

# Student Handbook 2020–2021



## Frisbie Middle School

1442 N. Eucalyptus Avenue

Rialto, CA 92376

(909) 820-7887

School Office Hours: 7:30 a.m. – 4:00 p.m.

The  
**LeaderinMe**<sup>™</sup>  
great happens here



## Office Staff

<b>Phone Number (909) 820-7887</b>		
<b>Principal's Office</b>		<b>Extension</b>
Principal	Dr. Vince Rollins	21219
School Secretary	Gabriela Chavarria	21219
Records	TBA	21210
<b>Assistant Principal's Office</b>		
Assistant Principal	Jeremiah De La Cruz	21211
Assistant Principal	Dr. Enice Jackson	21211
Assistant Principal Secretary	Elizabeth Sandoval	21211
<b>Counseling</b>		
6 <sup>th</sup> Grade Counselor	Monique Harris	21202
7 <sup>th</sup> Grade Counselor	Claudia Centeno	21221
8 <sup>th</sup> Grade Counselor	Eugene Florence	25555
<b>Student Support</b>		
Attendance Clerk	Nona Spears	21201
Attendance Clerk	Josue Espinoza	21203
Health Clerk	Alice Stockhausen	21226
Nurse	TBA	21225
Library Technician	Kenny House	22202
<b>PBIS Accounting office</b>		
Finance Clerk	TBA	21217
Categorical Projects Clerk	Paola Santos	21216

### **Mission Statement**

The Mission of Frisbie Middle School, where Falcons rise and soar to their greatest potential, is to ensure an empowering educational experience that fosters lifelong learners who can positively contribute to a global society, through a dynamic system, distinguished by:

- High expectations for academic readiness
- Inclusive family and community involvement
- A socially and emotionally safe based on respect for all
- Innovate technology driven instruction
- Technology-driven instruction
- Enriching and engaging experiences

As a PBIS (Positive Behavior Interventions & Supports) school, we focus on all policies procedures and adhere to the PBIS principles which include 3 schoolwide Expectations:

**BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE.**

**2020/2021  
Bell Schedules**

**GENERAL INFORMATION**

**Secondary Schedule for Bridge Academy (Distance Learning)**

<b>Monday</b>	<b>Time</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Live interaction/Progress monitoring - All students  P1: 10:05 - 10:30 P2: 10:35 - 11:00 P3: 11:05 - 11:30 Lunch 11:30 - 12:00 P4: 12:00 - 12:25 P5: 12:30 - 12:55 P6: 1:00 - 1:25  1:25 - 3:05 Office Hours	7:55 - 8:40	Teacher Prep Time			
	8:40 - 9:55	P1	P2	P1	P2
	10:00 - 11:15	P3	P4	P3	P4
	11:20 - 12:35	P5	P6	P5	P6
	12:40 - 11:10	Lunch			
	1:10 - 2:30	Scheduled Teacher/ Student Support time			
	2:35 - 3:05	Teacher Prep Time			

## Hybrid Model Schedule-Secondary

Monday	Time	Tuesday	Wednesday	Thursday	Friday
No students on Campus	8:25 am - 8:40 am Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast
Live Interaction Progress Monitoring All students	8:40 am - 9:55 am Live at school site 75mins + 5 pass=80 mins	P.1 M-Z	P.2 M-Z	P.1 A-L	P.2 A-L
P1. 10:05- 10:30	10:00 am- 11:15 a m Live at school site 75mins + 5 pass=80 mins	P.3 M-Z	P.4 M-Z	P.3 A-L	P.4 A-L
P2. 10:35 – 11:00					
P3. 11:05 – 11:30					
Lunch 11:30 – 12:00	11:20 am- 12:35 am Live at school site 75mins + 5 pass=80 mins	P.5 M-Z	P.6 M-Z	P.5 A-L	P.6 A-L
P.4 12:00 – 12:25	12:40 pm - 1:10 pm	<b>Grab &amp; Go lunch for AM students and dismissal</b>	<b>Grab &amp; Go lunch for AM students and dismissal</b>	<b>Grab &amp; Go lunch for AM students and dismissal</b>	<b>Grab &amp; Go lunch for AM students and dismissal</b>
P.5 12:30 – 12:55					
P.6 1:00 - 1:25					
Office Hours 1:25 – 3:05PM	1:15 pm- 1:45 pm Online 30 mins 50 mins independent work	P.2 A-L	P.1 A-L	P.2 M-Z	P.1 M-Z
	1:50 pm- 2:20 pm Online 30 mins 50 mins independent work	P.4 A-L	P.3 A-L	P.4 M-Z	P.3 M-Z

### School Office Hours

7:30-4:30 M-F

### STUDENT RESPONSIBILITIES

At Frisbie, we believe that three groups are responsible for each individual student's academic success: the student, the guardians/ parents and the school. The three school-wide expectations are:

**Be Respectful!**

**Be Responsible!**

**Be Safe!**

**The following information is provided to help students achieve their maximum success.**

### Agenda

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

### Homework/Practice

Homework is designed to assist students 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 your student's teacher. Cheating and plagiarism is unacceptable. A failing grade on the assignment will result. More than one offense of cheating or plagiarism will result in a referral to the discipline office.

### **Student Identification Cards**

**All students must have their picture taken for identification cards (ID's). All students are required to have their ID in their possession at all times.** Defaced ID cards must be replaced. If a replacement I.D. card is needed, the cost is \$3. Students must display I.D. cards when participating in all school activities.

**Temporary ID's Will be given to students during Summer registration days**

### **ATTENDANCE**

It is important to maintain excellent attendance to maximize learning. A student should be at school every day unless they are too ill to attend school.

### **Perfect Attendance**

The Rialto Unified School District is placing a hold on Perfect Attendance Awards from March 12, 2020, until further notice, due to the Coronavirus (COVID-19) pandemic.

The district strongly encourages daily attendance, but not at the risk of our students' and staff's health and well-being. Students will be held harmless during this period in relation to Perfect Attendance.

If a student misses a day of instruction (in-person or via distance learning) during this time period, their cumulative Perfect Attendance status will not be affected.

