



KOLB MIDDLE SCHOOL

STUDENT HANDBOOK

2024-2025

HOME OF THE “COUGARS”

School Mission

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

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

This Student Handbook/Planner belongs to:

Name: _____
Grade: _____



KOLB MIDDLE SCHOOL

Home of the Cougars
Nationally & State Recognized School to Watch

Tina Lingenfelter - *Principal*
Dr. Stephen DeFrancis - Cynthia Latham - *Assistant Principals*



Dear Kolb Middle School Families,

Welcome back to a new school year at Kolb Middle School! As we gear up for another exciting academic journey, I am thrilled to extend a warm welcome to both returning and new families to our vibrant school community.

I am honored to serve as your Middle School Principal, and I am eager to continue fostering an environment where each student can thrive academically, socially, and emotionally. Our dedicated staff is committed to providing a nurturing and supportive learning environment that promotes not only academic excellence but also the development of strong character.

As we begin our new school year, I encourage students to find a positive connection to school by joining the various clubs and activities that Kolb Middle School has to offer, such as JROTC, Athletics/Sports, Art, Music, and various other student-interest clubs. To stay up to date on the happenings at Kolb, please follow us on Instagram @kolbcougars and @principal_lingenfelter. Remember to keep your email and phone numbers updated as we use ParentSquare as our communication platform. Additionally, check out our school's web page for the latest information for families at <https://kec.rialto.k12.ca.us/kolb>.

As partners in your child's education, your involvement and support are invaluable. I encourage you to become involved in our various parent and family engagement opportunities, such as the School Site Council (SSC), the English Learners Advisory Committee (ELAC), the African American Parent Council (AAPAC), parent workshops, Coffee with the Principal, Parent Teacher Student Association (PTSA), and various parent volunteer opportunities. Your support is vital and here some additional ways families can help support their students at school:

- Students need to attend school regularly, please try to schedule medical and other appointments outside of normal school hours.
- Support the District's and school's cell phone policy. Students are required to turn off their cell phones for the entirety of the school day, this includes passing period and lunch. If there is an emergency and you need to contact your child, please call the school office for assistance.
- Monitor and limit your child's social media use. Many student conflicts begin outside of school and on social media.

We look forward to collaborating with you to ensure that each student reaches their full potential. Together, let's make the 2024-2025 school year a memorable and successful experience for our students. Thank you for entrusting us with your child's education. Here's to a fantastic year ahead!

As always, Cougars Loud & Proud!

Tina Lingenfelter, Principal
Kolb Middle School

KOLB MIDDLE SCHOOL

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

Mrs. Tina Lingenfelter
Principal

Mrs. Cynthia Latham
Assistant Principal

Dr. Stephen De Francis
Assistant Principal

Principal's Office	820-7849, ext. 2901
Assistant Principal's Office	820-7849, ext. 2914
Attendance Office	820-7849, ext. 2907
Health Office	820-7849, ext. 2928
Financial Secretary	820-7849, ext. 2926
Counseling Office	820-7849, ext. 2914

July							School Year Calendar							January						
S	M	T	W	T	F	S	2024-2025							S	M	T	W	T	F	S
	1	2	3	4	5	6	Principal/Director Tina Lingenfelter Assistant Principal Cynthia Latham Dr. Stephen De Francis Lucia Acosta, School Secretary Diana Enriquez, Secretary I Rosa Acker, Records Rosa Mendoza, Health Clerk Office Hours/Horario de la Oficina 7:30 AM - 4:00 PM Please call in absences daily Heidy Alarcon, Attendance Kandice Herrera, Attendance 909-820-7849 Office Hours/Horario de la Oficina 7:30 AM - 4:00 PM Important Dates August 5th - First day of school August 14th - Back to School Night March 12th - Open House May 29th - Last Day of School H= Holiday, M= Minimum Day October 4 - End of First Quarter December 13 - End of Second Quarter March 19 End of Third Quarter May 29 - End of Fourth Quarter				H	H	H	4						
7	8	9	10	11	12	13		5	H	7	8	9	10	11						
14	15	16	17	18	19	20		12	13	14	M	16	17	18						
21	22	23	24	25	26	27		19	20	21	22	23	24	25						
28	29	30	31					26	27	28	M	30	31							
August								February												
S	M	T	W	T	F	S		S	M	T	W	T	F	S						
				1	2	3								1						
4	5	6	M	8	9	10		2	3	4	M	6	7	8						
11	12	13	M	15	16	17		9	H	11	12	13	14	15						
18	19	20	M	22	23	24	16	H	18	19	20	21	22							
25	26	27	M	29	30	31	23	24	25	M	27	28								
September							March													
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1	H	3	4	5	6	7							1							
8	9	10	M	12	13	14	2	3	4	M	6	7	8							
15	16	17	M	19	20	21	9	10	11	M	13	14	15							
22	23	24	M	26	27	28	16	17	18	M	H	H	22							
29	30						23	H	H	H	H	H	29							
							30	31												
October							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	M	3	4	5				1	M	3	4	5						
6	7	8	M	10	11	12	6	7	8	M	10	11	12							
13	14	15	M	17	18	19	13	14	15	M	17	18	19							
20	21	22	M	24	25	26	20	21	22	M	24	25	26							
27	28	29	M	31			27	28	29	M										
November							May													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2						1	2	3						
3	4	5	M	7	8	9	4	5	6	M	8	9	10							
10	H	12	13	14	15	16	11	12	13	M	15	16	17							
17	18	19	M	21	22	23	18	19	20	M	22	23	24							
24	H	H	H	H	H	30	25	H	27	M	M	30	31							
December							June													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	M	5	6	7	1	2	3	4	5	6	7							
8	9	10	M	12	13	14	8	9	10	11	12	13	14							
15	H	H	H	H	H	21	15	16	17	18	19	20	21							
22	H	H	H	H	H	28	22	23	24	25	26	27	28							
29	H	H					29	30												

WHAT DO YOU DO IF YOU HAVE A PROBLEM?

