

Rialto Middle School

Student - Parent Handbook 2021-2022



Rialto Middle School Mission Statement

The mission of Rialto Middle School, the home of the Tigers who roar with integrity and determination, is to ensure that every student uses their individual talents to achieve academic success, through a vital system distinguished by:

- An emotionally and physically safe environment
- Rigorous, relevant, and engaging instruction
- Family involvement with a sense of community
- An appreciation for diversity
- Developing every students' passion for ongoing learning

Objectives:

- Every student will demonstrate academic growth and proficiency
- Every student will discover and strengthen their personal talents
- Every student will be respectful and responsible members of a diverse society

Tactics:

- We will implement rigorous, relevant and differentiated instruction that engages and inspires students
- We will provide diverse opportunities for students to explore, develop and showcase their individual talents
- We will provide a physically and emotionally safe school-community

Middle School Philosophy

The middle grades include 6th, 7th, and 8th. Middle grades represent the best chance for students to develop a personal commitment to educational goals. The middle school concept meets the academic and social needs of students. It is critical for middle school students to experience high standards of academic excellence in a school setting, which recognizes the importance of personal growth and maturity. The most effective instruction at the middle grades emphasizes academic integrity while making an emotional connection with students. Students will have access to a common academic core and have access to support, enrichment, and intervention as needed. In addition, all students will participate in physical education and if possible, an elective class.

Building Assets, Reducing Risks (BARR)



The goal of BARR is to improve the overall assets of all students at RMS.

Top four desired outcomes:

- Students who are earning C's or better in all core content areas
- Students who are earning higher achievement test scores
- Students who are more engaged in learning
- Students who are meeting their social and emotional goals

BARR teachers use real-time student data to drive instructional change and identify non-academic supports when needed.

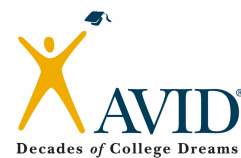


Positive Behavioral Interventions and Support (PBIS)

The Rialto staff strives to encourage positive student behavior and academic progress through our PBIS Rewards program. Rialto has created incentives, PAW points, which are handed out to students by school staff and can be redeemed for rewards in the Roar Store. Rialto also celebrates strong student achievement through a quarterly celebration for students that have strong GPA's and Perfect Attendance. Tiger Pride Time is another reward where students who avoid the non-participation list can choose enrichment activities with their PAW points.

Students have three school-wide expectations:

- Be Safe!
- Be Responsible!
- Be Respectful!



The Advancement Via Individual Determination's (AVID)

The Advancement Via Individual Determination (AVID) mission is to close the achievement gap by preparing all students for college readiness and success in a global society. The AVID system at Rialto Middle School is one of the best.

**Rialto Middle School
Support Staff**

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**Instructional
Technology Assistant**



**RIALTO MIDDLE SCHOOL
BELL SCHEDULE
2021-2022**



Monday, Tuesday, Thursday, Friday

		HR	8:25	8:38	
		1	8:43	9:38	
		2	9:43	10:38	
		3	10:43	11:38	
4A	11:43	12:38	1ST LUNCH (11:38-12:08) C, E & F		
4B	12:13	1:08	2nd LUNCH (12:38-1:08) D, G, H, PE, Music		
		5	1:13	2:08	
		6	2:13	3:08	

MINIMUM DAY-WEDNESDAY

		HR	8:25	8:37	
		1	8:42	9:15	
		2	9:20	9:53	
		3	9:58	10:31	
		4	10:36	11:09	
5A	11:14	11:47	1st LUNCH (11:09-11:39) C, E & F		
5B	11:44	12:17	2nd LUNCH (11:47-12:17) D, G, H, PE, MUSIC		
		6	12:22	12:55	



Rialto Middle School

Re-entry plan



Entering Campus:

- Staff will enter through the front office to check-in and take their temperatures daily.
- Students will enter through the main entrance gate to get their temperatures taken. If temperature is 100.4 degrees or higher, student will be escorted to the care room. Here they will be evaluated by our health clerk, and possibly sent home.

General Health and Safety Protocols

- Hand sanitizing stations will be placed at the entry point of the school.
- Chairs and desks will be disinfected between classes, and at the end of the day.
- High traffic areas will be disinfected continuously throughout the day.
- Drinking fountains are off limits and students are encouraged to bring their own water bottles.
- Frequent hand washing will be encouraged.
- Physical contact is not allowed.
- Masks are required while indoors.

Parents

- Please keep your child home if they are feeling sick, or have a fever of over 100.4 degrees.
- If your child rides the bus, you must accompany them to the bus stop. Bus drivers will be checking temperatures prior to allowing students to board. If the child's temperature is above 100.4 degrees, they will not be permitted to board and will be sent home with parent.
- Visitors are limited to the front office.
- Please wash PE clothes frequently.

Classrooms

- Desks and chairs will be spaced 3ft apart whenever possible.
- Air purifiers are supplied in each classroom.
- Teachers and students will wear a mask in the classroom.
- Teacher classroom libraries and school library must have a 24hr waiting period to recheck out a used book.



Daily Procedures for using your chromebook

This guide provides students with general guidelines on how to use and care for their chromebook on a daily basis

If you forget your machine at home, you will need to check one out in the library before school and return it after school.

Be sure to follow school procedures on storing your device during lunch, PE and other times when the machine might be vulnerable.

Shut down after use to preserve battery life.

Case your chromebook when not in use.

Be very careful to avoid food or drink spills onto your computer to avoid damage.

Keep your machine in a cool, dry place and avoid direct contact with the sun.

Charging stations will be located in classrooms when computers need charging during the day.

Clean your chromebook using a soft, dry, anti-static, or microfiber cloth. Do not use windex or any type of liquid.

GENERAL INFORMATION

School Hours

Minimum Day: 8:25 a.m. – 12:55 p.m.

Regular Day: 8:25 a.m. – 3:08 p.m.

The campus is open to students at 7:50 a.m. for breakfast. Classes start at 8:25 a.m., which means students must be in their seats (on their numbers in P.E. classes) by 8:25 a.m. Please make every effort to be on time. Unless you are participating in a school function, students are expected to leave the school grounds at dismissal, 3:08 p.m. The school office is open from 7:30 a.m. until 4:00 p.m. daily.

*The hours of student school attendance will reflect the COVID-19 instructional model and will be communicated to all parents and guardians.

School Mascot, Identity & Colors



The mascot for Rialto Middle School is the “Tiger”. Our school identity is “The home of the Tigers who roar with integrity and determination”. Our school colors are green, gold, and black.

Student Responsibilities

Agenda

An Agenda will be given to each student at the start of the school year to record assignments and keep track of his/her grades.

Homework Policy

The Rialto Middle School homework policy is designed to assist students to become more responsible for improving their work and study habits. Homework is assigned to reinforce and/or build upon lessons that have already been taught in the classroom. If you have specific questions, please contact the teacher. Cheating and plagiarism will not be tolerated. A failing grade on the assignment will result. Long term projects, such as book reports, projects, and research papers may also be assigned in addition to the regular homework assignments.

* All homework policies and procedures will be communicated and reviewed with students and parents at the start of each instructional quarter.

PRECAUTIONARY MEASURES

Personal Protective Equipment (PPE)

- All staff, students and visitors on campus must wear a face covering in order to enter the school site facilities, unless wearing a face covering poses a health risk to that individual.
- Face covering must adhere to the District’s dress code policy.

- One disposable face covering and one reusable face covering will be provided to every staff member and student. Additional face coverings will be provided as needed.
- Students and staff will not be required to wear a mask at recess or most outdoor situations. However, masks will be required in a crowd for an extended period of time, like in the stands at a football game.
- Face coverings will not be required while eating breakfast or lunch.
- Face coverings will not be required while outdoors when social distancing is possible.

Student Identification Cards

Each student will be issued an ID card and lanyard. It is essential that students wear their ID and show them as they enter the campus. The ID card also serves as the student's bus pass. Replacement ID cards will be issued at the Main Office before school, during lunch, and after school. The cost is \$5.00. All students must have a current student ID to participate in on-campus and district extracurricular activities.

Cell Phones/Electronic Devices

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

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*

Office Telephones

Office telephones cannot be used by students for personal use during, before, or after school. Students may use the office telephone on an emergency basis---only. Plans for after school activities must be made before you leave for school in the morning. Parent/guardian should make arrangements for your pick up, prior to the start of school. Use of the school phone for calls will start 30 minutes after the dismissal bell.

ATTENDANCE

The State Compulsory Attendance Law (Ed Code 48200) requires that each person between the ages of 6 and 18 attend a public, full-time day school or continuation school. The state attendance laws also require regular attendance and punctuality, with both the school and the parents having responsibility for enforcing these laws. It has been well documented that regular attendance is a key factor in the success a student achieves at school. It is important to maintain POSITIVE attendance to maximize learning.

*In the event of a modified instructional change such as Distance Learning and Modified Hybrid schedule, attendance requirements may be adjusted.

Absences

A student should be at school every day unless they are too ill to attend school. Parents need to call the school at **879-7308 ext. 21100 to report your student's absence. Students may bring a note to verify the absence.** The note should include the following:

- 1. Student's first and last name.**
- 2. Day(s) and date(s) of absence.**
- 3. The specific reason for the absence.**
- 4. Parent signature.**
- 5. Students should give their notes to the Student Support Center on the day of return.**

Late to School

Students late to class are losing valuable instruction time and are disrupting learning and teaching. Please support our efforts by making sure that your student is on campus by 8:20 a.m. Students who come to school after 8:40 a.m. must have a readmit from the attendance office before going on to class. If students arrive at school within the first 15 minutes, they will go directly to their first period.