*Examples of Cumulative Perfect Attendance Awards:*

- Perfect Attendance from Kinder through 5<sup>th</sup> grad
- Perfect Attendance from Kinder through 12<sup>th</sup> grade
- Perfect Attendance from 6<sup>th</sup> through 8<sup>th</sup> grade

### **Absences**

If you are absent from school, your parent/guardian should call the school at 820-7887 ext. 21201. This will let the office know that you are not truant. **When you return to school you must bring a note or your parent should call the school to verify your absence.** The note should include the following:

1. Student's first and last name. **This is important since parent/guardian may have a different last name than student.**
2. Day(s) and date(s) of absence.
3. Specific reason for the absence.
4. Parent signature.
5. **Students should give their notes to the Student Support Center on the day of return.**
6. Students who come to school after 8:35 a.m. must have a tardy pass from the attendance office before going on to class. Your parent/guardian must provide an excuse (for example, illness or medical appointment) with a note or telephone call or you will be marked truant.

### **Tardies**

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

### **Tardy Policy**

- 1<sup>st</sup> tardy – warning
- 2<sup>nd</sup> tardy – parent contact by teacher
- 3<sup>rd</sup> tardy – parent contact and teacher detention
- 4<sup>th</sup> tardy – referral to counselor and parent contact by teacher.
- 5<sup>th</sup> tardy – referral to admin and Saturday School

**Tardy sweeps will be randomly conducted throughout the school year.**

**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 SARB. Parents/guardians 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 the improving of his/her absenteeism. If conditions fail to be met, a recommendation will be made to School Attendance Review Board (SARB).

**School Attendance Review Board (SARB)** When students have excessive absences and/or tardies, or have been truant, they are subject to a SARB referral. Parents/guardians are required to have their children in school by law. Parent/guardian and students may be required to report to the police station to appear before the SARB panel. Parent/student may be held financially liable. The SARB panel will determine the consequences of poor attendance.

**Saturday Tutorial Enrichment Preparation (STEP-UP)** This is a Saturday program for attendance recovery. STEP-UP occurs approximately twice a month. This program will make up a student's absence full day. Attendance recovery can help towards a student's perfect attendance and acquisition of the California State Standards.

### **Early Dismissal**

California State Law (E.C. 46000) requires the whereabouts of each student be known at all times during school hours. When you need to leave school early (to go to the doctor, dentist, court, etc.) your parent/guardian must come into the front office with **proper identification**, obtain a "PERMIT TO LEAVE SCHOOL" slip and sign you out.

If you should return to school the same day, bring a note from the doctor or your parent/guardian to the attendance office. It will be used as your readmit slip.

### **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 2:30 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.

### **Closed Campus**

Once students have arrived on campus (including on sidewalk outside school), they are not allowed to leave, even if school has not started. Adults or former students may not wait at the gate on school property before dismissal. All people waiting for students to be released must wait on the sidewalk.

### **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 (7:00 a.m. – 4:00 p.m.). In addition, students are not permitted on any school campus before/after school, during weekends or vacations without specific permission.

### **Student Telephone Use**

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.

The district's cell phone/electronic devices policy has not been finalized as of August 10, 2020.

When students return to campus for hybrid learning during the 2020-2021 school year, the expectations of the policy will be communicated to students, parents, and staff.

Our handbook will be updated to reflect the policy.

*Mobile Communication Devices: Board Policy/Administrative Regulation 5131.8*

### **Weekly Progress Report/StudentVUE**

Students are expected to have their grades entered in the appropriate place in their agenda and signed by their parent or guardian.

### **Bicycle Safety/Helmets**

Everyone under the age of 18 must wear an approved helmet when riding a bicycle on a public street. Those who violate this law are subject to a \$25 fine. Although Frisbie Middle School does not allow students to bring hats to school, bike riders can and should wear helmets whenever they ride their bicycles. Please make sure your helmet is clearly labeled with your name before bringing it to school. All bikes must be locked in bike rack area, south of "H" wing. Students must provide their own lock. Students may not ride their bikes on campus. Bikes must be walked from the school entrance to the bike racks. All bicycles must be registered with the Rialto Police Department. See a Campus Security Officer for assistance with registering your bicycle. The California Department of Motor vehicles recommends the following safety tips:

1. Maintain control of your bicycle.
2. Protect yourself—reduce the risk of head injury by always wearing a helmet.
3. Be visible, alert, and communicate your intentions.
4. Ride with traffic.

**Roller-blades, Skates, and Razors** are **not** permitted on campus.

### **Skate Boards/Helmets**

Skateboards may be brought to school providing that the student has a helmet and locks it in the skateboard locker near the north parking lot. Students must follow the laws of the city and be safe while riding, including wearing a helmet. Skate boards must also be registered with Campus Security Officers.

### **Personal Articles and School Materials**

1. **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.**
2. Students are responsible for lost articles brought to school.
3. Please be aware that parent/guardian should not drop off personal items with office staff. Your parent/guardian will have to wait in the front office until you are called up to the office to receive those items. The office staff will not accept or take possession or responsibility for any personal items that are dropped off. Make these arrangements ahead of time; you can avoid the inconvenience to your parent/guardian.

## **GENERAL PROCEDURES**

### **Restrooms**

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

### **Lunch Procedures**

All students will be provided a combination lunch

- Do not place food in your pocket before purchasing and exiting the food line!
- Do not bring an item into the line that is sold in the cafeteria or you will be charged for it!

To use the Lunch line, students must know their I.D. number. This number can be found on the Student I.D. Card issued to them at the beginning of the school year. At this line, the student will punch in their I.D. number on a "pin-pad." This will identify the student and their lunch status. **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 820-7898.

Two suggestions for speeding up the purchasing of lunch:

1. Know what you want before you get up to the window/line
2. Have your number memorized

### **Lunch Time Expectations**

1. Eat your lunches in the covered eating area only or Multi-purpose room.
2. Be seated while eating.
3. Lunch must be eaten prior to leaving the table area.
4. Leave the lunch area clean. **THROW YOUR TRASH AWAY!**
5. Do not bring food or drink onto the QUAD.
6. Stay within the designated area within the red lines.
7. **OBEY ALL LUNCH AREA SUPERVISORS, AND TREAT THEM WITH RESPECT AT ALL TIMES.**

8. Students are expected to behave appropriately at lunch.
9. Students are expected to be on time to class after lunch.

## **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. Student must follow their teacher's directive immediately and be respectful to the classroom drill environment.