PROBLEM

Academic and Grade Concerns
Clear an Absence
Discipline Problem
Early Dismissal
Harassment by Other Students
Homework Assignments
Lost, Found, Misplaced Items
Lost Textbook, Library Book, Chromebook
P.E. Clothes/Sales

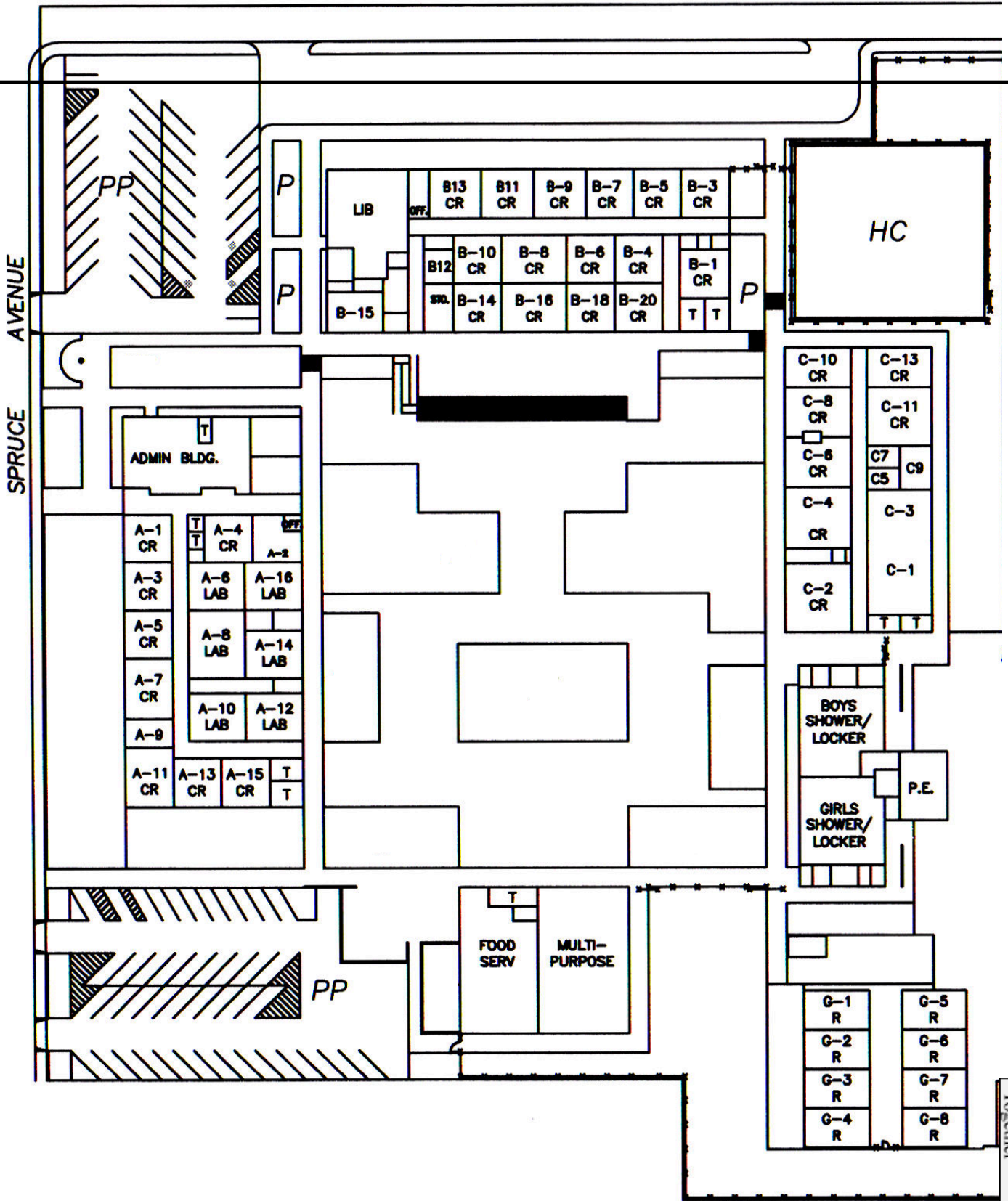
Personal Problem
Problems with a Teacher
Replace ID card
Tutoring/Interventions
Bus Passes

WHO TO SEE?

Teacher, Counselor
Attendance Clerk
Administration, Teacher, Counselor
Attendance Office (before school)
Security, Counselor, Administrator
Teacher
Security or Student Center
Library
P.E. Dept. during P.E. period/
Budget Clerk A-2 (before/after school)
Counselor, Teacher
Administrator
Student Center
Team Teachers; Counselor
Student Center



BOHNERT STREET



BEN F. KOLB MIDDLE SCHOOL
2351 NORTH SPRUCE ST. RIALTO CA.

Think Together

KOLB MIDDLE SCHOOL

BELL SCHEDULE

2024 - 2025



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

Minimum Days

August 7, 14, 21, 28	December 4, 13	April 2, 9, 16, 23, 30
September 11, 18, 25	January 15, 29	May 7, 14, 21, 28, 29
October 2, 9, 16, 23, 30	February 5, 26	2 Additional Minimum Days to be determined.
November 6, 20	March 5, 12, 19	

What does it look like...

...to be a Cougar?



BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

HAVE INTEGRITY...this is the cougar way

Kolb SCHOOL-PARENT COMPACT

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

This school-parent compact is in effect during school year 2024-2025

School Responsibilities

Kolb Middle School will:

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

Parent Responsibilities

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

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

Student Responsibilities

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

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

Parent: _____
Student: _____
Teacher: _____

Date: _____
Date: _____
Date: _____

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

Approved by SSC on May 8, 2024



SCHOOL WIDE EXPECTATIONS

HAVE INTEGRITY...this is the Cougar way!