Tardy Policy

Students are expected to be in class, on time, and in their seat before the tardy bell rings

- Tardy 1 & 2 = Teacher will issue verbal warning
- Tardy 3 = Teacher will make parent contact
- Tardy 4 = Teacher will issue a consequence, inform the parent of consequence
- Tardy 5 = Teacher will issue counseling referral indicating the dates of the above (repeat cycle)
- Tardy 6+=Referral to Administration

Random Tardy Sweeps

Tardy Sweeps are conducted throughout the day. Any student found truant will be issued discipline immediately.

Hall Passes

When outside the classroom, students must have a pass. Students without a pass are considered truant. Students who are delayed by a teacher or staff member should get a pass before leaving the area. Teachers will only write passes for valid reasons and bathroom passes will not be issued during the first 10 minutes or last 10 minutes of class unless it is an emergency.

School Attendance Review Team (SART)

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

School Attendance Support Panel (SASP) When students have excessive absences and/or tardies, or have been truant, they are 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. Parent/student may be cited, and/or maybe recommended to an alternative educational setting. The SASP panel will determine the consequences of poor attendance.

STEP-UP Saturday Program

The STEP-UP Saturday Program is a 4-hour academic program designed to provide students with an opportunity to make-up work and recover absences. Lunch is available for students who turn their STEP-UP forms in by 10:00 am on Wednesday of the week they attend STEP-UP. Saturday sessions may also include opportunities for grade recovery and tutoring. Any student may attend STEP-UP whether they have been absent or not, and students may be assigned to STEP UP as an academic or behavioral intervention by an administrator. Please contact the attendance office or the office of the Assistant Principal for additional information.

Early Dismissal

California State Law (E.C. 46000) requires the whereabouts of each student to be known at all times during school hours. When students need to leave school early (to go to the doctor, dentist, etc.) a parent/guardian or authorized emergency contact must come into the Attendance Office with proper identification, obtain a "PERMIT TO LEAVE SCHOOL" slip and sign the student out. **Please make sure ParentVue is up to date!**

If the student returns to school the same day, a note from the doctor or parent/guardian needs to be submitted to the Attendance Office, or the parent/guardian may escort their student to the attendance office so the student may be readmitted to school. Please note, any early dismissal may impact student perfect attendance.

Truancy is a Crime

The Rialto City Council passed a Truancy Prevention Ordinance (1230) which became effective September 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 8:30 a.m. and 2:52 p.m. on the days when said minor's school is in session.

The Rialto Police Department 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 \$1000 and/or be required to perform community service.

Regular attendance is important for students to learn the skills required to ensure success in school and the world of work. We count on your cooperation in our effort to combat the truancy problem. Students who frequently miss school will be required to sign-in daily in the discipline center.

When your child misses school frequently, each year the amount of total school missed accumulates over the entire school career and may cause a loss of important education.

RMS provides an opportunity for students to regain the loss of educational opportunities and clear absences through participating in the STEP-UP Program. Please contact the Attendance Office for more information.

Closed Campus

Rialto Middle School is a closed campus for the safety of all students. **Students are not allowed to leave campus without permission.** Once students have arrived on campus (including on sidewalks outside school), they are not allowed to leave, even if school has not begun.

Visiting other School Campuses

Unless you are participating in a school-related activity, you are not permitted to be on or near any school campus during regular school hours (7:30 a.m. – 4:00 p.m.). In addition, students are not permitted on any school campus before/after school or during weekends or vacations without appropriate administrative permission.

GENERAL PROCEDURES

Messages and Deliveries

Instruction will not be disrupted for relaying messages to students. Balloons, flowers, presents, food for parties, etc. will not be accepted during school hours. Parties will not be allowed during instructional time. We encourage all parents and guardians to work with their children in establishing routines and responsibilities for all items needed during the school day. The daily operations of an office along with instructional time are impacted when personal items are dropped by the parent or guardian. Therefore, such items for student delivery will require administrative approval. Rialto Middle School nor school personnel will be held responsible for any lost student article.

Personal Items

According to Board Policy 5131, the district will not be responsible for damage caused by any student to any item of personal property which another student brings to school. Students are responsible for lost articles brought to school. Personal electronic devices such as cell phones, speakers, video games are prohibited. The school assumes no responsibility for loss or theft of any unauthorized items.

Lost and Found

Any found items should be turned in to the office as soon as possible. Keeping found items may be considered theft. Found items are placed in the Lost and Found Bin. Items that are not claimed by the end of the school year will be donated. Students should not bring valuables to school. Only materials needed for educational purposes should be brought. **The school is not responsible for lost/stolen items.**

Bicycles/Skateboards

All bikes must be locked in the bike rack area, north of the gymnasium. Students must provide their own lock. Students may not ride their bikes on campus. Bikes must be walked from the parking lot to the bike racks and from the bike rack to the parking lot. Skateboards, roller-blades, Razors and skates are **to be locked in the bike rack or skateboard rack** on campus. The bike and skateboard racks are located north of the gymnasium entrance. Any skateboards or scooters held in the office will become a parent pick-up. Rialto Middle School or the District will not be responsible for damaged and /or stolen private property.

Restrooms

Restrooms are open during passing periods in the "D", "E", and "H" buildings. During lunch, the students are to use the "H" building restrooms only. During P.E., students should use the P.E. restrooms in the locker rooms. If an emergency occurs during class time, students must obtain a Hall Pass from their teacher to use the restroom.

*Access to restroom usage will adhere to CDC guidelines and restrictions and any access modifications will be communicated accordingly.

Breakfast and Lunch Procedures

All students at RMS will have access to participate in the free Breakfast and Lunch Program. A la Carte items will be available for purchase. Students will be required to know their student identification number and use it every time they enter the service lines. **Do not** allow other students to use your I.D. numbers. If students or parents/guardians have any questions, they should contact the school cafeteria manager/lead person at 879-7308 ex.29114

* Lunch procedures may be altered to observe adherence to CDC guidelines and the current modified instructional model. A Grab and Go lunch model may be implemented to ensure all students have access.

Lunch Time Expectations

1. Eat your lunches in the covered eating area only.
2. Be seated while eating.
3. Leave the lunch area clean. Throw your trash in the barrels that are designated for trash
4. Do not walk around with any food or drink.
5. Food items and drinks should not be taken inside the classroom buildings.
6. Behave appropriately, obey all lunch area supervisors, and treat them with respect at all times.

*Lunch expectations will be modified to observe adherence to CDC guidelines and restrictions. Such expectations will be communicated accordingly.

Emergency Drills

Emergency drills are required by law and are an important safety precaution. When the first signal is given, evacuate as quickly as possible, to the assembly area by the prescribed route. Your teacher will give you all the necessary information.

Fire Drills: When there is a drill your teacher will escort your class to an assigned area. Once outside the room, students will form one single file line and walk quietly and orderly to the assigned area. It is necessary to remain quiet in order to receive directions from your teacher and administrators. You must wait to be released before returning to your class.

Earthquake Preparedness Drill: There are two parts to the drill:

- 1. DUCK, HOLD AND COVER** - To avoid flying glass, falling books, and other debris. Position yourself under a desk as best you can, and cover your head with your hands cupped.
- 2. EVACUATION** - Evacuate all rooms and gather at pre-planned areas on our basketball courts (shown on the campus disaster map).

In order to hear important directions and to ensure your safety, you must remain **QUIET** during the drill.

In the event of an emergency, students may be picked up by adults listed on ParentVUE only with valid ID.

Intruder on Campus Drill: Students please watch for individuals on campus that you feel do not belong. Notify a staff member immediately if you see someone without a visitors pass. Safety officers and/or an administrator will be sent to the location. An announcement will be made to lock down the campus. Teachers will lock your doors and turn off lights. Students will duck, cover and be quiet. If students are outside (quad or P.E.) they should immediately move to the nearest available rooms. Students in the quad will move to the multipurpose room. An administrator will come on the intercom and announce when the incident is over. Please remain in your classrooms unless otherwise directed. In order to hear important directions and to ensure your safety, you must remain QUIET during the drill.

Giving False Fire Alarm: Any person who sounds a false fire alarm “is guilty of a misdemeanor and upon conviction is punishable by imprisonment in a county jail, not exceeding one year, or by a fine not exceeding one thousand dollars (\$1,000), or both that fine and imprisonment”. P.C. 148.4 Any student, who pulls a fire alarm station, sounding a false alarm, will be suspended and may be recommended for expulsion and reported to the police for prosecution.

ACTIVITIES AND PROGRAMS

Rialto Middle School believes that students must be students first. Activities come second. In order to participate in any extra-curricular activity such as dances, sports, field trips, etc., students must have a Grade Point Average (GPA) of 2.0 or higher.

Participation Requirements

- 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.
- To attend school-wide or grade level motivational field trips, students must not have any outstanding charges
- May not be on the non-participation list.
- Must have a GPA of 2.0
- All school rules apply to school sponsored activities.
- Students are not permitted to go on any trip 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 non-participation list will NOT be refunded the price of the trip.
- If a refund is issued, please allow for 10 business days to receive your refund by check.
- Students will not be released prior to the end of any event.
- Students not picked up from activities within 20 minutes of the conclusion of the activity will be placed on the non-participation list for 20 days.

Dances/Activities

Rialto Middle School has several dances and activities per year. Students who attend must buy a ticket prior to the dance. Supervision is provided by Rialto Middle School campus security and teachers. Dances are for Rialto Middle School students only. Visitors and guests may not attend. Students must follow all school rules.

School Clubs

A variety of clubs are held after school in which students can participate with parent permission.

Middle School Sports Program

A variety of sports will be offered throughout the year in which students can participate. The sports program is held on minimum day Wednesday's after school. Students interested in participating will need to turn in a completed sports packet to Student Support.

