average of 2.0 or higher throughout their educational career. This will help prepare them for future success in college and career. All 8th grade students are invited to participate in a celebration to acknowledge the completion of their middle school career. This year's ceremony time and location TBD.

Eight grade students who have demonstrated academic excellence, school involvement, and contributions to the school community throughout their middle school journey will be recognized at the end-of-the-year 8th Grade Awards Banquet. Invitations will be sent to parents of students receiving awards. Students awarded cords, medals, and sashes are encouraged to wear their regalia during promotion.

EXTRA-CURRICULAR/CO-CURRICULAR ELIGIBILITY

RUSD Board Policy (6145)

To be eligible to participate in extracurricular and co-curricular activities, students in grades 6-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to:

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period to remain eligible for participation.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship or poor academic progress is serious enough to warrant loss of privilege.

When attending, or participating in extracurricular and co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

PARENT/GUARDIAN RESOURCES

ONLINE PARENT REGISTRATION AND STUDENT EMERGENCY CARDS

Each year online registration must be completed, so that your student could be assigned to classes for the 2025/2026 school year. For the safety of your student, only those persons listed on the emergency card will be able to pick up or have contact with a student during school hours. Be sure to review and update emergency contacts and student information. Stop by the office and bring a valid ID if assistance is needed to update contact information.

PARENT INVOLVEMENT

The job of educating our children cannot be accomplished alone. Schools and parents must share this responsibility and research has shown that there is a significant positive impact on student achievement when the school and parents work together. Kolb offers various parent workshops throughout the school year. Check the school web site for more information. Parents can be involved through membership in School Site Council (SSC), English Language Advisory Committee (ELAC), African American Parent Advisory Council (AAPAC), and Parent-Teacher-Student Association (PTSA). We also invite parents to attend engagement and learning events at the school, such as Coffee with the Principal and Parent Workshops. Parents are encouraged to participate in parent classes at the Curtis T. Winton Parent Institute located at the Caesar Chavez-Dolores Huerta Center for Education Center.

PARENT VOLUNTEERS

We welcome parent volunteers. Parent volunteers can help with setup and support with school activities. Parent volunteers can also help chaperone activities and fieldtrips. To become a parent volunteer, parents/guardians must complete the following:

- Complete and submit a volunteer application form (found in the front office) with a proof of identification such as a California Driver's License, California ID, etc. or see volunteer application acceptable forms of identification found in the Parent Volunteer Handbook.
- A negative TB (tuberculosis) test clearance taken within the last 60 days of initial service and every four years thereafter (AR120), from a family physician, the District Health Services Department or other health clinics.
- A background check and fingerprinting through the District's Personnel Department. Livescan and background check clearance are a necessary requirement to ensure the welfare and safety of our students (Level 1 Volunteers, only). Fingerprinting is available by appointment only, at the Rialto Unified School District's Personnel Department.
- **Individual who are registered sex offenders are prohibited from participating as volunteers, per Education Code 35021.**

PARENTSQUARE (COMMUNICATION PLATFORM)

Parentsquare is used for parent and staff communication. Phone, email, text messages will be sent via Parentsquare. All emergency-related information will be sent as urgent messages via text and phone. Please be sure that your contact information is current and updated regularly. Check ParentVue to verify contact information. You can also download the ParentSquare App to your phone

PARENT/GUARDIAN RESPONSIBILITIES

California law holds parent/guardians liable for any willful student misconduct which results in death of or personal injury of any student or person employed by or volunteering for the District. Parents/Guardians are also liable for any defacement, injury or loss of property belonging to the District or to a school employee (Education Code 48904). The District will not be responsible for damage or theft caused by any student to any item of personal property which another student brings to school. Kolb Middle School adheres to the rules and regulations set forth in the Parent/Guardian Information Brochure from Rialto Unified School District.

PAYMENTS & FINES

Payments for lost or damaged items, such as books or Chromebooks, can be made to the school's budget clerk in room A-2. All payments, including payments for special activities, dances, yearbook, etc., are to be made by cash, credit card, or Apple Pay only. No debit cards or personal checks accepted. Students with outstanding fines may not be permitted to attend extra-curricular field trips. If you are unable to pay the fines, please reach out to administration for assistance.