**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. (See Disaster Drill Map for class locations during disaster drills.) It is necessary to remain quiet in order to receive directions from your teacher, assistant principal, or principal. 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 football field (shown on the campus disaster map).

### **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.

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

RIALTO UNIFIED SCHOOL DISTRICT  
**CRITICAL INCIDENT RESPONSE PLAN**  
 SAFETY CONTROL DISPATCH (909) 820-6892

**NOTE: 911 (EMINENT DANGER) LIFE-THREATENING CALLS SUPERCEDE CRISIS COMMUNICATIONS FLOW CHART**

**CRISIS COMMUNICATIONS FLOW CHART**



 <p><b>ACTIVE SHOOTER VIOLENT INTRUDER</b></p> <p>Call 911</p> <p><b>RUN:</b> Quickly &amp; safely get away from area</p> <p><b>HIDE:</b> Get into a building, lock &amp; barricade doors, shut off lights, silence cell phone</p> <p><b>PREPARE TO DEFEND:</b> Be ready to protect &amp; defend yourself using any item available</p> <p><b>REMAIN IN PLACE:</b> Wait for all clear from authorities before evacuating your area</p>	<p><b>EARTH QUAKE</b></p> <p>Drop, Cover, and Hold...</p> <p>Under a table or desk or against an interior wall until shaking stops. (Do Not Stand in Doorway)</p> <p>After shaking stops, check yourself and others for injuries</p> <p>Evacuate if directed by Emergency Personnel and/or authorized District staff</p>	<p><b>BOMB THREAT</b></p>  <p>If you receive a Bomb Threat:</p> <ul style="list-style-type: none"> <li>Stay calm</li> <li>Pay close attention</li> <li>Obtain vital information</li> </ul> <p>Call 911 and provide them with your information.</p> <p>Very important: If you are told by emergency responders to evacuate the building, follow your site evacuation procedures.</p> <ul style="list-style-type: none"> <li>Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities</li> <li>Take personal belongings when you leave.</li> <li>Leave doors and windows open; do not turn light switches on or off.</li> <li>Use stairs only; do not use elevators</li> <li>Move far away from the building and follow instructions of emergency responders</li> </ul>
<p><b>FIRE/EVACUATION</b></p>  <ul style="list-style-type: none"> <li>Call 911</li> <li>Activate nearest fire alarm</li> <li>Proceed to nearest exit</li> <li>Use stairs, not elevators</li> <li>Assist persons with disabilities</li> <li>Meet at designated assembly area</li> <li>Account for individuals</li> <li>Re-enter area only when authorized by emergency personnel</li> </ul> <p>Fire Extinguisher Instructions                  P - Pull safety pin from handle                  A - Aim nozzle at base of fire                  S - Squeeze the trigger handle                  S - Sweep from side to side</p>	<p><b>MEDICAL EMERGENCY</b></p>  <ul style="list-style-type: none"> <li>Call 911 and/or Safety Control Dispatch (909) 820-6892</li> <li>Remain Calm - provide comfort to the sick or injured person</li> <li>Provide name, location &amp; type of emergency</li> <li>Stay on the phone for instructions</li> <li>Provide First Aid if you are certified</li> <li>Follow the Directions from Emergency Personnel</li> <li>Move victim only if danger is imminent</li> <li>Designate someone to meet first responders</li> </ul>	<p><b>SUICIDE THREAT OR ATTEMPT</b></p> <p>WHAT: When a person makes verbal or physical gesture to inflict self-harm, follow the recommendations below.</p> <p>If threat is imminent, do not delay, call 911</p> <p>ACTIONS TO TAKE</p> <ol style="list-style-type: none"> <li>Make every effort to clear others from the area.</li> <li>Remain Calm &amp; Listen attentively</li> <li>Get individual to talk (remember vital information)</li> <li>Stay with the individual</li> <li>Notify staff resources for assistance (i.e., principal, counselor, nurse, crisis team)</li> </ol>
<p><b>CHEMICAL/HAZARDOUS SPILL</b></p> <p>Call 911 Give a description of the type of chemical, size, possible exposures</p> <ul style="list-style-type: none"> <li>Evacuate the area and/or building</li> <li>Wait for all clear indication from emergency personnel</li> <li>Call Risk Management at (909) 820-7700 ext. 2110</li> </ul> 		

## **K-9 Safety Inspections**

The Rialto Unified School District has entered an agreement with Interquest Detection Canines, Inc., to conduct random, unannounced inspections at all of our secondary schools in the District by trained detection canines.

These canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. If detected and found, the District will initiate appropriate disciplinary action.

The canines used in this program are non-aggressive, retrieving breeds such as Golden and Labrador Retrievers. They are trained to single out certain scents of contraband items and indicate the area where the scent is detected. Interquest provides services to over 1, 200 public school districts across the nation.

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

## **ADDITIONAL ACTIVITIES AND PROGRAMS**

Frisbie 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 with no D's or F's OR have a GPA of 2.5 or higher with at most one D and no F's.

### **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 flag list.
- Must have a GPA of 2.0 with no D's or F's or a 2.5 GPA with a minimum of 1 D and no F's. To calculate your GPA assign each grade a number: A=4, B=3, C=2, D=1, F=0, add up your grades for all of your classes and divide by 6, the total number of classes. This is your GPA.

**\*Students not picked up from activities within 20 minutes of the conclusion of the activity will be placed on the flag list for 20 days.**

**\*Students will not be released prior to the end of any event.**

- All school rules apply on 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 flag 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.

### **Academic Recognition/Perfect Attendance**

Students who qualify for Academic Recognition have received no D or F grades and their GPA must equal at least a 3.0.

4.0 – Superintendent's Honor Roll

3.5-3.9 – Principal's Honor Roll

3.0-3.49 – Honor Roll

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If a student misses a day of instruction (in-person or via distance learning) during this time period, their cumulative Perfect Attendance status will not be affected.