Fundraisers

In order to provide activities and athletic programs, students may become involved in fundraisers. Students are encouraged to actively participate in these fundraisers. We do, however, urge that they enlist support from family members and not sell door-to-door. Students with outstanding charges or fines may not participate in fundraisers.

Assemblies

Assemblies are presented throughout the school year. Some are presented by outside speakers and others by school departments with student participation. While in attendance, students are expected to be polite and respectful.

Study Trips

Study trips are used for academic enhancement and motivation.

EXTRA-CURRICULAR, CO-CURRICULAR, AND INTERSCHOLASTIC ELIGIBILITY RUSD Board Policy (6145-a)

I. Students in grades 6 - 8 may not have any F's or D's in any course to be eligible for participation in any extra-curricular or co-curricular activity. This policy includes such things as campus clubs, non-elected leadership, athletics, homecoming/winter/spring courts and groups which perform after school hours whether on or off the school grounds.

II. Students serving as an elected member of student government or office assistant must maintain above a 2.0 in all courses to be eligible.

III. National or state organizations or academic competition teams that stipulate higher than 2.0 GPA for membership or participation shall be honored.

* All dances and ASB activities will be either postponed or modified to reflect adherence to CDC guidelines and restrictions. Such modifications will be communicated.

Eighth Grade Promotion Ceremony

Students will be invited to participate in a promotion celebration to acknowledge their accomplishments. This year's ceremony is scheduled for May 2022.

Eighth Grade Activities

Eighth-grade students must have positive attendance and citizenship in order to participate in all activities.

Academic Recognition/Perfect Attendance

Students are encouraged to do their best. By setting their sights high, they can achieve academic success and recognition. Rialto Middle School has traditionally recognized individual students for their hard work, positive attendance, and academic achievement. Perfect Attendance means 0 absences and no more than 2 tardies (to allow for a margin of error). If the students attend STEP-UP (absence recovery on Saturdays), it counts as a makeup day toward perfect attendance. Honor Roll awards are earned by students with 3.0-4.0 G.P.A. during the 1st, 2nd and 3rd quarters of the academic school year.

- 4.0 – Superintendent's Honor Roll
- 3.5-3.9 – Principal's Honor Roll
- 3.0-3.49 – Honor Roll

DEPARTMENTS

Health Office/Medication

A nurse is assigned to RMS 2 - 3 days per week and a health clerk is available daily. If your student has a prescription medication that he/she must take at school, parent/guardian must complete a District form requesting the medication be given along with the Doctors note and signature. The medication and all information regarding it must be checked into the Health Office before school. The nurse, health aide, or office personnel will administer the medication as prescribed. Medication cannot be taken at school without a written doctor's order and a written request from the parent/guardian. With the exception of Asthma inhalers (which can **only** be carried by a student that has a doctor's written request to do so), students are **not** allowed to have any type of medication in their possession including over the counter medication such as cold medication and Tylenol. A parent or guardian should contact the School Nurse **immediately** if there are any special health needs.

- Students are **not** allowed to have any type of medication in their possession.
- Asthma inhalers can only be carried by the student with the written permission of a doctor.
- Parent/guardian should contact the School Nurse **immediately** if you have any special health needs.
- To be exempt or have modified PE, a doctor's note is required with duration of time and the diagnosis.

Counseling Center

Counselors can help students in a variety of ways. If you have concerns about the scheduling classes, academic planning, or personal problems, a counselor is available to assist you.

If you need to see a counselor, you should fill out a Counselors's Appointment Card. It can be obtained in the Student Support Center. Teachers will not release you during class to get an appointment card. Inform an adult if it is an emergency. Counselors will always try to see students in a timely manner. However, students should not be in the office to see a counselor without permission and/or a hall pass from a teacher or another school official.

Class Changes

- Occasionally, schedules need to be changed. If this occurs, a counselor will notify the student and parent.
- Students who wish to request a class change must make an appointment with their counselor. Both student and parent must meet with the teacher and counselor prior to a class change being considered. When assigned to a class, students should report to and stay in that class until they receive official notification that a change has been mad. **An administrator must approve schedule changes.**

Dealing with Student Conflicts

- Do not spread rumors. Quite often conflicts between students begin because of rumors. Do not be a participant in rumor spreading.
- If a conflict should arise between you and another student(s), **seek** the **assistance** of an adult school official. Your teachers, counselors, security officers, administrators, and other staff members can assist you in finding a solution to the conflict.
- Be ready to talk, listen, and compromise.

Reporting Incidents

- See a Campus Security Officer, Counselor, or the Assistant Principals, to make an official report of an incident. Incident Report forms are located in the Counseling office.

Ways to Avoid a Fight : It takes two to fight. Most students are able to make correct choices in order to avoid getting into a fight. For those who have trouble making the right decision, here are some ideas:

- If someone says he/she wants to fight you, **"walk away"** and report this to your teacher, counselor, security, or an administrator.
- If you do not report a problem, then you are indicating that you have decided to handle the situation yourself, and therefore you must accept the consequences of your actions.
- If someone says, someone else wants to fight you ("he said ... she said"), **report the person who told you** to your teacher, counselor, security, or an administrator.
- If you are having a problem with another student that you think might lead to a fight, report it to your teacher, counselor, security, or administrator.

Dealing with Teacher/Staff Conflicts

When disagreeing with a person of authority (teacher/other staff member), as a student, you need to remain calm and in control when discussing issues. You have certain **rights** to remember.

Carefully read them:

1. **You have the right to politely ask to speak to your teacher after class to discuss a problem or to obtain clarification on an issue. Class time is not the time to discuss the incident.**
2. If you are not satisfied with the results, see one of the Assistant Principals, or a Counselor for assistance. Administrators and Counselors are here to help you. Please use their services.
3. You have the right to ask your parent to set-up a parent/teacher conference to discuss your concerns.
4. See the Principal if you feel that steps 1-3 did not meet your needs.

Library hours: 7:55 to 8:20 a.m., 3:08 to 3:50 p.m., 1:00 to 3:00 p.m. on minimum days and during lunches with a pass. Students will need to have an after school permission slip on file with the Library in order to stay after school. Books and magazines are available for checkout. Library books are checked out for two week periods and may be renewed as many times as is necessary. Magazines are available for overnight check out only. Students will find Spanish language books in the Library.

Library Lunch Passes: Passes for the library can be picked up daily in the library **before** school. Students without a lunchtime library pass will not be allowed in the Library.

Chromebooks: Students will have Chromebook checked out to them that they will be responsible to take from home to school each day. The use of the Chromebooks is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Chromebooks and the network, like any school property, must be used for the educational purposes for which they are intended. Before a Chromebook is issued students and parents or guardians will sign an Internet Access and Acceptable Use Policy. Missing or damaged Chromebooks will result in fines.

Textbooks: Textbooks are checked out through the Library. Any pre-existing damages that are found in the book will be noted inside the front cover. Students will not be billed for existing damages that are noted. Students are given 24 hours to report any additional damages that have not been noted. When the textbook is checked-in, any damages not previously noted will be charged to the student. Students are responsible for their textbooks until they are returned. Rialto Middle School does not provide book lockers or covers. Books are to be used only by the student who checks them out. A student must pay for books that are lost or damaged or that indicate careless use.

Charges for damage to books are as follows:

Barcode removed/damaged:.....	\$5
Writing:	\$2 and up
Cover/Spine damage:	\$10
Torn Pages:	\$2 and up
Excessive Wear:	\$3 - \$10
Minor Water damage:	\$5
Book destroyed/missing pages or lost:....	cost of book

End of Year Library Procedures: Students will tentatively be returning library books/textbooks to the library during the second and third week of May. Specific days for grades will be announced at the end of the year. Books will only be accepted on days specified for grade level, and during make up days.

RUSD Policy for Student Charges:

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

- Withholding of grades, transcripts, and 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

2. Charges and fines must be paid in cash or money order. No checks will be accepted.
3. Students with RUSD charges on the District System will be notified by mail of itemized charges. The notice will be sent to parents at least twice during the school year.
4. Charges under \$20.00 must be paid in full.
5. Library/textbook 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.
 - If a charge is not paid in full, textbooks will only be issued for the length of time specified in the payment agreement.
 - Any student with financial difficulty may see the Library Technician for a work-off agreement. The work-off agreement is signed by the student and the parent. Students are credited at a rate of \$5.00 per hour.

Acceptable Use Policy of Computers/Internet Access: Internet

access is available and it is provided for educational purposes only. All students will be oriented annually on the acceptable and unacceptable use of computers, computer networks, and electronic resources using the following procedures:

1. Group orientation
2. Parent permission letter and agreement to acceptable use – signed yearly.

Unethical/Unacceptable Behavior: Use of computers, networks, or electronic resources for illegal, inappropriate, or obscene purposes, or in support of such activities is in contradiction with District philosophy and acceptable use standards. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the computer/network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly-owned and operated communication vehicle. Examples of unethical unacceptable use of District technology equipment includes but is not limited to the following:

- gains unauthorized access of others' files, or vandalizes the data of another user;
- user accesses obscene graphic or printed data and/or engages in transmitting graphics, dialogue or messaging using vulgar, obscene, or foul language (obscenities);
- forges electronic mail messages, or uses an account owned by another user;
- invades the privacy of individuals; posts anonymous messages.

Consequences of Violations: Consequences of violations include but are not limited to:

- suspension of Internet access;
- revocation of Internet access;
- suspension of network privileges;
- revocation of network privileges;
- suspension of computer access;
- Legal action and prosecution.

It is the policy of the Rialto Unified School District that all computers, networks, and electronic resources are to be used in a responsible, efficient, ethical, and legal manner (GBCC). **Failure to adhere to the policy and the guidelines for the use of**

computers and networks, as described below, will result in disciplinary action.