	Arrival & Dismissal	Hallway	Classroom	Restrooms	Quad/Lunch Area
Be Respectful	<ul style="list-style-type: none"> Greet people accordingly Make eye contact Visit with friends while keeping hands to yourself Respect others' property 	<ul style="list-style-type: none"> Stop, look, and Listen when spoken to by adults Use appropriate language always Be respectful of others' and their property 	<ul style="list-style-type: none"> Follow directions immediately Be polite and considerate Be respectful of others and their property Raise your hand and wait for permission to speak or leave your seat 	<ul style="list-style-type: none"> Flush the toilet Respect the privacy of others Keep electronic devices in pocket or bag Leave space neat and clean for others 	<ul style="list-style-type: none"> Listen to all adults Be polite and considerate Be respectful of others and their property Use appropriate language
Be Responsible	<ul style="list-style-type: none"> Be on time Lock your bike or skateboard in racks Throw away garbage in cans Report problems to an adult 	<ul style="list-style-type: none"> Be in your seat before the tardy bell rings Use your inside voice Keep halls clean: this is food & gum free zone 	<ul style="list-style-type: none"> Be on time Bring paper, pencil, and notebook to class Start work immediately, work during work times Turn completed assignments in on time 	<ul style="list-style-type: none"> Clean up after yourself Use the trash can for trash Report vandalism Hit the target Return to class 	<ul style="list-style-type: none"> Pick up trash around you – even if was left by others Food must stay in appropriate eating area Know your lunch number Focus on eating positive social interaction
Be Safe	<ul style="list-style-type: none"> Stay in designated areas Look before crossing the road Remain on school property Be in dress code 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk always Move with the flow of traffic 	<ul style="list-style-type: none"> Walk always Keep, hands, feet, and objects to yourself Leave the area clean and orderly 	<ul style="list-style-type: none"> Use proper hygiene Wash hands with soap and water Throw away trash in the trash can Keep water off the floor 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk always Sit appropriately on benches Remain seated while eating Stay within lunch boundaries

ACTIVITIES/CLUBS

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

Extra and co-curricular programs/activities provide a well-rounded educational experience for students. Some programs which currently exist are Band, Associated Student Body (ASB), Builder's Club, Yearbook, Junior JROTC, MESA, AVID, STEM, and Middle School Athletic Programs.

ANTI-DISCRIMINATION POLICY

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

ASSOCIATED STUDENT BODY (ASB)

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

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

ATTENDANCE

The California State Education Code requires school attendance for minors. Regular attendance and prompt arrival to class facilitates learning. Truancy is a violation of California's compulsory attendance laws which will be dealt with harshly. If a student is absent, parents **MUST** notify the school on the first day of the absence. Parents may call the Attendance Office at 820-7849 ext. 2907 from 7:30 a.m. to 4:00 p.m. If parents are unable to call the school about an absence, the student **MUST** return with a written note from the parent or guardian. Any absence without a valid excuse will be recorded as truancy. If the school is not notified of excused absences, the parent or guardian will be contacted. Students will be encouraged to attend STEP UP if they are absent.

SCHOOL HOURS

School hours are 8:00 a.m. to 2:41 p.m. Students should be at school no later than 7:55 a.m. to avoid being tardy to 1st period. The campus is open to students from 7:40 a.m. to 2:50 p.m. Students who attend the Tutoring Hub must exit campus and return through the front door. The Tutoring Hub hours are from 3:00 p.m. to 5:00 p.m. The Tutoring Hub will begin on September 2, 2024. Students must have parent permission. Staff supervision is not available until 7:40 a.m. Campus is closed at 3:00 p.m. At that time, all students should be off campus unless participating in a student activity.

ATTENDANCE REQUIREMENT TO PARTICIPATE IN SCHOOL ACTIVITY

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

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 must come into the front office, 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. Students will only be released to adults 18 years or older who are authorized on the emergency card. ***If you send a note, the person picking up the student must be on the emergency card.*** Any person checking out a student early must provide a valid picture ID. Students being checked out of school at the end of the school day must be picked up **before 2:30 p.m.**

TRUANCY

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

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 are required by law to have their children in school on time. The SART panel will discuss interventions and may establish an attendance contract to assist the improving of his/her absenteeism. If conditions fail to be met, a recommendation will be made to the School Attendance Review Board (SARB).

School Attendance Support Panel (SASP): When students have excessive absences and/or tardies, or have been truant, they are subject to a SASP referral. Parents are required to have their children in school by law. Parents and students may be required to appear before the SASP panel. A parent/student may be held financially liable. The SASP panel will determine the consequences of poor attendance.

STEP-UP SATURDAY SCHOOL

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

TARDY POLICY

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

The following discipline procedures will be followed for the 2024-2025 school year:

Tardy 1-2	Handled by Individual Teacher Student conference Detention optional
Tardy 3	Handled by Individual Teacher Parent contact (documented) Detention optional
Tardy 4, 5 & 6	Handled by Individual Teacher Parent, teacher, student conference (documented) Detention assigned (documented)
Tardy 7 or more	Discipline office may assign <u>after school detention</u> Parent Conference Step-Up Student placed on contract Further disciplinary action will be taken based on defiance of school authority

NOTE - Period 1: All tardies before 8:20 a.m. must report directly to the period 1 teacher. Students arriving at school after 8:20 a.m. will report directly to the attendance office for a pass to class. The pass will be marked truant. This absence must be cleared within 24 hours or students may receive additional disciplinary action.