*Examples of Cumulative Perfect Attendance Awards:*

- Perfect Attendance from Kinder through 5<sup>th</sup> grade
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- Perfect Attendance from 6<sup>th</sup> through 8<sup>th</sup> grade

**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 2021.

**Dances**

Frisbie Middle School has approximately one dance per quarter. Students who attend must buy a ticket prior to the dance. Supervision is provided by Frisbie Middle School security and teachers. Dances are for Frisbie Middle School students only. Visitors and guests may not attend.

**Fundraisers**

In order to provide award programs, activities and athletic programs, students may become involved in fundraisers. In the past, students have sold magazines, and other items. 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 fund raisers.

**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. Students may be allowed to attend team academic field trips, even while on the school flag list.

**Clubs**

A variety of clubs such as Hobby Club, Guitar Club, Paparazzi Club, Cancer Club and Alive Club are held after school in which students can participate with parent permission.

**Sports**

A variety of sports will be offered throughout the year in which students can participate. Practices will be after school and games will be held on Wednesdays.

**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.

## DEPARTMENTS

### HEALTH OFFICE

#### **Health Office/Medication**

A nurse is assigned to FMS 2 - 3 days per week and a health clerk is available each day. If you have prescription medication that you must take at school, you must have a doctor's note and your parent/guardian must complete a District form requesting the medication be given. 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.

1. Students are **not** allowed to have any type of medication in their possession.
2. Asthma inhalers can only be carried by the student with the written permission of a doctor.
3. Parent/guardian should contact the School Nurse **immediately** if you have any special health needs.
4. 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 scheduling of classes, academic planning, or personal problems, a grade level counselor is available to assist.

A Counselor Appointment Card can be obtained in the Counseling Office, before school, after school, and during passing period. Students will not be released during class to get an appointment card. In an emergency, the teacher will contact a counselor or an administrator.

Counselors will 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.

#### **Dealing with Student Conflicts**

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

#### **Reporting Incidents**

See a Security Officer, Counselor, or an Assistant Principal to make an official report of an incident. Incident Reports for Frisbie Middle School are located in Student Support.

#### **Ways to Avoid a Fight**

It takes two to make a 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 wants to fight you, "**just say NO**" and report this to your teacher, counselor, security, or an administrator.
- 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 an administrator.

#### **What You Should Not Do:**

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!

**BEING AFRAID OF LOOKING CHICKEN IN FRONT OF OTHERS IS NOT AN EXCUSE!**

**ANYONE WHO IS FOUND TO BE A WILLING PARTICIPANT IN A FIGHT OR A POTENTIAL FIGHT MAY BE SUSPENDED FROM SCHOOL.**

### **Carrying Messages**

It is the policy of Frisbie Middle School to discipline students who carry messages that can or do lead to potential fights. We cannot stop all disputes from happening. We can discourage those who are instrumental in instigating fights by assigning disciplinary actions.

### **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 the Assistant Principal 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/guardian 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.

Rialto Unified is partnered with South Coast Counseling Services to provide additional support in the form of individual counseling, boys and girls success groups and other activities.

### **FRISBIE MIDDLE SCHOOL LIBRARY**

**Library hours:** 7:45 to 3:30 p.m. and during lunches with a pass.

Books are available for checkout. Students will need their ID cards to check out books. Library books are checked out for two week periods and may be renewed once. Only four books may be checked out at a time. Students with an excessive amount of overdue books will not be allowed to check out books. Only one AR book may be checked out if there are fines on the ID card.

Computers, equipped with educational software programs, are available for student use.

### **Library Lunch Pass**

Passes for library can be picked up daily in the library before school starts. Students without a lunch time library pass will not be allowed out of the lunch area.

### **Textbooks**

Textbooks are checked out through the Library. When a student checks out a textbook, they must also complete a "Damage Charge Sheet." All the damages found in their textbook will be listed on the sheet, so they will not be billed for existing damage. Students are given 24 hours to note any other damage in the book and return their list to the library. When the textbook is checked in, any damage not previously noted on his/her "Damage Card" will be charged to the student.

Students are responsible for their textbooks until they are returned. Frisbie Middle School does not provide book lockers or covers. In order to protect books, students should cover each text book issued. Do not tape book covers to the inside of textbooks. If students don't know how to put on book covers without tape, they are welcome to visit the library to be shown how to cover the book.

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 or "excessive wear."

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 parent/guardian at least twice during the school year.
4. Charges under \$20 must be paid in full.
5. Library/textbook charges over \$20 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 a financial difficulty may see the Librarian for a work-off agreement. The work-off agreement is signed by the student and the parent/guardian. Students are credited at a rate of \$5 per hour.

### **Acceptable Use Policy of Computers/Internet Access**

Internet access is available for educational purposes--**ONLY**. All students will be oriented annually on the acceptable and unacceptable use of computers, computer networks, and electronic resource.

### **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.

**STUDENTS ARE EXPECTED TO DRESS IN UNIFORM EVERYDAY, NO EXCEPTIONS!**

## Uniforms

The P.E. uniform will be sold as a set for \$20. If purchased individually, the gray Falcon T-shirt is \$10.00 and the blue mesh shorts are \$10.00.

CASH OR MAJOR CREDIT OR DEBIT CARDS WILL BE ACCEPTED.

Fleece sweat suits are allowed **under** their regular P.E. uniform during cold weather.

No cut-off sweats, sweaters, and/or jackets will be allowed at any time.

The students' legal name must be printed on the uniform.

No nicknames, drawings, or markings will be allowed on the uniform.

Athletic shoes are necessary; slip-ons or dress shoes will not be allowed during P.E. classes.

## Loaners

If students forget their uniform, loaner clothing will be provided.

Loaners will be issued three times per quarter with no consequences.