STUDENT ACCIDENT & DENTAL ACCIDENT INSURANCE COVERAGE

Please be advised that the Rialto Unified School District **DOES NOT** carry medical or dental insurance for students should they be injured on school premises, while on school grounds, or attending school-sponsored activities. However, the District offers an insurance plan available to parents. Forms can be picked up at the school's front office. If parents wish to utilize the plan, they must complete the envelope and enclose the appropriate payment and mail directly to the insurance provider.

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Student Discipline/Suspension

Education Code 48900

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. Please note that with the passage of AB 424 no one has the authority to grant permission to possess a firearm on school grounds.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image.
 - (ii) A post on a social network internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such

that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district

or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Sexual Harassment EDC 48900.2

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Hate Violence EDC 48900.3

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Harassment EDC 48900.4

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

Terroristic Threat EDC 48900.7

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made

terroristic threats against school officials or school property, or both.

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

Recommendation for Expulsion: Education Code 48915

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to

- possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
 - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
 - (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Rialto Unified School District

DRESS CODE

The mission of the Rialto Unified School District (RUSD), the bridge that connects students to their future aspirations, is to ensure each student achieves personal and career fulfillment within a global society.

RUSD believes that high expectations for students and a safe and engaging learning environment prepares students for academic success and their future. The student dress code should serve to support all students in developing a body-positive self-image. All students are expected to adhere to RUSD Student Dress and Grooming Board Policy 5132, which includes, but is not limited to, the three expectations.

“Big Three”

1. Clothing must cover and conceal undergarments; no private parts, including midriff, should be visible.
 2. Appropriate shoes must be worn at all times.
 3. Clothing, backpacks, and accessories must be free of images and content that are sexually suggestive, depict drugs, alcohol, or tobacco use, firearms, gang-related images, or other illegal activities.
- All RUSD staff will support students by reinforcing Dress and Grooming Board Policy 5132.
 - Students who do not comply with the dress code expectations, may be subject to progressive discipline.
 - Any student in need of appropriate clothing, will be referred to the RUSD Kindness Connection.

Non-Discrimination Policy

The Rialto Unified School District does not discriminate on the basis of the actual or perceived race ethnicity, religion, color, age, national origin, political affiliation, gender, gender identity, gender expression, sexual orientation, mental or physical disability, parental or marital status, or any other basis protected by the federal, state or local law, ordinance, or regulation in its educational programs or employment.

Policy 5132: Dress And Grooming

Status: ADOPTED

Original Adopted Date: 08/25/1999 | **Last Revised Date:** 10/09/2019 | **Last Reviewed Date:** 10/09/2019

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that present a health or safety hazard or is likely to cause a substantial disruption to the educational program .

(cf. 4119.22/4219.22/4319.22- Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 0415 – Equity)

(cf. 5145.2 – Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate,

and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

Physical Education Attire

RUSD Board Policy 5132 states that students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Accordingly, the district has set standards for the physical education clothing in alignment with his Board Policy that students are expected to wear to attire that is suitable for the physical activity and promotes safety.

As such, students are required to change clothing appropriate to the physical activity for hygiene, safety and movement efficiency purposes. The following options will assist to meet the expectations of dressing in “suitable” physical education attire:

- Purchase the school’s physical education clothing*
- Wear their own clothing (as long as suitable)*
- Borrow the school’s “loaner” physical education clothing*
- Work with school administration to meet expectation*

*NOTE: Students cannot be penalized **academically** for their inability to purchase the school physical education attire or outside attire that is not suitable or in matching colors, or for wearing loaners. (Education Code 49066(c))*

Non-Discrimination Policy

The Rialto Unified School District does not discriminate on the basis of the actual or perceived race ethnicity, religion, color, age, national origin, political affiliation, gender, gender identity, gender expression, sexual orientation, mental or physical disability, parental or marital status, or any other basis protected by the federal, state or local law, ordinance, or regulation in its educational programs or employment.

MENTAL HEALTH SERVICES FOR STUDENTS

As required by Education Code, school districts are required to notify students and parents or guardians of students on how to access available mental health services on campus or in the community. The following information in bold will be printed on the back side of student Identification cards for students in grades 6 through 12.