TARDY SWEEPS

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

BICYCLES/SKATEBOARDS

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

Skateboards, scooters, and skates are *not* permitted on campus except to lock them up.

BIKE HELMET LAW: It is California State law that every student who rides a bicycle to school wears a helmet. Students must wear a helmet when riding a bike to school.

BUILDING HALLWAYS

Students are not allowed into any building hallway before school until the bell rings at 7:55 a.m. unless you have an appointment to meet with your teacher. In that case, the student will need a pass from that teacher to verify his/her appointment. Running, pushing, or defacement of bulletin boards will not be tolerated while in the hallways. Students are not allowed in any hallways during lunch without a pass.

CLASSROOM VISITATIONS

We enjoy and appreciate having parents visit the classroom; however, before visiting, you must give the school a 24 hour notice, sign in at the front office and obtain a visitor’s informational form. Parents are not permitted in the quad area during lunch.

CLOSED CAMPUS

Kolb is a closed campus. All visitors must sign in at the front office and receive a visitor's pass. Students must remain in the quad when arriving to school and stay on campus until dismissal.

DEFACEMENT/DESTRUCTION OF PROPERTY/GRAFFITI

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

EIGHTH GRADE CELEBRATION AND AWARDS CEREMONY

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

ELECTRONIC EQUIPMENT ON CAMPUS

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

- Cameras or Video Cameras
- Electronic games.

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

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

Elementary and Middle School

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

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

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

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

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

ONLINE PARENT REGISTRATION AND STUDENT EMERGENCY CARDS

This school year there was an online registration process that must have been completed, so that your student could be assigned to classes for the 2024/2025 school year. For the safety of your student, only those persons listed on the emergency card will be able to pick up or have contact with a student during school hours.

EXTRA-CURRICULAR/CO-CURRICULAR ELIGIBILITY

RUSD Board Policy (6145)

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

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

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

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

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

ELIGIBILITY FOR PARTICIPATING IN ATHLETIC ACTIVITIES

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

1. Students must have a 2.0 GPA or above (see extracurricular/co-curricular probation above)
2. Have insurance coverage, if applicable.
3. Parent permission slip.

HOMEWORK RESPONSIBILITIES

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

HOMEWORK POLICY

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

1. Homework may be assigned in the academic subjects: Science, Math, Social Studies and English. Other subjects such as band, P.E., etc., may require homework/practice as well. Remember that homework helps to reinforce what is being taught in class.
2. Homework is due at the beginning of each class. See teacher syllabus for homework policy.
3. Often, teachers may have students begin homework in class; however, please assure that they complete the assignment(s) at home. **(If you have specific questions, please contact the teacher.)**
4. If your student consistently states, they have “No Homework” please contact your student’s teachers.

INAPPROPRIATE DISPLAYS OF AFFECTION

Inappropriate displays of affection by students are strictly prohibited. Students will receive counseling through restorative practices. If the behavior continues, consequences will be assigned.

LIBRARY PROCEDURES

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

LOST AND FOUND

Articles which have been found on campus are turned into the school’s Lost & Found. If you have lost an item, please check with security for assistance.

LUNCH

Student lunch is free. Students may purchase snacks at the Express Lane.

Lunch Time Expectations

Be Respectful	Be Responsible	Be Safe
Listen to all adults	Pick up trash around you – even if left by others	Keep hands, feet, and objects to yourself
Be polite and considerate	Food must stay in appropriate eating area	Walk always
Be respectful of others and their property	Know your student ID number	Sit appropriately on benches
Use appropriate language always	Focus on eating	Remain seated while eating
Clean up your area: table and floor	Positive Social Interaction	Stay within the lunch boundaries

SCHOOL NURSE

Students need to get a pass from a teacher prior to going to the Health Office. During a passing period, students need to report first to the teacher of their next class. Some students may possess special passes for regular health office visits. They must be in possession of the pass during each visit. Students who cannot participate in P.E. for more than two days must bring a doctor’s note. ***Students who are ill or have a temperature above 100.4° should stay home.*** Parents of students who require any medication must make the necessary arrangements, including a written doctor’s note on file, through the Health Office.

OUTSIDE DELIVERIES

No outside deliveries of food, flowers, balloons, bouquets, stuffed animals, etc. for Kolb students will be accepted on campus for any reason.

PARENT INVOLVEMENT

The job of educating our children cannot be accomplished alone. Schools and parents must have this responsibility and research has shown that there is a significant positive impact on student achievement when schools and parents work together. Kolb offers various parent workshops throughout the school year. Check the school website for more information. Parents can be involved through membership in the School Site Council (SSC), English Language Advisory Committee (ELAC) and Parent-Teacher-Student Association (PTSA). Parents are encouraged to participate in parent classes at the Parent Center located at the Caesar Chavez-Dolores Huerta Education Center.

PARENTSQUARE

ParentSquare is used for parent and staff communication. Phone, email, text messages will be sent via ParentSquare. All emergency-related information will be sent as urgent messages via text and phone. Please be sure that your contact information is current and updated regularly.

PAYMENTS

Payments for lost books can be made to the schools budget clerk. Payments for special activities, dances, yearbook, etc., are to be made by cash, money order or credit card only. Sorry no debit cards. Personal checks will not be accepted for any payments. Students with outstanding fines may not be permitted to attend field trips.

PERSONAL PROPERTY

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

Physical Education Attire

RUSD Board Policy 5132 states that students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Accordingly, the district has set standards for the physical education clothing in alignment with its Board Policy that students are expected to wear attire that is suitable for the physical activity and promotes safety. As such, students are required to change clothing appropriate to the physical activity for hygiene, safety and movement efficiency purposes. The following options will assist to meet the expectations of dressing in “suitable” physical education attire.

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

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

To be excused from P.E., you must bring a note from a doctor to the school nurse who will write an excuse.