Fourth borrow= detention and parent contact

Fifth borrow = referral to discipline office

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)

## Locker Room

Each student will be issued a combination lock and locker. 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. If the lock is lost, the student is responsible for the cost of replacement. Individual lockers are provided to the students as a convenience. The school discipline plan, in regards to fighting, theft, or vandalism within the locker room, will be strictly enforced. Food, gum, drink, glass containers, running, horseplay, sharing lockers, and changing in the restroom are **NOT** allowed in the locker room. (Board Policy JN). **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!**

## Physical Education Excuses

If a student needs to be excused from participation in P.E. class, a note must be given to the teacher before roll call on the day of the excuse. A note from home is good for up to two days and must contain this information: Student's first and last name, reason for excuse, parent/guardian signature, phone number, and the date. If a student is to be excused for three or more days, a DOCTOR'S note is required. The doctor's note should be taken to the school nurse and copied for the teacher. A parent/guardian note does not excuse the student from activity; it will, however, modify the activity (i.e., walking around the track). We are conscious and sensitive to students with health-related problems. Students who have difficulty in completing an activity **MUST** notify the teacher immediately. Please understand that we want the students to feel comfortable coming to their teacher, or another P.E. teacher, if problems arise in class.

**ALL STUDENTS WILL DRESS OUT AT ALL TIMES, even with a medical note, unless otherwise stated by the doctor.**

## Discipline Procedures

**Students agree to abide by the class and locker room rules or be willing to accept the following consequences:**

1. Warning
2. Time-out with alternate activity
3. Time-out with alternative activity and parent contact
4. Referral to grade level administrator

**Severity Clause:** We reserve the right to skip discipline steps due to the severity of students' behavior.

## Students with health concerns

Health information must be on file with the school nurse. If an inhaler is needed, it must be on file with the nurse. Students with severe asthma are urged to check in with the nurse at least 20 minutes before P.E. class. Activity will be modified if needed.

## 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

### **Parent/Guardian Volunteers**

We welcome parent/guardian volunteers to visit our programs. We encourage our parent/guardian 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/guardian volunteer form. For more information contact the school secretary at 820-7887 x 21219.

### **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. You must come into the office and present identification to make changes to Emergency Cards.

### **Telephone Messages**

Telephone messages will only be given to students in case of an emergency.

**Transportation arrangements need to be made before coming to school.**

### **Blackboard**

Blackboard is a phone service used as a community outreach, attendance notification, and emergency communication system used to make home contact by phone and provide information to you.

### **Visiting Campus/classes**

1. Parents/guardians are always welcome to visit, however they should always check in at the front office.
2. If a conference is desired, an appointment should be set by calling the student support office at 909-820-7887 ext. 21200
3. 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 and sign out when leaving.
4. 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)

### **Report Cards and Poor Work Notices**

Any student in danger of failing a class (D or F grade) will receive a Poor Work Notice at the middle of each quarter. All students will receive Report Cards at the end of each quarter. If you receive a poor work notice or a failing grade at the end of the quarter, call the Counseling Center to set up a parent/guardian, teacher, student conference.

### **Student Study Team**

The Student Study Team (SST) is designed to assist students in needed areas. The team consists of the student, parent/guardian, teachers, counselor, and an administrator. The goal is to assist the student in overcoming difficulties with academic, behavior, and/or attendance issues.

## **DISCIPLINE**

### **Be Responsible! Be Respectful! Be Safe!**

Students found modeling the school-wide expectations may earn positive points which will lead to privileges earned, incentives, etc.

### **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."

### **FMS DRESS CODE**

**Frisbie Middle School reserves the right to determine that certain clothing is inappropriate if it has become a symbol for gangs in the community and surrounding area.**

**All dress code violations are subject to progressive discipline as follows:**

**Violation 1 and 2 will receive a warning**

**Violation 3 and 4 will receive a Saturday school**

**Violation 5 and on will receive a Suspension**

### **Students, while at school or any school related activity, should NOT wear:**

- 1) Clothing that portrays suggestive, derogatory or insulting pictures or writing.
- 2) Any clothing, makeup, hair style or hair accessories that attracts undue attention or causes a disruption (Example: bandannas, excessive face make up Any article of clothing that refers to any type of alcohol, drug, or act which is illegal or Hazardous to one's health (Example: Budweiser, Corona, Camel, marijuana, etc.).
- 3) Any article of clothing which in any way is suggestive or can be construed to have a "double" meaning.
- 4) Apparel with emblem, printing, etc., that creates animosity between groups or individuals.
- 5) Clothing that has been altered in any way and denotes gang affiliation (Example: blackening out letters, writing on shoes, pants, etc.).
- 6) Clothing that depicts violence, hate, or death (Examples: satanic symbols, guns, bombs, spray cans, R.I.P., etc.).
- 7) Attire with any professional sports team insignia.
- 8) Gloves may only be worn with a jacket on extremely cold/windy days. Gloves may not be worn inside.
- 9) "LA", "IE" or any other identified gang references are not allowed on any clothing or items in a student's possession.

### **Top Rules**

- Sleeves: All tops must have at least 2" finished straps (no sleeveless jerseys, halter, spaghetti, or off shoulder tops), this includes those tops worn under a jacket.
- No baby tees, crop tops, or halters are allowed, **this includes under a jacket.**
- Tops are to be worn to fit, excessive material is considered oversized.
- No see-through garments (no meshed tops, bare midriff, etc.).
- No tops should show undergarments.
- No tops that expose the undergarments through the armholes.
- No sleep wear (pajamas).
- All buttoned shirts must be buttoned appropriately
- No outer garments that contain signs. Symbols, text, photos, or drawings that attract undue attention and are deemed by administration to disrupt the educational process. This can include, but is not limited to; swastikas, dice, alcohol, drugs, playboy bunnies, spikes, weapons (guns, knives, brass knuckles, grenades), and profanity in any language.
- Tops must cover the whole back.

### **Bottom Rules**

- Undergarments are not to show.
- Shorts/skirts may not be shorter than mid-thigh. With your hands at your side, the clothing should not be shorter than your fingertips.
- Shorts, skirts, and pants worn to fit, **no sagging clothing.**
- Waist no larger than two inches in ruler size, not pant size.
- No pants are to be tied or fastened at the bottom/ankles.
- No sleep wear (pajamas).