Crisis Walk-In Clinic, 909-421-9495
850 East Foothill Blvd., Rialto, CA 92376
211 San Bernardino County, 2-1-1

National Suicide Prevention Lifeline, 1-800-273-8255

The Crisis Text Line, which can be accessed by texting HOME to 741741

Rialto Unified Safety Office, 909-820-6892

California Youth Crisis Hotline, 1-800-843-5200

SERVICIOS DE SALUD MENTAL PARA ESTUDIANTES

Como está requerido por Código Educativo, a los distritos escolares se les exige notificar a los estudiantes y padres o tutores de estudiantes sobre cómo acceder a servicios de salud mental en los planteles escolares o en la comunidad. La siguiente información en letra negrita se imprimirá en las tarjetas de identificación de los estudiantes en 6 a 12 grados.

Clínica de crisis sin cita, 909-421-9495
850 East Foothill Blvd., Rialto, CA 92376
211 San Bernardino County, 2-1-1

Línea de Prevención contra el Suicidio, 1-800-273-8255

Línea de Crisis en texto, acceder enviando un texto a HOME a 741741

Oficina de Seguridad de Rialto Unificado, 909-820-6892

Línea directa de Crisis Juvenil de California, 1-800-843-5200

RIALTO UNIFIED SCHOOL DISTRICT

COMPLAINT PROCEDURES

Annual Notice to Employees/Students/Parents or Guardians/the District Advisory Committee & School Advisory Committee/Appropriate Private School Officials or Representatives/ and Other Interested Parties

The Rialto Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. In compliance with Title V of the California Code of Regulations, Uniform Complaint Procedures, the District is committed to providing an internal process for any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, to file a written complaint alleging violation by the District of federal or state law or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.

Any individual, including a person's duly authorized representative or an interested third party, public agency or organization may file a written complaint relating to Federal Consolidated Categorical Aid Programs, State Consolidated Categorical Aid Programs, Special Education and unlawful discrimination. Federal programs include No Child Left Behind Act of 2001: Title I (Basic Programs), Title II (Teacher Quality and Technology), Title III (Limited English Proficient), Title IV (Safe and Drug Free Schools), Title V (Innovative Strategies); Title VI (Rural Education Achievement Program); Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid Programs, Indian Education, Nutrition Services and Special Education. State Consolidated Categorical Aid Programs include Economic Impact Aid (State Compensatory Education), Economic Impact Aid (California Economic Impact Aid-Limited English Proficient), Peer Assistance and Review, School Improvement Program, School Safety and Violence Prevention, and Tobacco Use Prevention Education; unlawful discrimination because of actual or perceived sex, sexual orientation, gender (identity or expression), ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Filing a Complaint under the Uniform Complaint Procedure

1. The complaint must be filed with the Senior Director of Personnel Services not later than six (6) months from the date of the alleged violation(s) of federal or state laws or regulations or the date of alleged discrimination or illegal harassment, intimidation, and bullying (including sexual harassment) or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his/her designee.
2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate and allows all involved parties to present evidence.
3. The investigation of the complaint will be initiated and completed within thirty (30) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The Senior Director of Personnel Services' determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant's right to appeal the LEA's Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).
5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services' decision through the appeal process by notifying the Board within five (5) days of the Director's decision. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA's decision.
6. Nothing in the District's complaint procedure will preclude the complainant from pursuing other available civil remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.
7. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.
8. If you are alleging that you are a victim of discrimination, harassment, intimidation or bullying, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.
9. The Uniform Complaint Procedures shall be used to address any complaint alleging the District's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities and for failure to comply with the requirements for the development and adoption of a school safety plan.

For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the District's complaint procedures free of charge, please contact the Senior Director of Personnel Services, Rialto Unified School District, 182 E. Walnut Avenue, Rialto, CA 92376, (909) 820-7700 Ext. 2431.

UNIFORM COMPLAINT PROCEDURES

The Rialto Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. In compliance with Title V of the California Code of Regulations, Uniform Complaint Procedures, the District is committed to providing an internal process for any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, to file a written complaint alleging violation by the District of federal or state law or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.