Parent/guardian permission letter and agreement to acceptable use is signed yearly.

PHYSICAL EDUCATION

We are committed to providing an equal opportunity for both boys and girls to excel and reach their potential. Participation, teamwork, sportsmanship, and social equity will be stressed at all times throughout the school year.

P.E. Uniforms: Every student is expected to have P.E. clothes (uniform) at school Monday-Friday and dress out every day unless medically excused. All students are responsible for having their P.E. shorts and shirt. These may be purchased through the school Financial Office. Students may bring their own uniform from home, as long as it meets the requirements of the P.E. staff. Loaner clothes are available for those students who do not have their P.E. uniform that day. Repeated or habitual failure to have P.E. clothes will result in parent contact and discipline consequences. If for any reason at all you cannot purchase a uniform, please send a note with your student explaining the situation and we will issue long-term loaners until a uniform can be purchased. (Loaners are washed daily) The student's name must be printed on the uniform. No nicknames, drawings, or markings will be allowed on the uniform. Athletic shoes are necessary.

Lockers & Locker Room: Each student will be provided with a locker and a combination lock. It is the student's responsibility to keep this lock and return it at the end of the year; or when they check out of school. Students are to keep their lock and locker in good condition, or they will be charged for the cost of a new one. Individual lockers are provided to the students as a convenience. (Board Policy JN). *Students should refrain from sharing locker combinations with other students, or permitting other students to access their assigned locker.* All locker combinations are changed on an annual basis or upon reassignment to another student during the same school year. **USE OF THE LOCKERS IS AT THE STUDENT'S OWN RISK AND THE DISTRICT ASSUMES NO LIABILITY FOR LOST, STOLEN, OR DAMAGED ARTICLES AS A RESULT OF SUCH USE.**

DO NOT SHARE LOCKERS OR LOCK COMBINATIONS!

* In the event of school closures, items in the locker room will be available once restrictions are lifted and a safe office operations resume. Additionally, pick-up procedures will follow CDC guidelines and restrictions. Such information will be communicated accordingly. Student access to the locker room could be restricted and/or modified.

TRANSPORTATION

Bus Transportation: Current Board Policy states that students can qualify for bus transportation by living two (2) miles or more from the school. Students will be given a bus pass two weeks after the beginning of school. Students who misplace or destroy their bus passes must pay \$2 for a new bus pass. Please come to the Front Office before school or during lunch with a pass from a teacher, to get a new one.

**RIALTO UNIFIED SCHOOL DISTRICT - TRANSPORTATION STUDENT CONTRACT:
BUS PASSES:** All secondary students transported to or from school shall show their passes to the driver each time they board the bus.

BUS RULES:

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 his/her bus pass
10. Talk quietly

CONSEQUENCES OF BREAKING BUS RULES:

If a student breaks any of the above rules, the driver will use any of the following steps of remediation prior to placing the student on the formal warning steps.

- Counsel student
- Move student to another seat
- Release student last when exiting from bus

If a student still continues to act in a disorderly manner, the following warning steps will be taken:

1. Warning: "Notice of Unsatisfactory Conduct on School Bus" form shall be completed by the bus driver and distributed.
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 parent/guardian.
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.

SEVERE INFRACTIONS ARE LISTED BELOW, BUT ARE NOT INTENDED TO BE INCLUSIVE:

- Smoking
- Hanging out the window (head & shoulders)
- Cursing at the driver
- Cutting seats or damaging windows
- Fighting
- Hitting or throwing object at the driver
- Igniting any type of fire
- Jumping out windows or emergency doors

PARENTS AND GUARDIANS

Visiting Campus/Classes

Parents are always welcome to visit, however, they should always check-in at the front office. If a conference is desired, contact the front office to schedule with the teacher(s) during non-instructional time. To ensure the safety of students and staff and avoid potential disruptions, all visitors will register immediately upon entering any school building or grounds when school is in session. Parents must schedule classroom visitations 24 hours before the actual visit.

Per Board Policy (BP 1250), “Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time...” No electronic listening or recording devices may be used by students or visitors in the classroom without the teacher and principal’s permission. (Ed. Code 51512)

*To ensure the safety and wellbeing of all occupants in the school building, school visitations may be restricted based on the guidance of health officials during the COVID-19 pandemic.

Parent Volunteers

We welcome parent volunteers to visit our school. We encourage our parents to act as partners in their child’s education and in the school community. If you are interested in supporting our school as a volunteer, please come to the front office and complete a parent volunteer form. For more information contact the School Secretary at 879-7308 x21102.

* To ensure the safety and wellbeing of all occupants in the school building, parent volunteers may be restricted based on the guidance of health or governing officials.

Online Enrollment Verification/Emergency Contacts

It is **mandatory** that parents/legal guardians use Parentvue for online enrollment verification every school year. At this time, the parent/legal guardian will have the opportunity to update parent and emergency contact information through Parentvue. **It is very important that all information on the online enrollment verification is current.** If your address or phone number changes during the school year, please update your information as soon as possible. Parents/Legal Guardians must come into the office and present identification to make changes to their student’s contact information. Only those persons listed on the emergency card will be able to have contact with a student during school hours. Please list all adults including siblings over 18 who might be sent to pick up your child. Parents/Legal guardians in need of login information to Parentvue, please contact the front office. For access to Parentvue, please use the link on the RMS website.

Address/Telephone Changes

Any address and/or telephone number change must be reported to the school immediately. Any guardianship changes must be supported by legal documentation. As such, changes must be verified by an authorized individual and may only be completed in person.

Report Cards & Poor Work Notices

Any student in danger of failing a class (F or D grade) will receive a Poor Work Notice in the middle of each quarter. If a student's grade drops later in the quarter, and he/she is in danger of failing, a Poor Work notice also will be issued. All students will receive Report Cards at the end of each quarter. If your child receives a Poor Work Notice or a failing grade at the end of the quarter, you may call to set up a parent, teacher, student conference (PTC). A PTC may be requested by the parent or a teacher. To request a PTC call the Receptionist at x21101.

Student Study Team

An SST may be requested after a second PTC has been held. The Student Study Team (SST) is designed to assist students in needed areas. The team consists of the student, parents, teachers, counselor, and administrator. The goal is to assist the student in overcoming difficulties with academic, behavior, and/or attendance issues.

California Labor Code 230.8 (a) (1): No employer who employs 25 or more employees working at the same location shall discharge or in any way discriminate against any employee who is a parent, guardian, or grandparent having custody, of one or more children in kindergarten to grades 1 to 12, inclusive, or attending and licensed child daycare facility, for taking off up to 40 hours each year, not exceeding eight hours in any calendar month of the year, to participate in activities of the school or licensed child daycare facility of any of his or her children, if the employee, prior to taking the time off, gives reasonable notice to the employer of the planned absence of the employee.

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 underpass or abandoned structures, etc.
- As a student, are you living with someone other than your parents 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 support 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.

SCHOOLWIDE EXPECTATIONS

The Tiger Way

Our school-wide expectations are based on PBIS (Positive Behavior Interventions and Supports) and rewards students for demonstrating expected behaviors.

We want every student to display **INTEGRITY** because

this is the

TIGER WAY

They will accomplish this by

Following

The three school-wide expectations

Be Respectful

Be Responsible

Be Safe

Posted expectations are evident throughout the campus and are specific to the different locations such as restrooms, quad/lunch area, library, front gate, locker room, office, etc. Students will be rewarded with Paw Points if they are being respectful, being responsible, and/or being safe. Students will have opportunities to redeem points for prizes/tangible incentives. Other rewards for expected behavior include positive phone calls home, preferred activities, and front of the lunch line passes.

Student Responsibilities

According to Education Code E.C. 48908, "All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language."

RIALTO



MIDDLE SCHOOL

SCHOOLWIDE PBIS EXPECTATIONS

RESPECTFUL

RESPONSIBLE

SAFE

COMPUTER LAB

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Check your assigned computer for any damages and report them before you begin using them
- Be careful with the technology
- Keep room clean
- Stay on task

- Keep hands, feet, and objects to yourself
- Walk when moving around in the computer lab
- Sit properly in chairs
- Push in chairs when you leave

PASSING PERIOD

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Line up against the wall near your teacher's door
- Keep the halls and quad clean
- Arrive to class on time

- Keep hands, feet, and objects to yourself
- Walk at all times
- Move with the flow of traffic
- Keep phones/headphones in your backpack

LUNCH AREA & QUAD

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Food must stay in appropriate eating area
- Clean up your area (the tables and the ground)

- Keep hands, feet, and objects to yourself
- Walk at all times
- Remain seated appropriately while eating
- Stay in designated boundaries

GYM & MPR ASSEMBLIES

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Pay attention to the presenter
- Keep your area clean and pick up trash around you

- Keep hands, feet, and objects to yourself
- Walk at all times
- Remain in designated areas

FRONT GATE & BIKE RACK

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Ensure your property is secured appropriately
- Keep your area clean and pick up trash around you

- Keep hands, feet, and objects to yourself
- Walk on the sidewalk at all times
- Walk your wheels on campus

LIBRARY

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Be gentle and careful with books and equipment
- Return materials on time
- Have your ID or schedule ready for checkout
- Keep the room clean

- Keep hands, feet, and objects to yourself
- Walk at all times
- Sit properly in chairs and push them in when you leave them
- Use equipment appropriately

OFFICE

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately
- Wait patiently for your turn

- Turn in paperwork to the appropriate staff member
- Bring appropriate materials and work quietly at all times
- Leave the area clean and orderly

- Keep hands, feet, and objects to yourself
- Walk at all times
- Sit appropriately

LOCKER ROOM

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Be in the appropriate area on time
- Bring appropriate PE uniform or have loaners on in proper time frame
- Leave the area clean and orderly

- Keep hands, feet, and objects to yourself
- Practice self-control

RESTROOM

- Be considerate of others and their property
- Use appropriate volume, language, and social interactions
- Follow directions immediately

- Be quick in the restroom
- Use the restrooms appropriately
- Keep the floors, walls, and stalls clean

- Keep hands, feet, and objects to yourself
- Wash your hands

RMS DRESS CODE POLICY

We believe that there is a definite relationship between good dress habits, good work habits, and proper school behavior. Recognizing this relationship between personal dress habits and personal attitude, we encourage our students to dress in a manner that demonstrates pride both in themselves and in their school. We enforce a dress code for clothing, hair color or attire that poses a health risk, may make other students uncomfortable, or causes a distraction in the learning environment. Students are expected to wear clothes that are appropriate for school activities.