REPORT CARDS & POOR PROGRESS NOTICES

Students will receive a report card at the end of each quarter. Teachers will also issue Poor Progress reports midway through each quarter.

Students will earn grades of A's, B's, C's, D's or F's. Report cards are mailed to the student's home address. Poor Progress notices will also be mailed mid-quarter or when a student is in danger of failing. Parents should immediately contact the teacher if a poor progress notice is received.

RESTROOMS

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

RETENTION POLICY

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

SEXUAL HARASSMENT POLICY

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

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

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

SEXUAL HARASSMENT COMPLAINT PROCEDURE (JGEB-P)

Formal Written Procedure

- (A) If a student believes that he/she has been a victim of sexual harassment, the student shall report the incident to his/her principal, site administrator, or the District Title IX Coordinator (Students).
- (B) If a staff member becomes aware of an incident of sexual harassment involving students, it is the staff member's responsibility to notify an administrator who will insure that the incident is investigated promptly and notify the principal or site administrator. (Students).

- (C) A complaint may be filed using the District’s Sexual Harassment Complaint Form (Students).
- (D) The principal will notify the complainant of the name and phone number of the Senior Director of Personnel Services extension 2431. Upon receipt of a written sexual harassment formal complaint, the principal or an administrator designated by the District Title IX Coordinator shall promptly and thoroughly investigate the complaint, render a conclusion, and complete that investigation as soon as feasible but no later than 45 days of receipt of complaint. A written report of findings and disposition of the complaint will be given to the complainant in a timely manner.
- (E) The complainant may appeal disposition to the Supt/designee or the Calif. Dept. of Education within 15 days of receipt.
- (F) No student or staff member shall suffer any reprisals for reporting any incident of sexual harassment or for making any complaint. In all cases involving sexual harassment, confidentiality will be maintained.
- (G) The complainant will be advised that if he/she desires to file a discrimination complaint, then the Uniform Complaint Policy (KLE) Procedure (KLE-P) will be made available.
- (H) Discrimination complaints must be filed within 6 months of the alleged occurrence or when knowledge was first obtained.

1. Disciplinary Action

Any student, grades 4 through 12, who is found to be responsible for sexual harassment will be subject to appropriate discipline up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

(Ed. Code 48900)

2. Local Remedies

Persons seeking assistance in these matters may: a) Contact the coordinator who will explain the complaint/appeal process; or b) Counsel with a local civil law agency such as:

Legal Aid Clinic
 354 W. 6th St.
 San Bernardino, CA
 (909) 889-7328

Inland Co. Legal Service
 570 W. 4th St., Ste. 104
 San Bernardino, CA
 (909) 884-8615

- 3. The site administrator should be contacted to investigate all complaints that are not submitted in writing. The case will be investigated promptly and thoroughly with appropriate disciplinary action and parent notification.

STUDENT ACCIDENT & DENTAL ACCIDENT INSURANCE COVERAGE

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

STUDENT ID CARDS

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

STUDENT CHARGES

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

- Withholding 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
1. Charges and fines must be paid in cash or money order. No checks will be accepted.
 2. Students with RUSD charges on the District System will be notified by mail of itemized charges. The notice will be sent to parents at least twice during the school year.
 3. Charges under \$20.00 must be paid in full.
 4. Library/textbook charges over \$20.00 must be cleared by one of the following methods:
 - The charge is paid in full.
 - A payment plan is established by the site and is initiated by at least one payment.
 - If a charge is not paid in full, textbooks will only be issued for the length of time specified in the payment agreement.
 - Any student with financial difficulty may see the Principal for a work-off agreement. The work-off agreement is signed by the student and the parent.

STUDENT-TEACHER RELATIONSHIPS

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

EXTRA CURRICULAR FIELD TRIPS

Extracurricular field trips are used for academic enhancement and motivation engagement. To be permitted to go on study trips, students must be in school at least four periods/hours on the day of the trip. To attend school-wide or grade level motivational field trips, students must not have any outstanding charges or be on the flag list. All students must show their ID cards.

Students not picked up from activities within 20 minutes of the conclusion of the activity will not be permitted to attend future activities.

All school expectations apply on school-sponsored activities.

Students are not permitted to go on any trips without a written permission slip from a parent/guardian. Students are to report all medical conditions to the nurse ahead of time.

Students who purchase trip tickets and are on the flag list will be refunded the price of the ticket minus transportation cost.

TELEPHONES

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

TEXTBOOKS

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

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

THREATS

THREATS OF VIOLENCE, IN ANY FORM, TOWARDS THE SCHOOL, STAFF OR STUDENTS WILL NOT BE TOLERATED. STUDENTS WHO MAKE THREATS WILL BE SUBJECT TO DISCIPLINARY ACTION. ALL STUDENTS ARE RESPONSIBLE FOR REPORTING SUCH THREATS TO SCHOOL OFFICIALS. SCHOOL OFFICIALS CANNOT AND WILL NOT OVERLOOK OR MINIMIZE THREATENING REMARKS MADE BY STUDENTS.

Another Law You Should Know About:

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

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

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

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

TRANSPORTATION

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

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 EXPECTATIONS:

The bus rider shall:

1. Always follow the bus driver’s directions.
2. Remain seated and face the front of the bus.
3. Keep hands, feet, and all objects inside the 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 onto the bus.
9. Show a bus pass when requested to do so. The rider must not allow another person to use their bus pass.
10. Talk quietly.

SCHOOL BUS BEHAVIOR MATRIX

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

CONSEQUENCES OF BREAKING BUS RULES

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

Step 1 - Warning

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

Step 2 - Warning/Parent Contact

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

Step 3 - Warning/Administrative Action

The bus driver will issue the third warning.

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

TUTORING

Several types of tutoring will be offered during the school year. Tutoring schedules will be announced, posted and sent home.