Any individual, including a person's duly authorized representative or an interested third party, public agency or organization may file a written complaint relating to Federal Consolidated Categorical Aid Programs, State Consolidated Categorical Aid Programs, Special Education and unlawful discrimination. Federal programs include No Child Left Behind Act of 2001: Title I (Basic Programs) Title II (Teacher Quality and Technology), Title III (Limited English Proficient), Title IV (Safe and Drug Free Schools), Title V (Innovative Strategies); Title VI (Rural Education Achievement Program); Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid Programs, Indian Education, Nutrition Services and Special Education. State Consolidated Categorical Aid Programs include Economic Impact Aid (State Compensatory Education), Economic Impact Aid (California Economic Impact Aid-Limited English Proficient), Peer Assistance and Review, School Improvement Programs, School Safety and Violence Prevention, and Tobacco Use Prevention Education; unlawful discrimination because of actual or perceived sex, sexual orientation, gender (identity or expression), ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Filing a Complaint under the Uniform Complaint Procedure

1. The complaint must be filed with the Senior Director of Personnel Services no later than six (6) months from the date of the alleged violation(s) of federal or state law or regulations or the date of alleged discrimination or illegal harassment (including sexual harassment) or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his/her designee.
2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate and allows all involved parties to present evidence.
3. The investigation of the complaint will be initiated and completed within sixty (60) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The Senior Director of Personnel Services' determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant's right to appeal the LEA's Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).

5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services' decision through the appeal process by notifying the Board within five (5) days of the Director's decision. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA's decision.
6. Nothing in the District's complaint procedure will preclude the complainant from pursuing other available civil remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.
7. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.
8. If you are alleging that you are a victim of discrimination, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the District's complaint procedures free of charge, please contact the Senior Director of Personnel Services, Rialto Unified School District, 182 E. Walnut Avenue, Rialto, CA 92376, (909) 820-7700 Ext. 2431.

NOTICE

TO ALL PARENTS AND STUDENTS AT RIALTO UNIFIED SCHOOL DISTRICT:

If you are:

- Homeless
- Moving from place to place
- Sharing housing temporarily due to economic hardship
- Living in motels, shelters, campgrounds or in a location **NOT** designated for sleeping accommodations such as: a car, the park, under a freeway under pass or abandoned structures, etc.
- **As a student**, are you living with someone other than your parent or legal guardian?

If you answered **YES**, to any of these questions, please ask to speak to your school's McKinney-Vento Representative. They will provide you with the school's supports you need as well as information where you can get any additional help within your community.

If needed, they will fill out a referral form with you and it will be submitted to the District's McKinney-Vento Liaison for further follow up and assistance.

If you are not sure who your McKinney-Vento Rep is, please see the list of the designees posted on the Child Welfare and Attendance website.



BULLYING/HARASSMENT COMPLAINT FORM

(Students May Report Anonymously)

Date Filed: _____ Name of student being bullied/ harassed: _____

Address: _____ Phone #: _____

Please identify yourself:

☐ Student ☐ Parent/Guardian ☐ Employee ☐ Volunteer ☐ Other

Please check the type of bullying that has occurred (more than one can be checked):

Verbal Abuse ☐

(name-calling, racial remarks, belittling, etc.
Can be done over the phone, in writing,
in person, over the phone, text, email)

Physical ☐

(hitting, kicking, shoving, twisting limbs, spitting,
or destroying personal belongings)

Extortion ☐

(verbal or physical bullying for money
or personal items)

Hazing ☐

(Having to participate in an act of physical or emotional
harm to be part of a group, or are a victim of a group)

Indirect Bullying ☐

(Rejection, exclusion, ignoring, alienating, or
isolating to purposely cause emotional distress)

Cyberbullying ☐

(Using technology to harass, threaten, or target another
person – text, IMs, email, Facebook, videos, MySpace,
Twitter, etc.)

Bullying/ Harassment on the basis of:

☐ Race, color or nationality
☐ Gender or Gender Identity

☐ Disability
☐ Other

School Site: _____ Dates of alleged bullying or harassment(s): _____

Person(s) alleged to have committed the bullying or harassment:

Description of the incident: If possible, use specific dates, times, locations, names, etc. Use the
backside of the form or additional sheets if necessary.

Names of Witnesses: _____

Have you reported this to anyone else: Yes ___ No ___ If so, who? _____

Signature of Reporting Person _____ Date _____

Note: Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined in this form. All information will be confidential except for that which must be shared as part of the investigation. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment or work assignment. By signing above, you are verifying that your statements are true and exact to the best of your knowledge.