### **Foot Wear Rules**

- Foot wear **must be** appropriate for normal activities. For your safety, extremely high heels are not permitted.
- Shoes should have hard, comfortable soles and back support.
- No steel-toed shoes, combat boots, or Doc Martins.
- Laces must be tied.
- Velcro straps must be strapped appropriately.
- Sandals must have back strap.

### **Hats, Belts, Accessories and Hair**

- Hoods and/or beanie are not to be worn, except for on extremely cold, windy, or rainy days.
- Hats, hoods, and beanies should never be worn indoors.
- No dangling of the belt end (must be tucked into belt loops). Extremely large and heavy gauge metal belt buckles are not allowed.
- No studded or spiked belts, necklaces, or bracelets.
- Sunglasses are not to be worn indoors.
- All accessories must adhere to dress code rules.

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.

In addition, the following is not appropriate while at school or any school related activity:

1. Due to health and safety concerns, piercings will be dealt with on an individual basis. Any piercing that causes a disruption must be removed. Sharp posts in the face are not permitted.
2. Students who have writing on their person will be asked to wash it off.
3. Make-up is not allowed to be put on/applied during class time.
4. Grooming is not to be done during class time.
5. No cologne/perfume, body spray or heavily scented lotions are allowed on campus.

**Please remember to use common sense when dressing for school. Anything that is out of the ordinary or causes distraction in a normal educational setting could be considered questionable dress.**

### **Lost and Found**

Any found items should be turned in to the office as soon as possible. Found items are kept in the Student Support Center. Items that are not claimed by the end of the quarter will be donated. Students are reminded not to bring valuables to school. Only materials needed for educational purposes should be brought.

### **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 and Drugs**

Any student found in possession of any type of weapon or drugs will 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:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

### **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.

### **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, FMS 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**. Violators will receive progressive discipline.

### **Confiscated Items**

When a student brings something to school that is prohibited or deemed to cause a disruption, the item will be confiscated. Disciplinary action will be taken. **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.**

If you have clothing confiscated, you may pick it up after school. If you fail to pick it up, it will be discarded after 30 days. If you have any electronic devices or cellular phones confiscated, your parent/guardian need to come in after school Tuesday or Thursday from 3:25 to 3:55 p.m. or Wednesday 8:45-9:30 a.m. to pick up the item.

### **ITEMS THAT WILL BE CONFISCATED:**

1. Oversized clothes
2. Clothing that violates the FMS Dress Code
3. MP3 players, iPods, earpods
4. Cameras
5. Other electronic devices
6. Laser pens/pointers
7. Toys, ballons, stuffed animals, tech decks
8. Squirt guns
9. Dice or playing cards
10. Party Flyers
11. Rubber bands
12. Stick pins, needles, tacks
13. Gum
14. Sunflower Seeds
15. Candy/ Items to be sold for profit
16. Trading or collector cards
17. Studded bracelets, collars, or rings
18. Shock pens or shocking devices
19. Anything gang related
20. Any item which causes a disruption
21. Pump sprays, any type of aerosol items
22. Air Horns
23. Vapor pens, e-cigarettes, etc.

**Only parents will be able to pick up confiscated items.**

**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.**

### **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)).

## **ENVIRONMENTAL SAFETY**

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

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

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

## **TYPES OF DISCIPLINE**

### **Student Discipline**

Frisbie 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 disciplinary consequences which have been established by the State, District, administration and your team of teachers.

### **School Wide Expectations**

School Wide Expectations apply from the moment you leave your house until you return.

### **Teacher Detention**

A student may be assigned a detention by a teacher or by the administration. A student's teacher or team will review reasons why a student may receive a detention. It is the student's responsibility to serve all detentions which are assigned.

Detention guidelines:

1. When assigning a 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 parent/guardian and return the signed copy to his/her teacher the next day. Parent/guardian 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 an 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.

**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 class work with them to the Student Support Center.

Each student suspended from class must participate in a parent/teacher conference. "Suspension" is defined (Education Code Section 48925) as the removal of a pupil from ongoing instruction for adjustment purposes.

**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 instance where suspension or expulsion is required by this article. Students may be assigned a certain number of hours of community service and/or tutoring that is to be completed under the supervision of a district employee by a certain date. Failure to complete will result in further disciplinary action.

### **Behavior Contract**

Students who repeatedly violate school rules may be placed on a behavior contract. This will be initiated by the administrator. Once placed on the contract, student who receives any subsequent referrals to the discipline office will receive disciplinary action.

### **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. Parent(s) should check in with the Attendance Office for a visitor's pass. Parent(s) may shadow during lunch in the quad if accompanied by an administrator.

**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.

Parent/guardian 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 Frisbie Middle School and its vicinity or any other school site during the duration of the suspension.

## **Expulsion**

"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.

## **Flag List**

Students, who have been disciplined for serious infractions by School Administration, will have their name put on a "Flag List". A flag is the indication of the loss of privileges for a set period of time. Students can be flagged from 5 to 20 consecutive days depending on the severity of the offense. The Flag List runs continuously throughout the year.

**Students who are flagged may not participate in any extracurricular school activities.**

## **A MESSAGE FROM THE SUPERINTENDENT**

### **"THE CITATION PROGRAM"**

Dear Parents/Guardians and Students:

The Rialto Unified School District, the Rialto Police Department and the San Bernardino Police Department are committed to a safe environment for all students and staff. Some of our safety measures include trained school security officers, School Resource Officers, counselors, psychologists and nurses, the Random Search Policy, and an individual school site Safety Plan. Two policies that support the safety of students and staff and should be discussed by parents/guardians and students are:

**CleanSweep Policy:** School officials may cite students for the following infractions which will require an appearance before a Hearing Officer in Juvenile Traffic Court:

- tobacco related offenses
- disturbing the peace and fighting
- alcohol, paraphernalia and illegal substances
- vandalism, graffiti and aerosol paint
- petty theft
- daytime loitering

Students may be suspended and/or recommended for expulsion, assigned counseling, diversion programs, community service and/or monetary fines. A student may also be denied his/her driver's license until the age of twenty-five.

**Zero Tolerance Policy:** 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 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 Booklet.