STUDENT SUPPORT POLICY

STUDENT EXPECTATIONS

Kolb Middle School students are required to Be Respectful, Be Responsible and Be Safe always when present in school, in classrooms, hallways, on school grounds, and at school-sponsored activities. This responsible, mature citizenship ensures a positive, safe and pleasant campus atmosphere.

CONDUCT

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

SCHOOL WIDE EXPECTATIONS

At Kolb Middle School we believe that students have the right to learn and that teachers have the right to teach. To preserve this school environment, we have developed school wide expectations, Be Respectful, Be Responsible, and Be Safe, that will be enforced on campus and in every classroom. These expectations will assist you in being successful in school. All students are expected to adhere to these expectations. It is the responsibility of each student to know the school and classroom expectations. Failure to follow these expectations will result in systematic support and consequences which have been established by the state, district, school administration and teachers.

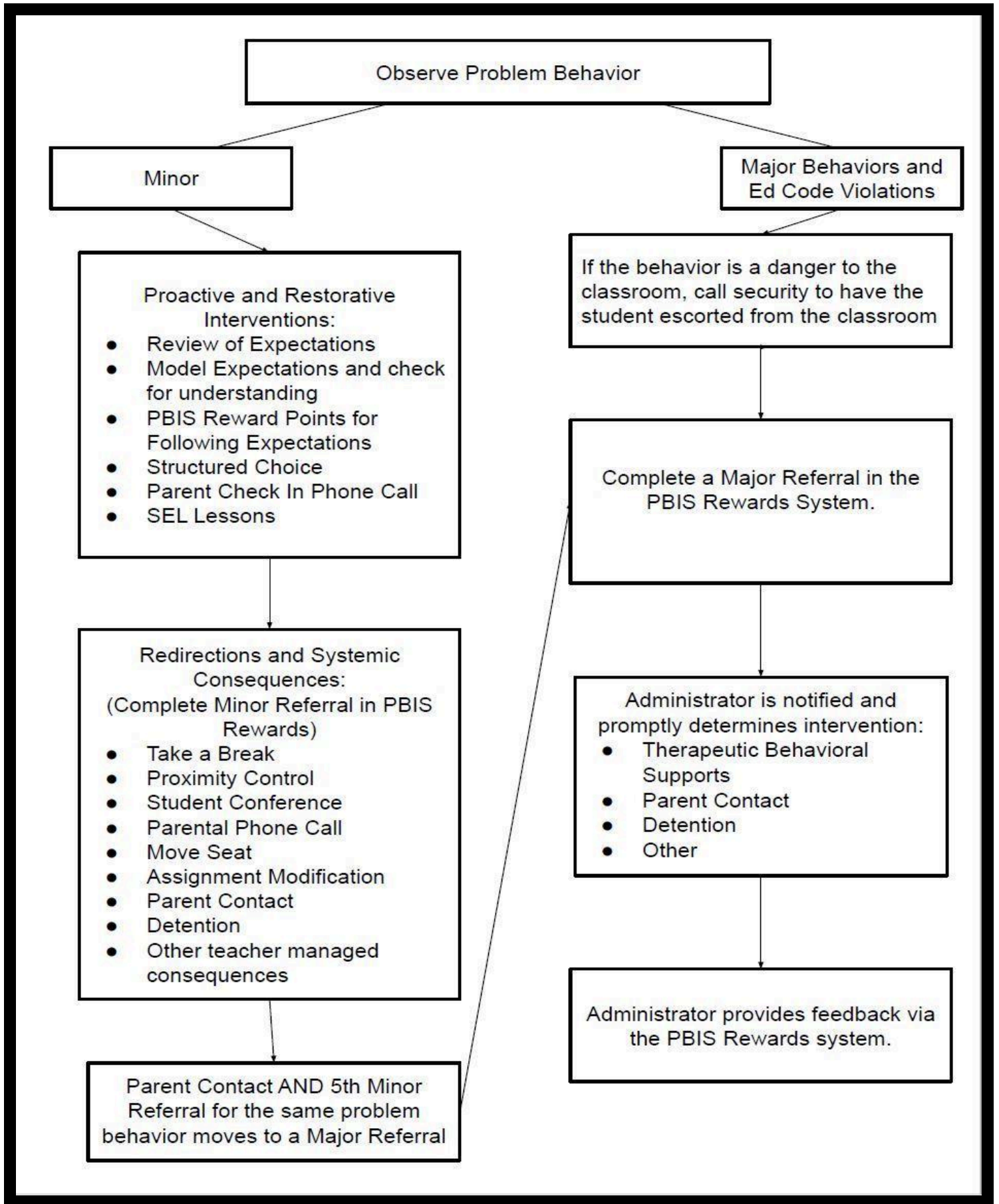
Support Procedures

Classroom

1. Verbal Warning with review of school wide or classroom expectations
2. Model expectations/check for understanding
3. Acknowledgement System as reinforcement
4. Restorative Interventions in Class with Low Level Referral (LLR)
 - a. Social Emotional Learning Lessons
 - b. Structured Choice
 - c. Teacher-Student conference
5. Phone call home
6. Teacher assigned detention
7. Parent-Teacher Conference
8. Referral

Student Center Interventions

- Counseling
- Counseling Group Referral
- Parent Conference
- Individual counseling referral
- Student Behavioral Contract
- Assigned Detention
- Parent Shadowing
- Recommendation for expulsion
- Suspension
- Restorative Practices



Behavior Definitions

Kolb Middle behavior Definitions	
Minor Behaviors	Definition
Inappropriate Language/ Profanity	Student engages in low-intensity instance of inappropriate language that is not directed at someone. Student uses derogatory terms not directed at another person.
Physical Contact	Student engages in non-serious, but inappropriate physical conduct such as not keeping hands and feet to self, pushing/shoving, picking up other students, etc.
Defiance	Student engages in brief or low-intensity failure to respond to adult requests. (e.g. If a student is asked to complete an assignment and responds, "No, I don't want to".
Disrespect	Student engages in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. (e.g. arguing, tone of voice, eye rolling, etc.)
Disruption	Student engages in low-intensity, but inappropriate disruption such as noises, rocking chair, tapping pencil, etc.
Property Misuse	Student engages in low-intensity misuse of property such as writing on books, writing on walls, tipping chairs back, destroying pencils, etc.
Minor Stealing/ Cheating	Student engages in minor acts of stealing such as taking a pencil from another student or cheating such copying another student's homework.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories. (e.g. running, inappropriate volume, inappropriate seeking teacher's attention, off-task, on unapproved web page, etc.)