ENVIRONMENTAL SAFETY



Due to concern for the safety of students and staff with specific allergies, students are not permitted to bring **Aerosol Dispensers** (i.e. **spray cans, body sprays, etc.**) on campus, or to use such products in excess during school hours.

Reference: Administrative Regulation 3514-Business and Non-Instructional Operations -Environmental Safety

If a student is found with these products, parent/guardian will be contacted to address the concern.

PROTECCIÓN MEDIOAMBIENTAL



Debido a las preocupaciones por la seguridad de los estudiantes y personal con alergias específicas, a los estudiantes no se les permite traer **dispensadores aerosoles (eje., aerosoles, atomizadores del cuerpo, etc.)** al plantel escolar o usar dichos productos en exceso durante las horas escolares.

Referencia: Regulación Administrativa 3514-Operaciones Financieras y No educativas – Protección Medioambiental.

Si se encuentra al estudiante con estos productos, se llamará a los padres/tutores para atender el problema.

Firearms Safety Memorandum

To: Parents and Guardians of Students in the **Rialto Unified School District** From: **Cuauhtémoc Avila, Ed.D., Superintendent**

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Rialto Unified School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220. ² See California Penal Code section 25100(c).

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Cuauhtémoc Avila, Ed.D.

³ See California Civil Code Section 29805.
⁴ See California Civil Code Section 1714.3.



SAFETY SERVICES MEMORANDUM 002/2024-2025



Norberto Perez
Chief Lead Agent
Expanded Learning Programs
& Safety Innovation

TO: Parents and Guardians of Students in the Rialto Unified School District
FROM: Lead Agent, Expanded Learning Programs & Safety Innovation Norberto Perez
DATE: July 1, 2024

SUBJECT: CALIFORNIA LAW REGARDING SAFE STORAGE OF FIREARMS

Bryan Harper
Safety Operations Supervisor

Victor Ramirez
Safety Operations Supervisor

Alex Rodriguez
Emergency Operations
Specialist

Magali Nuñez
Secretary III

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Rialto Unified School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.^[1]

- **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.^[2]

^[1] See California Penal Code sections 25100 through 25125 and 25200 through 25220.

^[2] See California Penal Code section 25100(c).



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- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.^[3]

- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.^[4]

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Norberto Perez

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^[3] See California Civil Code Section 29805.

^[4] See California Civil Code Section 1714.3.

EMERGENCY

DIAL: 911



EMERGENCY PROCEDURES



**RUSD SAFETY SERVICES
& OPERATIONS**

OFFICE: (909) 421-7609
DISPATCH: (909) 820-6892

Active Shooter/Lockdown



- **Call 911**
- **Run:** Get into a building, lock and barricade doors, shut off lights, silence cell phone
- **Prepare to Defend:** Be ready to protect and defend yourself using any item available
- **Remain in Place:** Wait for all clear from authorities before evacuating your area

Earthquake

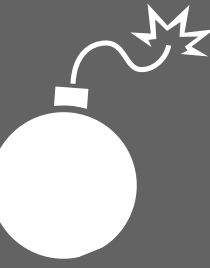
Drop, Cover, and Hold...



- Under a table or desk or against an interior wall until shaking stops (do not stand in the doorway)
- After shaking stops, check yourself and others around you for injuries
- Evacuate, if directed by Emergency Personnel and/or authorized District staff

Bomb Threat

If you receive a Bomb Threat



- Stay calm/pay attention
- Obtain vital information
- Call 911 and provide information

Important: If you are told by emergency responders to evacuate the building, follow your site evacuation procedures

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities
- Take personal belongings with you when you leave
- Leave doors and windows open; do not turn light switches on or off
- Use stairs, not elevators
- Move far away from the building and follow the instructions from emergency responders

Fire/Evacuation



- Call 911
- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities
- Meet at a designated area
- Account for individuals
- Re-enter area only when authorized by emergency personnel

Fire Extinguisher Instructions:

P - Pull Safety pin from handle
A - Aim nozzle at base of fire
S - Squeeze the trigger of the handle
S - Sweep from side to side

Medical Emergency



- Call 911 and/or Safety Control Dispatch at (909) 820-6892
- *Remain Calm* - provide comfort to the sick or injured person, if you are able
- Provide name, location, and type of emergency
- Stay on phone for instructions
- Provide first aid, if you are certified
- Follow the directions from the Emergency Personnel
- Move victim *only* if danger is imminent
- Designate a proactive, willing person to meet first responders