We ask that you support our "CleanSweep Policy" and our "Zero Tolerance Policy" for the safety of all students and staff in the Rialto Unified School District.

## **Conduct**

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

## **K-9 Safety Inspections**

The Rialto Unified School District has entered an agreement with Interquest Detection Canines, Inc., to conduct random, unannounced inspections at all of our secondary schools in the District by trained detection canines.

These canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. If detected and found, the District will initiate appropriate disciplinary action.

The canines used in this program are non-aggressive, retrieving breeds such as Golden and Labrador Retrievers. They are trained to single out certain scents of contraband items and indicate the area where the scent is detected. Interquest provides services to over 1, 200 public school districts across the nation.

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

## **Random Safety Inspection Procedure**

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

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

## **Notification to Parents**

At the beginning of each school year and upon enrollment, the Superintendent or designee shall inform students and parents/guardians about the District's policies and procedures for searches, including notice regarding:

- The possibility of random searches of students, their belongings, their vehicles parked on District property, and District properties under a student's control, including lockers or desks
- The use of metal detector scans
- The use of contraband detection dogs

In addition, the Superintendent or designee shall ensure that signs are posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

## **Procedure for Random Searches & Use of Metal Detectors**

"The Board believes that the presence of weapons in the school threatens the District's ability to provide the safe and orderly learning environment to which District students and staff are entitled. The Board also believes that metal detector

searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff". (BP 5145.12)

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

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

## APPENDIX A

### Specific Acts of Misconduct

The Specific Acts of Misconduct are laws, 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 occur 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; or  
(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.

- (r) A pupil who aids or abets, as defined in Section 31 of the PC, 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 characteristic. 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,” 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 Frisbie Middle School stand 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)***

- (1) Causing serious physical injury to another person except in self-defense
- (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil
- (3) Unlawful possession of any controlled substance
- (4) Robbery/extortion
- (5) 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:

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

##### 3. Complaint Procedure

- a) 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.
- b) A formal complaint may be filed with the principal using the District's Sexual Harassment Complaint Form (for students).
- c) 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.

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.

**RIALTO UNIFIED SCHOOL DISTRICT  
FRISBIE MIDDLE SCHOOL  
Title I School-Level Parental Involvement Policy**

Frisbie Middle School has developed a written Title I parental involvement policy with input from Title I parents. It was developed jointly but not limited to the members of the School Site Council, English Learner Advisory Committee, and the school leadership team. It has distributed the policy to parents of Title I students. The policy is in the student handbook which is given to each student. Frisbie Middle School's policy describes the means for carrying out the following Title I parental involvement requirements per NCLB, Title I Parental Involvement, 20 USC 6318(a)-(f)

**1. Involvement of Parents in the Title I Program**

Frisbie Middle School does the following:

- a. Convenes an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians to their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
  - i. Hold an annual meeting at Back-to-School Night to discuss Title I requirements
- b. Offers a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement
  - i. Offer meetings at various times of the day and different days
  - ii. Provide child care for Family Nights
- c. Involves parents/guardians of Title I students in an organized ongoing, and timely way, in the planning, review, and improvement of its Title I programs, the school's Title I parental involvement policy, and the joint development of the plan for schoolwide programs incorporated into the Single Plan for Student Achievement
  - i. Jointly develop parental involvement policy with School Site Council, ELAC, school leadership and other stakeholders
  - ii. Jointly develop Single Plan for School Achievement
  - iii. Review assessment data with SSC and ELAC
- d. Provide parents of Title I students with timely information about Title I programs
  - i. Send written communication
  - ii. Send phone calls via ParentLink
  - iii. Post information on eChalk
  - iv. Information and demonstrations shared at SSC meetings
  - v. Assessment data reviewed at SSC meetings
- e. Provides parents of Title I students with an explanation of the school's curriculum, assessments, and proficiency levels students are expected to meet
  - i. Information at annual Title I parent meeting
  - ii. Information given out by individual teachers at Back-to-School Night
  - iii. Information is posted on eChalk
  - iv. Counselors hold meetings to inform parents about curriculum requirements and students' proficiency levels
  - v. SSC and ELAC meetings discuss proficiency levels students are expected to meet
  - vi. Information given at Family Nights

- f. Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children
  - i. SSC meetings posted and open to the public
  - ii. Parent-Teacher Conferences
  - iii. Student Study Team Meetings
  - iv. Individualized Education Plan meetings
  - v. 504 Plan meetings
  - vi. Counselor parent meetings

## **2. School-Family Compact**

Frisbie Middle School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards. The school-parent compact describes the following items in addition to items added by parents of Title I students:

- a. The school's responsibility to provide high-quality curriculum and instruction
- b. The parents' responsibility to support their children's learning
- c. The importance of ongoing communication between parents and teachers through, at least, annual conferences, reports on student progress, access to staff and opportunities to volunteer and participate in and observe the educational program.
  - i. The school jointly develops the compact with the School Site Council
  - ii. It is distributed in triplicate to the parents at the beginning of the year and signed by the student, parent and teacher

## **3. Building Capacity for Involvement**

Frisbie 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 does the following

- a. Assists Title I parents in understanding academic content standards, assessments, how to monitor and improve the achievement of their children
  - i. Counselors hold parent meetings
  - ii. Back-to-School Night
  - iii. PTCs/SST/IEP/504
  - iv. Posted on eChalk
  - v. Assessment data is sent home through data system
  - vi. Classroom visits
- b. Provides materials and training to help Title I parents develop techniques and strategies to use at home that support their children's academic achievement and to ensure their children's physical, social, and emotional wellbeing and healthy development in preparation for a productive future
  - i. Counselors hold parent meetings
  - ii. PTCs/SST/IEPs/504
  - iii. Parent University on site and at district
  - iv. Family Nights
- c. Educates staff, with the assistance of Title I parents, in the value of parent contribution, how to communicate effectively with parents, and how to work with parents as equal partners
  - i. SSC
  - ii. Family Nights
  - iii. PTCs/SSTs/IEPs/504s
- d. Coordinates and integrates parental involvement with other programs and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children
  - i. Parent University held on site and at district
  - ii. Parent resources in the counseling center
  - iii. Parent Summit
  - iv. SSC and ELAC meetings
  - v. PTCs/SSTs/IEPs/504s

- e. Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a format and language that the parents understand
  - i. Written communication is provided in English and Spanish
  - ii. ParentLink phone calls are sent in English and Spanish
  - iii. Translation is available for parent meetings
  - iv. Translation is available for PTCs/SSTs/IEPs/504s
  - v. Posted on eChalk
  - vi. Agendas, minutes and handbook are in both English and Spanish
- f. Provides support for parental involvement activities requested by Title I parents
  - i. Harlem Renaissance Multi-cultural Faire
  - ii. Family Nights

#### **4. Accessibility**

Frisbie Middle School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students.