Major Behaviors	Definition
Obscene Acts/Vulgarity	Student delivers verbal or physical messages (e.g. middle finger) that include swearing, name calling or use of words or actions in an inappropriate way that is directed at someone in a high-intensity manner.
Fighting/ Physical Aggression	Student engages in actions involving serious physical contact where injury may occur. (e.g. hitting, punching, biting, hitting with object, kicking, hair pulling, scratching, throwing, etc)
Defiance	Student engages in refusal, or continuous refusal, to follow direction, talks back and/or delivers socially rude interactions that impede instruction.

Disrespect	Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, or yelling that impedes instruction.
Harassment/ Sexual Harassment/ Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission.
Other	Student engages in problem behavior that is not listed above such as truancy, destruction of property, vandalism, possession of a weapon, etc.

BEHAVIOR CONTRACT

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

DETENTION

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

AFTERSCHOOL DETENTION

Students who are assigned to detention must report to a designated room at afterschool. Detention will be one hour in length. Students who fail to attend their assigned detention may be assigned to Saturday school. Reschedules must be done in advance with the approval of a parent/guardian and an administrator.

CLASS SUSPENSION

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

FLAG LIST

Students who violate school rules and expectations may be placed on a Flag List. Students on the Flag List will lose privileges for extra-curricular activities for a specified period of time. Students who are assigned detention will be placed on the flag list until the assigned detention is cleared. Students who receive Student Privileges Revoked as a consequence for behavior will be placed on the Flag List for 10 school days. Students who are suspended for any reason will be placed on the Flag List for 20 school days.

PARENT SHADOW

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

SCHOOL SUSPENSION

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

RECOMMENDATION FOR EXPULSION

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

ITEMS NOT PERMITTED ON CAMPUS

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

- a) Laser pointers
- b) Permanent markers of any color
- c) White out
- d) Toys
- e) No sport balls (basketballs, footballs, baseballs, volleyballs, tennis balls or soccer balls)
- f) Cards or dice
- g) Lighters
- h) Blankets
- i) Stink bombs
- j) Pacifiers or baby bottles
- k) Squirt guns, water balloons, shaving cream and confetti
- l) No aerosol containers: Axe body spray, deodorant, etc.
- m) No full-size perfume or cologne bottles, no glass containers
- n) Items which violate the Dress Code (see RUSD dress code policy)
- o) Any item which causes a disruption to the educational environment.

Additionally,

- No games (horseplay) or activities that involve hitting, pushing, kicking, striking, grabbing or inappropriate displays of affection. (kissing, hand holding, hugging, and touching)
- No inappropriate language, no name calling, and no "put-downs", or gossip.
- No bullying or harassing other students.
- Respect the rights and belongings of self and others.

FALSE FIRE ALARMS

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

DEALING WITH CONFLICTS

1. **Do not spread rumors.** Quite often conflicts between students begin because of rumors. Do not participate in rumor spreading.
2. If a conflict should arise between you and another student(s), seek the assistance of an adult school official.
3. Be ready to talk, listen, and compromise.

Carrying Inciting Messages

It is the policy of Kolb Middle School to assign consequences to students who carry messages that can or do lead to potential issues. We cannot stop all disputes from happening; however, we can discourage those who are instrumental in instigating issues.

Reporting Incidents

See a teacher, Campus Security Officer, Counselor, or an Assistant Principal to make an official report of an incident. Incident Report forms are in the Student Center.

Policy 5132: Dress And Grooming

Status: ADOPTED

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

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

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

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

(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)

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

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 0415 – Equity)
(cf. 5145.2 – Freedom of Speech/Expression)

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

(cf. 4131 – Staff Development)
(cf. 4231 – Staff Development)
(cf. 4331 – Staff Development)

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

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

(cf. 5144 - Discipline)

Gang-Related Apparel

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

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5136 - Gangs)

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

Uniforms

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

and/or student safety.

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

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

Rialto Unified School District DRESS CODE

The mission of the Rialto Unified School District (RUSD), the bridge that connects students to their future aspirations, is to ensure each student achieves personal and career fulfillment within a global society. RUSD believes that high expectations for students and a safe and engaging learning environment prepares students for academic success and their future. The student dress code should serve to support all students in developing a body-positive self-image. All students are expected to adhere to RUSD Student Dress and Grooming Board Policy 5132, which includes, but is not limited to, the three expectations.

“Big Three”

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

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

Non-Discrimination Policy

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

MENTAL HEALTH SERVICES FOR STUDENTS

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

Crisis Walk-In Clinic, 909-421-9495

850 East Foothill Blvd., Rialto, CA 92376

211 San Bernardino County, 2-1-1

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

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

Rialto Unified Safety Office, 909-820-6892

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

SERVICIOS DE SALUD MENTAL PARA ESTUDIANTES

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

Clínica de crisis sin cita, 909-421-9495

850 East Foothill Blvd., Rialto, CA 92376

211 San Bernardino County, 2-1-1

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

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

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

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

BULLYING

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

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

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 recommendation for expulsion. A citation may be issued or an arrest may be made by law enforcement. Specifics of these offenses are:

- **Weapons & 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, 12030.3. 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 the Parent Information Booklet.