Suicide Threat or Attempt

What: When a person makes a verbal or physical gesture to inflict self-harm, follow these steps

If threat is imminent, do not delay, **call 911**

Actions to take:

1. Make every effort to clear others from the area
2. Remain calm and listen attentively
3. Get the individual to talk (remember vital information)
4. Stay with the individual
5. Notify staff resources for assistance (i.e. principal, counselor, nurse, crisis team)

Chemical/Hazardous Spill

- Call 911 - Give a description of the type of chemical, size or possible exposures
- Evacuate the area and/or building
- Wait for all clear indications from Emergency Personnel
- Call RUSD Risk Management at (909) 820-7700 ext. 2110





Tirador activo/encierro de emergencia



- Llama al 911
- **Corre:** Entra a un edificio, cierra y atrinchera las puertas, apaga las luces, silencia el teléfono móvil
- **Prepárate para defenderte:** Estar listo para protegerte y defenderte utilizando cualquier artículo disponible
- **Permanece en el lugar:** Espera a que las autoridades lo autoricen antes de evacuar tu área

Incendio/evacuación



- Llama al 911
- Activa la alarma de incendio más cercana
- Continúa hasta la salida más cercana
- Utiliza escaleras, no ascensores
- Ayuda a las personas con discapacidad
- Acude al área de reunión designada
- Conteo de personas
- Vuelve a ingresar al área únicamente cuando lo autorice el personal de emergencia

Instrucciones para el extintor de incendios:

P - Jala el seguro de la agarradera
A - Apunta la boquilla hacia la base del fuego
S - Aprieta el gatillo de la agarradera
S - Recorre de lado a lado

Terremoto

Agáchate, Cúbrete, y Sujétate...



- Colócate debajo de una mesa o escritorio o contra una pared interior hasta que se detenga la sacudida (no te coloques en el umbral de la puerta)
- Una vez que haya cesado la sacudida, verifica si tú y los demás a tu alrededor están heridos
- Evacúa, si así te lo indica el personal de emergencia y/o el personal autorizado del Distrito.

Emergencias médicas



- Llama al 911 y/o al Despacho de Control de Seguridad al (909) 820-6892
- *Mantén la calma* - si puedes, reconforta a la persona enferma o herida
- Proporciona el nombre, la ubicación y el tipo de emergencia
- Permanece en el teléfono para recibir instrucciones
- Proporciona primeros auxilios si estás certificado
- Sigue las instrucciones del personal de emergencia
- Mueve a la víctima *sólo* si el peligro es inminente
- Designa a una persona proactiva y dispuesta a reunirse con los socorristas

Amenaza de bomba

Si recibes una amenaza de bomba



- Mantén la calma/presta atención
- Obtén información vital
- Llama al 911 y facilítale tus datos

Importante: Si los servicios de emergencia te indican que debes evacuar el edificio, sigue los procedimientos de evacuación de tu plantel

- Revisa si hay objetos desconocidos en tu zona de trabajo. No toques objetos sospechosos; comunícalos a las autoridades.
- Llévate tus objetos personales cuando te marches
- Deja las puertas y ventanas abiertas; no enciendas ni apagues los interruptores de la luz
- Utiliza sólo las escaleras; no los ascensores
- Aléjate del edificio y sigue las instrucciones de los equipos de emergencia

Amenaza o intento de suicidio

Qué: Cuando una persona hace un gesto verbal o físico para autolesionarse, sigue las siguientes recomendaciones:

Si la amenaza es inminente, no te demores, llama al 911

Acciones a tomar:

1. Haz todo lo posible por despejar el área de otras personas
2. Mantén la calma y escucha atentamente
3. Haz que la persona hable (recuerde información vital)
4. Quédate con el individuo
5. Notifica a los recursos del personal para obtener ayuda (es decir, director, consejero, enfermera, equipo de crisis)

Derrame químico/peligroso

- Llama al 911 - proporciona una descripción del tipo de sustancia química, tamaño o posibles exposiciones
- Evacúa el área y/o edificio
- Espera indicaciones de que todo está bien por parte del personal de emergencia
- Llama a Gestión de Riesgos de RUSD al (909) 820-7700 ext. 2110