1. Agendas, minutes and handbooks are provided in both English and Spanish
2. Written communication is provided in English and Spanish
3. ParentLink communications sent in English and Spanish
4. Translation services are available for all meetings
5. Accommodations are made for parents with disabilities
6. Information is posted on Website

### **Frisbie 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.

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.

### **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 broader community to impact students and the health of the community positively, including sharing information on the District website.
- 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 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.



**BULLYING/HARASSMENT COMPLAINT FORM**  
(Students May Report Anonymously)

Date Filed: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please identify yourself as a:

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer \_\_\_\_\_ Other \_\_\_\_\_

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

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

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

Extortion   
(verbal or physical bullying for money  
or personal items)

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

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

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

Bullying/ Harassment on the basis of:	<input type="checkbox"/> Race, color or nationality	<input type="checkbox"/> Disability
	<input type="checkbox"/> Gender or Gender Identity	<input type="checkbox"/> Other

Dates of alleged bullying or harassment(s):

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

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

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: Yes \_\_\_ No \_\_\_ If so, who? \_\_\_\_\_

Signature of Reporting Person \_\_\_\_\_ Date \_\_\_\_\_

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

Revised 8/11/2016



## FORMULARIO DE QUEJA POR ACOSO/INTIMIDACIÓN

(Estudiantes pueden reportar anónimamente)

Fecha presentada: \_\_\_\_\_

Nombre del estudiante que esta acosado/intimidado: \_\_\_\_\_

Dirección: \_\_\_\_\_ Teléfono#: \_\_\_\_\_

Por favor identificarse usted mismo como:

Estudiante  Padres/tutores  Empleado  Voluntario  Otro

Por favor marcar el tipo de acoso que ha ocurrido (puede marcar más de uno):

Abuso verbal

(Insultos, comentarios racistas, menospreciar, etc.  
Se puede hacer por teléfono, por escrito, en persona, por texto, email).

Físico

(Golpear, patear, empujar, torcer extremidades, escupir o destruir pertenencias personales).

Chantaje

(Verbal o acoso físico por dinero o artículos personales).

Humillación o ritos de iniciación

(Tener que participar en un acto de perjuicio físico o emocional siendo parte de un grupo, o son la víctima de un grupo).

Acoso indirecto

(Rechazo, exclusión, ignorar, distanciar o aislar para deliberadamente causar ansiedad emocional).

Ciber acoso

(Usar tecnología para acosar, amenazar o centrarse en otra persona – por texto, IM, email, Facebook, videos, MySpace, Twitter, etc.)

Acoso/Intimidación sobre la base de:

raza, color, nacionalidad  discapacidad

género o identidad de género

otro

Fechas del alegado acoso o intimidación:

Personas que se alegan haber cometido el acoso o intimidación:

Descripción del incidente: si es posible, usar fechas, horas, lugares, nombres, etc., específicos. Usar la parte de atrás del formulario o páginas adicionales si es necesario.

Nombres de testigos: \_\_\_\_\_

¿Ha reportado esto a alguien más?: Sí  No  Si es sí ¿a quién? \_\_\_\_\_

Firma de persona que presenta queja: \_\_\_\_\_ Fecha \_\_\_\_\_

Aviso: Al completar este formulario se iniciará una investigación del alegado incidente de acoso o intimidación descrito en este formulario. Toda la información es confidencial excepto por lo que se debe compartir como parte de la investigación. Presentar una queja auténtica de acoso o intimidación no afectará el empleo futuro, calificaciones, aprendizaje o entorno de trabajo o asignación de trabajo del demandante o informante. Al firmar el formulario usted está verificando que su declaración es verdadera y exacta según su opinión.

Revised 7/3/2018

## 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 Agent, Students Services 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



## Perfect Attendance Awards

The Rialto Unified School District is placing a hold on Perfect Attendance Awards from March 12, 2020, until further notice, due to the Coronavirus (COVID-19) pandemic.

The district strongly encourages daily attendance, but not at the risk of our students' and staff's health and well-being. Students will be held harmless during this period in relation to Perfect Attendance.

If a student misses a day of instruction (in-person or via distance learning) during this time period, their cumulative Perfect Attendance status will not be affected.

### *Examples of Cumulative Perfect Attendance Awards:*

- Perfect Attendance from Kinder through 5<sup>th</sup> grade
- Perfect Attendance from Kinder through 12<sup>th</sup> grade
- Perfect Attendance from 6<sup>th</sup> through 8<sup>th</sup> grade



## Premios de Asistencia Perfecta

El Distrito Escolar Unificado de Rialto está suspendiendo los Premios de Asistencia Perfecta del 12 de marzo de 2020 hasta nuevo aviso debido a la pandemia del Coronavirus (COVID-19).

El distrito motiva encarecidamente la asistencia diaria pero no a riesgo de la salud y bienestar de los estudiantes y personal. Los estudiantes serán exentos durante este periodo en relación a la Asistencia Perfecta.

Si un estudiante falta a un día de instrucción (en persona o por aprendizaje a distancia) durante este periodo de tiempo, su estatus acumulativo de Asistencia Perfecta no se verá afectado.

*Ejemplos de Premios de Asistencia Perfecta  
Cumulativa:*

- Asistencia perfecta desde Kindergarten a 5.º grado
- Asistencia perfecta desde Kindergarten a 12.º grado
- Asistencia perfecta desde 6.º a 8.º grado