- All Clothing should be clean and free of revealing or significant tears or holes
- Footwear must be worn at all times. Slides, and/or flip-flops are not allowed and any open toed shoes need to be safe by having a back strap for support. Closed-toed shoes are required for P.E. for safety reasons.
- Outfits that show underwear or are unduly revealing are prohibited, including but not limited to: halter tops, tube tops, spaghetti-strapped tanks, off the shoulder or low-cut tops, and garments with bare midriffs. If clothing is worn over a prohibited top, it must remain over the top for the entire duration of school without being unduly revealing. Students are not to reveal bra straps and tank tops should be at least 2 inches.
- Pants/shorts should be worn at the waist and should be able to stay up without a belt or other support. Under garments should not be exposed. No Sleep wear.
- Skirts/shorts should be at least as long as the student's hands stretched down to their thighs when standing with upright posture. Revealing tights, leggings, or pajamas are also a dress code violation.
- Only sun protective hats are allowed. Sun protective hats have a brim that goes around the hat (bucket hat). Hoods and/or beanies are not to be worn, except for on extremely cold, windy, or rainy days. Hats, hoods, and beanies should never be worn indoors.
- Attire, including clothing, jewelry, pierced jewelry and other accessories that attracts undue attention or causes a disruption
- Local gang symbols
- Long belts with the end hanging down in front or initial belt buckles. Extremely large and heavy gauge metal belt buckles are not allowed.
- Studded or spiked belts, necklaces, or bracelets are not allowed.
- Bandanas/hair nets/doo-rags
- Clothing and personal items that depict offensive or vulgar language, inappropriate or suggestive pictures/graphics, writing, or advertisements for alcohol, cigarettes, or other controlled substances are not allowed. Clothing that can be construed to have a double meaning is not allowed.
- Clothing that depicts violence, hate, or death (Example: skull and crossbones, satanic symbols, guns, bombs, spray cans, R.I.P., etc.) or that promotes hostility between specific groups.
- Sleepwear or blankets. This includes slippers, pajamas, teddies, and any other item that is deemed as sleepwear is not allowed.

In the case of questionable dress or extraordinary hair styles not covered in the rules listed above, the student will be counseled by a teacher, counselor, or administrator. Appropriate action will be taken at that time and, when necessary, a home contact will be made seeking parental cooperation and assistance.

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

Cyber Bullying

Bullying is defined by Ed Code on 48900 (r) as an act of one student or a groups of students against another that would harass, threaten or intimidate them. This can be done personally or electronically through text messages or websites such as Facebook or Twitter. If done electronically, it is considered cyber bullying when the action is directed at a student or other school personnel. See Appendix C for more information.

Weapons, Drugs, Violence

Students involved with weapons, implements or substances used as weapons, unauthorized drugs, violence, gang activity, or vandalism on campus on the way to and from school, or at any school activity, or otherwise under the authority of school personnel shall be subject to suspension and/or a recommendation for expulsion. A citation may be issued or an arrest may be made by law enforcement.

Specifics of these offenses are:

- *Weapons and dangerous objects:* These include, but are not limited to, guns, “look-alike” weapons, any size knife, martial arts tools, razor blades, Mace or any weapons specified in the following: ● Penal Code Sections 626.9, 626.10, 12001, 12020, 12025, 12220, 653K, 12303.2, 12303.3. *Explosives and other dangerous objects are also included.*
- *Illegal drugs and Alcohol:* any student selling, possessing, using, or under the influence of an intoxicant of any kind.
- *Assault:* Any student causing and/or whose actions result in serious physical injury to others, attack on a school employee, and sexual assault.
- *Robbery or Extortion*
- *Other serious infractions* covered under Education Codes 48900 and 48915. The Education Codes are included in your Parent Information Brochure.

Any student found in possession of any type of weapon or drugs may be recommended for expulsion. The Principal/Superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend the expulsion of a pupil who he or she determines has committed any of the following acts at a school or school activity off school grounds:

- 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 certified 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.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

Serious Infractions: From time to time students may be involved in more serious infractions compromising in school site privileges, should this be the circumstance, careful consideration will be taken on a case by case basis to determine a more appropriate consequence. Student interventions and other means of correction will be implemented to support students' re-engagement to the academic atmosphere.

Vapor pens, e-cigarettes, etc.

The use and possession of electronic cigarettes on school property, whether or not such devices contain tobacco, nicotine, or other controlled substances is strictly prohibited. Students found in possession of such devices are subject to suspension.

Aiding and Abetting

It is the policy of Rialto Middle School to assign consequences to students who engage in behavior that encourages fights, this includes but is not limited to carrying messages, videotaping, use of social media, etc. We cannot stop all disputes from happening. We can discourage those who are instrumental in instigating fights.

Gambling

It is against State Law and school rules for minors to gamble or participate in games of chance. This includes "Flipping" coins, playing cards or dice.

Gang Style Writing

Any student possessing gang style writing, photos, or tagging samples will have them confiscated. They are kept as evidence and often turned over to the Gang Detail of the Rialto Police Department. You can be disciplined for possession alone; even if someone else tags on your belongings. If your property is defaced with tagging and/or gang style writing, immediately remove the offensive writing or notify an administrator.

Graffiti

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

- Permanent markers of any kind
- Felt pens
- White-out pens
- 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).

Display of Affection

There is to be no inappropriate displays of affection between students while on campus. The behaviors include but are not limited to, kissing, hugging, and hand holding.

*To prevent the spread of viruses and infections, appropriate education will be communicated before and during school throughout the school year. Additionally, all CDC guidelines and restrictions will be followed.

Confiscated Items

When a student brings something to school that is prohibited or deemed to cause a disruption, the item will be confiscated. **ITEMS AGAINST SCHOOL RULES ARE BROUGHT AT THE STUDENT'S OWN RISK. ITEMS THAT ARE LOST OR STOLEN WILL NOT BE REPLACED EVEN IF CONFISCATED.** All confiscated electronic devices will only be released to a parent/guardian with a legal picture identification after 3:30 p.m., from the Assistant Principal's Office.

Students are responsible for lost articles if brought to school. According to Board Policy 5131, the District will not be responsible for damage caused by any student to any item of personal property which another student brings to school. Searches will not be conducted for lost or stolen items.

Sports equipment

Sports equipment (soccer balls, footballs, and basketball...) are not to be brought from home to school. Sports equipment will be available for check out from 7:30am-8:00am in the morning and the last 15 minutes of the lunch period. Student ID will be required for check out. Sports equipment brought from home will be confiscated.

Stink Bombs

Possession of a "stink bomb" is considered a crime (PC375) and is a misdemeanor/felony, and can be considered an expellable offense (EC48900(B) and 48915(2)).

TYPES OF CONSEQUENCES

Rialto Middle School has a set of Schoolwide Expectations that provide for the orderly operation of the school. In order to do an effective job of teaching, the teacher is the ultimate authority in the classroom. It is the responsibility of each student to know the school and classroom expectations. Failure to follow these expectations could result in consequences which have been established by the State, District, administration and your team of teachers.

Teacher Detention: A student may be assigned detention by a teacher or by the administration. It is the student's responsibility to serve all detentions which are assigned.

Detention guidelines:

1. When assigning detention, the teacher will always provide the student with a written detention notice.
2. It is the student's responsibility to take the notice home to his/her parents and return the signed copy to his/her teacher the next day. Parents will need to make transportation arrangements if needed.
3. If a student has two or more detentions for the same day, the student must notify the teacher of the pending detention so that a later detention date may be assigned for the second detention.
4. If a student misses assigned detention, that detention will be reassigned by the teacher.

5. If the student does not serve the reassigned detention, the student can be referred to an administrator for appropriate action.

Behavior Contract: Students who repeatedly violate school expectations may 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 Student Support will receive a consequence.

Parent Shadow: The administration may offer parent(s) the opportunity to come to school to shadow his or her child. Parent(s) should check in with the Attendance Office for a visitor's pass.

Wednesday Program (WP): Is designed as a consequence that does not remove students from their regular classes. The Wednesday program will be held each Wednesday, from 1:15 to 3:00 p.m. Students assigned to this program will be given written notification at least one day in advance.

Community Service: (E.C. 48900.6) Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, (i.e., Assistant Principal, Middle School Administrator, etc.) or the superintendent of schools, at his or her discretion, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to an instance where suspension or expulsion is required by this article.

Class Suspension: Involves a student being suspended from the classroom by his/her classroom teacher. Suspensions may be for the day of the incident and one day following. Students suspended from class **must bring classwork with them**. The teacher will notify the parent within 24 hours if a student is suspended from class. Suspension is defined (Education Code Section 48925) as the removal of a pupil from ongoing instruction for adjustment purposes.

RMS Non-Participation List

Students that do not serve their administratively-assigned consequences will be placed on the Non-Participation List and not be able to participate in any extracurricular activities (dances, sports, study trips, clubs, etc.) until completed.

Off-Campus Suspension: Is when a student may not attend school for discipline reasons. However, the student is responsible for any missing class-work or homework. Parents will be notified by telephone and/or in writing (copy of the discipline form explaining the type of discipline) a student has received. Students suspended from school are not allowed on the grounds of RMS or any other school

site during the duration of the suspension.

Expulsion: Is the result of serious infractions and/or habitual discipline issues. Expulsion means that the student will go before a District review board where the school will present its case for expulsion. If approved, the student will not be allowed to attend any school in the Rialto Unified School District for the length of time specified by the panel. Once a student has been expelled from a school district they must also receive approval before attending any school in another district.

Search and Seizure: In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. (cf.5145.12 – Search and Seizure) *Please refer to Appendix

***Severity Clause – The teacher reserves the right to skip discipline steps due to the severity of the student behavior.**

APPENDIX A

Specific Acts of Misconduct

The Specific Acts of Misconduct are laws, and if broken, may result in the student being suspended and/or expelled.

Specific Acts of Misconduct for which a student may be suspended or expelled as listed in Education Code, (EC) 48900, 48900.2, 48900.3, 48900.4, 48915(a) and 48915(c) are summarized below. These acts are related to school activities or attendance which occurs at any time, including, but not limited to:

- (1) While on school grounds;
- (2) While going to or coming from school
- (3) During the lunch, whether on or off-campus; or
- (4) During, or while going to or coming from a school-sponsored activity.

Section 48900 Grounds for suspension

- (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 any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school or private property.
- (h) Possessed or used tobacco, or any products, containing tobacco or nicotine products. (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engage or attempt to engage in hazing.
- (r) Engage in the act of bullying including but not limited to bullying by the means of an electronic device.
- (t) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.

Note: Look-a-like items apply to b, c, d, h, and j.

Harassment and Hate Crimes

As you should already know, students may only be suspended from school or recommended for expulsion for reasons specified in Education Code Sections 48900 and 48900.2. These sections are thoroughly covered in the Student Handbook and the Specific Acts of Misconduct, which each student has reviewed and signed. New to this area are **EC 48900.3 “Hate Violence”** and **EC 48900.4 “Harassment, Threats, Intimidation.”**

EC 48900.3 states that suspension or expulsion may be applied if a student **“caused, attempted to cause, threatened to cause, or participated in an act of hate violence.”**

Hate violence is generally directed against an individual or group of individuals because of their race, religion, ethnicity, or other characteristics. If you have any questions regarding hate violence, please see an administrator.

EC 48900.4 states that suspension or expulsion may be used if a student has “**intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.**”

Examples of harassment, threats, or intimidation include mad dogging (intimidating stares), statements like “you better watch your back,” and any action that is intended to harass, intimidate, or threaten another student.

Students should feel free from threats and intimidation at school. These two new provisions will help ensure a safe place for learning. As always, if you have any questions or comments about these or any other school rules or policies, we at Rialto Middle School are here ready to assist.

Zero Tolerance - A student **must** be expelled at least one year for the following:

Section 48915(c)

- (1) Possessing, selling, or otherwise furnishing a firearm
- (2) Brandishing a knife at another person
- (3) Unlawfully selling a controlled substance
- (4) Commits or attempts to commit a sexual assault, or commits a sexual battery

Students found loitering in unauthorized areas on campus and/or on or about other schools that are in session may result in disciplinary action.

Section (48900.7)

Terroristic threats: A pupil has made threats against school officials or school officials or school property, or both.

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.

Section 48915(a)

- (A) Causing serious physical injury to another person except in self-defense.
- (B) Possession of any knife, explosive, or other dangerous objects of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance.
- (D) Robbery/extortion.
- (E) Assault or battery on any school employee.

Section (48900.2)

Committed sexual harassment.

APPENDIX B

RUSD BOARD POLICY (#5145.7)

SEXUAL HARASSMENT (STUDENTS)

1. Purpose

The Rialto Unified School District Board of Education (hereinafter "District") recognizes that harassment on the basis of sex is a violation of the law. The District believes that students have the right to attend school in an environment which promotes an equal educational opportunity free of sexual harassment. In keeping with this policy, the District will not tolerate sexual harassment by or to any of its students.

2. Definitions

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 that has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive school environment.

Other forms of sexual harassment include, but are not necessarily limited to, the following:

- Verbal harassment, such as derogatory comments, jokes, or slurs.
- Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement.
- Visual harassment, such as derogatory or offensive posters, cards, calendars, cartoons, graffiti, drawings, or gestures.

3. Complaint Procedure

- If a student believes that he/she has been a victim of sexual harassment, the student should report the incident to his/her principal. Confidentiality will be maintained.
- A formal complaint may be filed with the principal using the District's Sexual Harassment Complaint Form (for students).
- Upon receipt of a complaint, the principal shall promptly and thoroughly investigate the complaint. No student shall suffer any reprisals for reporting any incidents of sexual harassment or for making any complaints.

4. Disciplinary Action

Any student 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. (Education Code 48900) (Cross Reference: CSBA Policy No. 5145.7)

APPENDIX C

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.

The California Department of Education (CDE) has developed and made available to school districts a policy model on the prevention of bullying and on conflict resolution. These policies are developed for the purpose of incorporating them into a district wide school safety plan. The attached documents are a sample policy for Bullying Prevention & Conflict Resolution, and Student Code of Conduct for Rialto Unified School District.

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

Rialto Unified School District

Bullying (Cyberbullying) Prevention (Policy model)

(Ed. Code 48900(a),(k),(o),(r),(s))

The **Rialto Unified School District** believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The **Rialto Unified School District** will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The **Rialto Unified School District** expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from a school-sponsored activity, during the lunch period, whether on or off campus, and during a school sponsored activity.

To ensure bullying does not occur on school campuses the **Rialto Unified School District** will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Definition of Harassment and Bullying

Harassment or bullying of students or staff is an extremely serious violation of the **Student Code of Conduct**. It can also be a violation of criminal law. The District will not tolerate unlawful bullying and harassment on school grounds, or when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus, or sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

- Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of school

"Bullying," means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; is carried out repeatedly and is often characterized by an imbalance of power; or unreasonable interference with the individual's school performance or participation; and may involve but is not limited to:

1. Unwanted teasing or taunting (verbal or non-verbal)
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial/ethnic harassment
9. Public humiliation
10. Destruction of property

"Cyberbullying," sometimes referred to as internet bullying or electronic bullying, is defined as the "willful and repeated harm inflicted through the medium of electronic text". It may involve:

- Sending mean, vulgar or threatening messages or images;
- Posting sensitive, private information about another person;
- Pretending to be someone else in order to make that person look bad; and
- Intentionally excluding someone from an online group.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. (Ed. Code 32261 Legislative findings, declarations, and intent; Ed. Code 48900, 48900.2, 48900.3, 48900.4, 48915(a) and 48915(c)).

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussion confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence,

ensure campus safety, maintain order, and discipline students.

The procedures for intervening in bullying include, but are not limited to:

- District-wide training provided for students, staff, parents, and concerned community members about bullying awareness and prevention strategies.
- All staff, students and their parents will receive a summary of this policy prohibiting bullying; at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Conflict Resolution (policy model)

The **Rialto Unified School District** believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the **Rialto Unified School District** will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The **Rialto Unified School District** will provide training to provide the knowledge, attitudes, and skill students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

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 (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 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. Rev 7/2020 Soar to Excellence
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.

APPENDIX D

Student Wellness Policy

All parents are invited to participate in the Rialto Unified School District Wellness Council. All parents may obtain information regarding the Wellness Council and how they may participate via the District Webpage, Annual Parent Notification, School Parent/Student Handbook, etc.

The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non electronic mechanisms, such as newsletters, presentations, or distributing other correspondence, to ensure that parents/students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are actively notified of and provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.

If you are interested in participating on the RUSD Wellness Council, please contact Student Services at 909-873- 4336 extension 2371.

Mission

The educational mission is to improve the health of the school community by creating a variety of educational opportunities to establish life-long healthy eating habits and physical activity. The mission shall be accompanied by serving nutritious foods on District property, providing nutrition education to promote a healthy lifestyle and promoting physical activity.

Responsibilities

The Rialto Unified School District Board of Education recognizes the important connection between a healthy diet and a student's ability to learn effectively to meet high achievement standards in school. The Board also recognizes the school's responsibility in creating an environment that fosters healthy nutrition and physical activity.

Nutrition Education

- Nutrition education that is ethnically appropriate will be integrated into other areas of the curriculum such as math, science, language arts and Social Studies.
- The staff responsible for nutrition education will have the opportunity to participate regularly in professional development activities to deliver an effective nutrition education program as planned.
- Nutrition education curriculum will meet the standards set by the Health and P.E. Framework.
- Nutrition education will involve sharing information with families and the broader community to impact students and the health of the community positively, including sharing information on the District website.
- The School District will provide health information to families to encourage them to teach their children about nutrition.

Physical Education

- Physical activity will be integrated across curricula and throughout the day. Physical movement can be made a part of science, math, Social Studies and Language Arts.
- Physical Education courses will promote an environment where students learn,

practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge of nutrition and health.

- Time allotted for physical activity will be consistent with State Standards.
- A daily recess period will be provided in grades P-5.
- Physical Education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Equipment is available for all students to participate in Physical Education. Facilities on school grounds will be safe and well maintained.
- The school provides a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically gifted and/or interested in athletics.
- Students will work toward performing within their “fitness zone” in order to achieve and maintain physical active lifestyles.

Other School Based Activities

- After-school programs will encourage physical activity and healthy habits.
- Support for the health of all students is demonstrated by providing health clinics, health screenings, and help to enroll eligible children in Medi-Cal and other state children’s health insurance programs.
- District will organize a local Wellness Committee composed of families, teachers, support staff, administrators and students to plan, implement, and improve nutrition and physical activity in the school environment.
- The Nutrition Services Department will work with the Student Advisory Committees to open a line of communication regarding healthy eating.

Nutrition Guidelines for All Foods on Campus

- All foods and beverages sold or served during school hours shall meet nutritional standards and other guidelines set by the Federal and State Government and the School Board. Nutrition Services will take every measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines.
- Nutrition Services will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools, and high schools.
- Food items served and sold shall reflect the cultural diversity of the student body.
- Nutritious and appealing foods such as fruits, vegetables, and whole grain products shall be available during the school day.
- Nutrition information for products offered in snack bars, a la carte, and vending machines is readily available.
- The sale of soft drinks, candy, and any non-compliant food items are not allowed from midnight to 30 minutes after school.
- Nutrition education is encouraged during classroom snack times, not just during meals.
- Advertising of foods or beverages must be consistent with the established nutrition environment standards.
- All food and beverage items sold or given away by school organizations must have prior School Board approval.

Eating Environment

- All schools will foster an environment that allows adequate time for eating while

promoting positive behavior, good manners and respect for fellow students.

- All personnel will adhere to the District's Customer Care Promise to interact in a courteous, caring and positive manner that ensures all people will be treated with dignity and respect.
- Lunch periods are scheduled as near the middle of the school day as possible.
- Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.
- Drinking water is available for students at meals.

Child Nutrition Operations

- The Nutrition Services Program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and become life-long learners.
- The school will strive to increase participation in the available Federal Child Nutrition Programs (e.g. school lunch, school breakfast, after-school snack.)
- Students are encouraged to start each day with a healthy breakfast. Breakfast programs will be offered at all schools. Pilot programs such as breakfast during testing and universal free breakfast in the classroom may be offered as funding allows.

Food Safety/Food Security

- All foods made available on campus comply with the State and local food safety and sanitation regulations. Plans and guidelines of the Hazard Analysis and Critical Control Points (HACCP) are implemented to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations is limited to Nutrition Services staff and other authorized personnel.

Annual Review

- The Wellness Committee shall evaluate the established District-wide Wellness Policy and report the findings annually to the Superintendent.
- The District will revise and update the Wellness Policy as needed.

APPENDIX E

Title I Parent Involvement Policy Rialto Middle School

Rialto Middle School has developed a written Title I parental involvement policy with input from Title I parents. It has jointly developed the plan with parental advisory committees including, but not limited to, School Site Council and English Learner Advisory Committee. It has distributed the policy to parents of Title I students. The parental involvement policy is in the Student/Parent Handbook. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Rialto Middle School, the following practices have been established:

- The school convenes an annual meeting to inform parents of the Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
 - Rialto Middle School holds an annual Title I Parent Meeting in August during Back to School Night.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
 - Rialto Middle School holds several meetings throughout the year at various times to meet the needs of our parents and community members.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I Parental Involvement Policy.
 - Assessment data is shared with parents at SSC, ELAC, and AAPAC meetings.
 - The Single Plan for Student Achievement is reviewed annually with Title I parents.
 - Title I Parental Involvement Policy is jointly developed during the first semester with Title I parents.
- The school provides parents of Title I students with timely information about Title I programs.
 - During committee meetings, programs supported by Title I are shared with parents. This includes READ 180 and programs for intervention classes.
 - Classroom visitations are scheduled during committee meetings throughout the year.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
 - At the beginning of the school year, during advisory committee meetings, AYP and API are explained. Student achievement based on the CAASPP is also explained and parents are made aware of the proficiency levels students and schools are expected to achieve, including Safe Harbor.
 - Benchmark assessment data is shared with committees in a timely manner.
 - During Back to School Night and Open House, parents become familiar with the curriculum provided at Rialto Middle School.

- o During Family Night, parents have the opportunity to interact with the online components of the curriculum.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
 - o The Parents request and schedule:
 - Parent-Teacher Conferences (PTCs)
 - IEPs
 - SSTs
 - 504 Plans

School-Parent Compact

Rialto Middle School distributes a school-parent compact to parents of Title I students. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The School's responsibility is to provide high-quality curriculum and instruction.
- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.
 - o The School-Parent Compact is developed jointly with Title I parents during committee meetings.
 - o The School-Parent Compact is included in the Student/Parent Handbook.
 - o Parents are invited to volunteer at Rialto Middle School.
 - o Classroom visitations are planned during committee meetings throughout the year.

Building Capacity for Involvement

Rialto Middle School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - o Family Nights
 - o Coffee with the Principal
 - o Parent Workshops
 - o Parent-Teacher Conferences (PTCs)
 - o SSTs

- o IEPs
- o 504 Plans
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
 - o Family Nights
 - o Coffee with the Principal
 - o Parent Workshops
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners.
 - o Family Nights
 - o SSC
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
 - o ELAC
 - o Coffee with the Principal
 - o Parent Workshops
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
 - o All ParentLink messages (automated phone calls) are in English and Spanish
 - o All written communication sent home is in English and Spanish
 - o Agendas, minutes, and handouts for all committees are provided in English and Spanish
- The school provides support for parental involvement activities requested by Title I parents.
 - o Family Nights
 - o Parent Workshops

Accessibility

Rialto Middle School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- Agendas, minutes, and handouts for all committees are provided in English and Spanish.
- Accommodations are made for parents with disabilities.

APPENDIX F

Rialto Middle School Parent Visitation/Volunteer Policy

The Board of Education (BP 1250 & 6116) recognizes that class time should be dedicated to student learning. The Board believes that classroom interruptions which are not related to the educational program should be kept at an absolute minimum. The Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program. To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee at least 48 hours prior to the visit but does not preclude a same day visit. This visit is not to exceed a class period unless requested by the teacher(s) or predetermined by the principal. Should any parent or guardian needing to visit on a consistent basis (as determined by principal) you must complete the Parent Volunteer form, be fingerprinted and TB tested prior to your visits. No visitor shall be permitted to:

1. interrupt a staff member in the performance of duties whether that interruption is for conversation or observation.
2. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
3. Disrupt class work, extracurricular activities or cause a substantial disorder in a place where a school employee is required to perform his or her duties.

When a visit involves a conference with a teacher, para-professional, or the principal, an appointment should be scheduled during non-instructional time. Limitations may be placed on visitors to avoid disruption to school operations and to prevent a distorted view of those operations. The principal shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of the visit.

Parent visitation is encouraged but exclusively for developing an understanding of the school program and the student in the classroom setting for academic and/or behavioral support. Observation of a staff member to determine his/her competency is reserved for the administrator.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. Rev 7/2020 Soar to Excellence

The principal or designee will provide a visible means of identification for all individuals who are not students or staff members while on school premises from 7:30 to 4:00 pm.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

APPENDIX G

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.

Revised: 7/17/13

DISTRITO ESCOLAR UNIFICADO DE RIALTO

PROCEDIMIENTOS DE QUEJAS

Notificación anual a empleados/estudiantes/padres o tutores/Comité Consultivo del Distrito & Comité Escolar/Oficiales o representantes de escuelas privadas/ y otras personas interesadas

El Distrito Escolar Unificado de Rialto tiene la responsabilidad primordial de asegurar el cumplimiento con las leyes y regulaciones estatales y federales aplicables. En cumplimiento con Título V del código de regulaciones de California, Procedimiento Uniforme de Quejas, el distrito está comprometido a proveer un proceso interno a cualquier individuo, incluso representante debidamente autorizado de la persona o una tercera persona interesada, agencia pública u organización para presentar una queja escrita alegando incumplimiento de la ley o regulación federal o estatal por parte del distrito, incluso alegatos de discriminación en programas y actividades financiadas directamente por el estado o que reciben cualquier ayuda financiera del estado.

Cualquier individuo, incluso un representante debidamente autorizado de la persona o cualquier tercera persona interesada, agencia pública u organización puede presentar una queja por escrito relacionada a los Programas de Ayuda Categórica Consolidada Federal, Programas de Ayuda Categórica Consolidada Estatal, Educación Especial y discriminación ilegal. Los programas federales incluyen el Acta de Ningún Niño se Quedará Atrás del 2011: Título I (Programas Básicos), Título II (Calidad Docente y Tecnología), Título III (Proficiencia Limitada en Inglés), Título IV (Escuelas Seguras y Libre de Drogas), Título V (Estrategias Innovadoras); Título VI (Programa de Desempeño Educativo Rural); Educación de Adultos, Educación Profesional/Técnica, Desarrollo Infantil, Programas de Ayuda Categórica Consolidada, Educación Indígena, Servicios de Nutrición y Educación Especial. Los Programas de Ayuda Categórica Consolidada Estatal incluyen Ayuda de Impacto Económico (Educación Compensatoria Estatal), Ayuda de Impacto Económico (Ayuda de Impacto Económico-Proficiencia Limitada en Inglés de California), Ayuda y Revisión por Compañeros, Programa de Mejoramiento Escolar, Seguridad Escolar y Prevención de Violencia y Educación Preventiva del Uso del Tabaco; ilegal discriminación por sexo actual o percibido, orientación sexual, sexo (identidad o expresión), identificación de grupo étnico, raza, ascendencia, origen nacional, religión, color o discapacidad mental o física, edad o en base de la asociación de una persona o grupo con una o más de estas características actuales o percibidas.

Presentación de una queja bajo el Procedimiento Uniforme de Quejas

1. La queja o denuncia debe presentarse al Señor Director de Servicios de Personal a más tardar seis (6) meses de la fecha de la alegada infracción de las leyes o regulaciones federales o estatales o desde la fecha de la alegada discriminación o hostigamiento ilegal, intimidación, y acoso (incluso acoso sexual) o seis (6) meses desde la fecha en que por primera vez se tuvo conocimiento de los hechos de la discriminación alegada a menos que el tiempo para presentarla sea extendida por el Superintendente o su designado.
2. Se llevará a cabo una investigación de la queja por discriminación (incluso acoso sexual) en una manera que proteja la confidencialidad de las partes y los hechos, como sea apropiado y permita que todas las partes involucradas presenten evidencias.
3. La investigación de la queja se iniciará y completará dentro de treinta (30) días de recibida la queja por el Señor Director de

Servicios de Personal. El período de tiempo puede ser extendido bajo ciertas circunstancias. Las quejas por acoso sexual serán investigadas de inmediato.

4. La determinación del Señor Director de Servicios de Personal en el mérito del litigio se pondrá por escrito y en el idioma primario del litigante, o será interpretado de acuerdo al Código Educativo 48985. El reporte debe incluir: (a) determinación de hechos basados en la evidencia acumulada (b) la(s) conclusión(es) de ley (c) disposición de la queja (d) razonamiento para dicha disposición (e) acciones correctivas, si se justifican (f) Notificación del derecho del demandante para apelar la decisión ante el Departamento de Educación de California (CDE) y, (g) Procedimiento de apelación del CDE (ver #5).
5. El demandante tiene el derecho de apelar o examinar la decisión del Señor Director de Servicios de Personal mediante el proceso de apelación notificando a la Directiva dentro del plazo de cinco (5) días de la decisión del director. Cualquier demandante puede apelar la decisión del distrito al Superintendente de Instrucción Pública, Departamento Educativo Estatal en el plazo de quince (15) días de recibida la decisión del distrito. La apelación debe incluir una copia de la queja presentada con la Agencia Educativa Local (LEA) y una copia de la decisión de LEA.
6. Nada en el procedimiento de quejas del distrito impedirá al demandante en proseguir otros recursos civiles disponibles. Los demandantes pueden solicitar ayuda de centros de mediación o abogados públicos/privados. Los recursos de ley civil que se pueden imponer por un tribunal incluyen pero no se limitan a órdenes judiciales y orden judicial de alejamiento.
7. El distrito prohíbe represalias de cualquier forma por presentar una queja, por reportar las instancias de discriminación (incluso reportar acoso sexual) o por participar en cualquier parte de un procedimiento de queja.
8. Si alega que ha sido víctima de discriminación, hostigamiento, intimidación o acoso, conforme a la Sección 262.3 de las Provisiones del Código Educativo General no puede solicitar recursos civiles hasta al menos sesenta (60) días hayan transcurrido desde la presentación de una apelación al Departamento de Educación Estatal. La prórroga no aplica a una reparación del agravio y es aplicable solamente si el distrito ha apropiadamente y a su debido tiempo informado al demandante de su derecho de presentar una queja de acuerdo con 5 CCR 4622.
9. El Procedimiento Uniforme de Quejas será utilizado para abordar cualquier queja alegando la falta de cumplimiento del Distrito con la prohibición de requerir a estudiantes de pagar honorarios, depósitos, u otros cargos por la participación en actividades educativas y por falta de cumplimiento con los requisitos para el desarrollo y adopción de un plan de seguridad escolar.

Para más información sobre cualquier parte del procedimiento de quejas, incluso la presentación o solicitar una copia del procedimiento de quejas del distrito gratis, por favor comunicarse con el Señor Director de Servicios de Personal del Distrito Escolar Unificado de Rialto al 182 E. Walnut Avenue, Rialto, CA 92376, (909) 820-7700 ex. 2431.

Revisado: 7/17/13

Williams Complaint Classroom Notice

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California Education Code Section 35186, you are hereby notified that:

- 1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.**
- 2. School facilities must be clean, safe, and maintained in good repair.**
- 3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.**

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

- 4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at <http://www.rialto.k12.ca.us>.**

You may also download a copy of the Williams Complaint Form in English and in other languages from the California Department of Education Web site at <http://www.cde.ca.gov/re/cp/uc>.

Quejas Williams Notificación De La Clase

Notificación para padres de familia, tutores legales y maestros

Según el Código de Educación de California Artículo 35186, se le notifica que:

- 1. Debe haber suficientes libros y materiales de instrucción. Eso significa que cada alumno, incluyendo a los alumnos que aprenden inglés, debe tener un libro o materiales de instrucción, o ambos, para usar en clase y llevar a casa.**
- 2. Los predios escolares deben estar limpios, seguros, y deben mantenerse en buen estado.**
- 3. No debe haber falta de maestros ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporales. El maestro debe tener la certificación apropiada para enseñar la clase, incluyendo la certificación requerida para enseñar a alumnos que aprenden inglés, si es que están presentes en la clase.**

Falta de maestros significa que existe un puesto al cual no se ha asignado un empleado con certificación al principio del año escolar y por todo un año, o si el puesto es para un curso de un semestre, un puesto al cual no se ha asignado un empleado con certificación al principio de un semestre y por un semestre completo.

Una asignación incorrecta significa que un empleado con certificación es colocado en un puesto de maestro o proveedor de servicios sin tener una certificación o credencial legalmente reconocida, o colocado en un puesto de maestro o proveedor de servicios que el empleado no está legalmente autorizado a ocupar.

- 4. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito, o por medio del sitio Web de la escuela en <http://www.rialto.k12.ca.us>. También se puede encontrar una copia del formulario de queja en el sitio web del Departamento de Educación de California en <http://www.cde.ca.gov/re/cp/uc>.**

APPENDIX I

Rialto Unified School District Legal Notices for Pupils and Parents/Guardians Bullying and Harassment

The Rialto Unified School District prohibits discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption. This policy applies while on school grounds, going to or coming from school, at school activities, or using district transportation.

Board Policy 5131

Bullying is defined as 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 directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

REPORT IT

Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the Bullying/Harassment Complaint form located at the school.

INVESTIGATION

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The person who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying or harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee shall present a written report to the person who filed the complaint and the accused individual. The report shall include his/her findings, decision, and reason for the decision. If the person is in disagreement with the outcome of the investigation, an appeal can be filed at the Department of Student Services located at 260 S. Willow Ave., Rialto, CA 92376.

TRANSFER REQUEST

A student that has been reported as the victim of a violent offense as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600 § (b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the Student Services Department- **Child Welfare and Attendance Office**.

DISTRICT LIAISON

Department of Student Services
Lead Student Services Agent or
Agent: Child Welfare & Attendance
260 S. Willow Ave., Rialto, CA 92376
(909) 873-4336

Distrito escolar unificado de Rialto

Avisos legales a alumnos/padres de familia/tutores

Intimidación y acoso

El Distrito Escolar Unificado de Rialto prohíbe la discriminación, acoso e intimidación de estudiantes o personal, incluso acoso sexual, conducta motivada por odio, ciber-acoso, ritos o actividad de iniciación, extorsión o cualquier otra conducta verbal, escrita o física que cause o amenace causar violencia, lesiones corporales o interrupción sustancial. Esta regla aplica estando en los terrenos escolares, al ir o venir de la escuela, en las actividades escolares o al usar la transportación del distrito.

Norma de la Directiva 5131

El acoso o intimidación se define como cualquier acto físico, verbal o de conducta **severa o grave**, que incluye comunicados por escrito o por medio de actos electrónicos e incluye uno o más actos cometidos por un alumno o grupo de alumnos en contra de uno o más alumnos que tiene o se puede predecir razonablemente tener el efecto de causar al alumno una experiencia sustancialmente perjudicial en lo físico o mental, en su desempeño académico o habilidad para participar en las actividades escolares.

REPÓRTELO

Cualquier persona que ha sido víctima o ha sido testigo de acoso o intimidación en los terrenos escolares, en las actividades escolares o al ir y venir de la escuela se le pide que reporte el incidente inmediatamente al consejero, administrador o cualquier miembro adulto del personal en el plantel. Los estudiantes tienen la opción de reportar el incidente anónimamente completando el formulario de queja de acoso e intimidación que tienen en la escuela.

INVESTIGACIÓN

El director o su designado deben de inmediato investigar todas las quejas de intimidación o acoso sexual. La persona que completa la queja debe tener la oportunidad de describir el incidente, presentar testigos y otra evidencia del acoso o intimidación y presentar su queja por escrito. En el plazo de 10 días de reportar el incidente el director o su designado debe presentar un reporte escrito a la persona que presentó la queja y al individuo acusado. El reporte debe incluir las conclusiones, decisiones y razones. Si la persona está en desacuerdo con la decisión de la investigación, puede presentar una apelación con el Departamento de Servicios Estudiantiles en el 260 S. Willow Ave., Rialto, CA 92376.

PETICIÓN DE TRANSFERENCIA

Un estudiante que ha sido víctima de una ofensa violenta como se define por la ley estatal tiene el derecho de transferirse a otra escuela adentro o afuera del distrito, conforme al Código de Educación de California 46600 § (b). La colocación en la escuela solicitada depende en **el espacio disponible**. Las solicitudes de transferencias las pueden obtener en el departamento de Servicios Estudiantiles- **oficina de Bienestar y Asistencia Estudiantil**.

COORDINACIÓN DEL DISTRITO
Departamento de Servicios Estudiantiles
Delegado, Servicios Estudiantil o
Delegado, Bienestar y Asistencia Estudiantil
260 S. Willow Ave., Rialto, CA 92376
(909) 873-4336

APPENDIX J



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.

Date published: August 20, 2021
California Department of Education

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.