We ask that you support “Clean Sweep Policy” and “Zero Tolerance Policy” for the safety of all students and staff in the Rialto Unified School District.

GRAFFITI

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

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

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

ENVIRONMENTAL SAFETY



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

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

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



PROTECCIÓN MEDIOAMBIENTAL

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

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

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

Random Safety Inspection Procedures

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

Random Safety Inspection Procedure

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

- Security team will enter the classroom, make contact with the teacher and then give announcements 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 the 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.

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.

NOTICE

TO ALL PARENTS AND STUDENTS AT RIALTO UNIFIED SCHOOL DISTRICT:

If you are:

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

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

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

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

SAFETY SERVICES MEMORANDUM 002/2024-2025



Norberto Perez
Chief Lead Agent
Expanded Learning Programs
& Safety Innovation

Bryan Harper
Safety Operations Supervisor

Victor Ramirez
Safety Operations Supervisor

Alex Rodriguez
Emergency Operations
Specialist

Magali Nuñez
Secretary III

TO: Parents and Guardians of Students in the Rialto Unified School District
FROM: Lead Agent, Expanded Learning Programs & Safety Innovation Norberto Perez
DATE: July 1, 2024
SUBJECT: CALIFORNIA LAW REGARDING SAFE STORAGE OF FIREARMS

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

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

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

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

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

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

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



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

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

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

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

Sincerely,

Norberto Perez

Date published: July 1, 2024
California Department of Education

^[3] See California Civil Code Section 29805.

^[4] See California Civil Code Section 1714.3.

Student Discipline/Suspension

Education Code 48900

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

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. Please note that with the passage of AB 424 no one has the authority to grant permission to possess a firearm on school grounds.
- a. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- a. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- a. Committed or attempted to commit robbery or extortion.
- a. Caused or attempted to cause damage to school property or private property.
- a. Stolen or attempted to steal school property or private property.
- a. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- a. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - a. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- a. (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- l. Knowingly received stolen school property or private property.
- a. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- a. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - a. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- a. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

a. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1).

“False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

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

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

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

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

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

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

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

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

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

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

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

Sexual Harassment EDC 48900.2

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

Hate Violence EDC 48900.3

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

Harassment EDC 48900.4

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

substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Terroristic Threat EDC 48900.7

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

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

Recommendation for Expulsion: Education Code 48915

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

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

A. Possession of any knife or other dangerous object of no reasonable use to the pupil.

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

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

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

A. Robbery or extortion.

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

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

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

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

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

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

2. Brandishing a knife at another person.

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

UNIFORM COMPLAINT PROCEDURES

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

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

Filing a Complaint under the Uniform Complaint Procedure

1. The complaint must be filed with the Senior Director of Personnel Services no later than six (6) months from the date of the alleged violation(s) of federal or state law or regulations or the date of alleged discrimination or illegal harassment (including sexual harassment) or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his/her designee.
2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate and allows all involved parties to present evidence.
3. The investigation of the complaint will be initiated and completed within sixty (60) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The Senior Director of Personnel Services' determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant's right to appeal the LEA's Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).
5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services' decision through the appeal process by notifying the Board within five (5) days of the Director's decision. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the Local

Education Agency (LEA) and a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA's decision.

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

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



RIALTO UNIFIED SCHOOL DISTRICT
Kolb Middle School

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(909)820-7849 • Kolbinfo@rialtousd.org

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Principal

Cynthia Latham
Dr. Stephen De Francis
Assistant Principals

Angela Guevara
Starlett Jefferson
Michael Medina
Counselors

Title I School-Level Parental Involvement Policy

Kolb Middle School has developed a written Title I parental involvement policy with input from all stakeholders. The Parental Involvement Policy is developed jointly in the fall or Spring during School Site Council, ELAC and AAPAC meetings. As a Title I school, we have distributed the policy to parents of all our students. The policy is distributed upon initial student enrollment, is available on-line and in the front office. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

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

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the rights of parents to be involved in the Title I program. The meeting is usually held in the fall during our SSC, ELAC and AAPAC meetings. Information is also available on the school website.
- The school offers flexible meeting times for Title I parents, either in the morning or evening. Information is shared during SSC, ELAC, and AAPAC meetings as well as other parent functions such as Back to School Night, Open House, Family Math Night, Principal's forum, etc. These functions are scheduled at various times throughout the year.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review*, and improvement of the school's Title I programs and the Title I parental involvement policy. Input and joint development is facilitated through meetings and parent surveys. Information is then shared with parents via phone calls, digital flyers, on-line and available in the front office, marque, PeachJar, Remind app, and social media.
- The school provides parents of Title I students with timely information about Title I programs. Information is disseminated through email messages, the school website, Remind app messages, phone calls, and digital flyers. Physical copies are also available in the front office.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. This is conducted throughout the school year.
- Parents are invited to regular meetings that allow the parents to participate in decisions relating to the education of their children. This is facilitated through parent-teacher conferences, 504 Plan meetings, IEP meetings, and other site level parent committee meetings.

The Parent Involvement Policy is reviewed annually in conjunction with the Single Plan for Student Achievement.



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***The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

School-Parent Compact

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

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum upon request, an annual parent-teacher conference; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities. Parents are encouraged to schedule a parent-teacher conference any time they have questions or concerns regarding their students' progress.
- The ways students will take responsibility for their learning

The School-Parent Compact is developed jointly in the spring during School Site Council meetings, ELAC and AAPAC meetings. The policy is typically distributed upon initial student enrollment, is available on-line and in the front office.

Building Capacity for Involvement

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

- The school provides parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
- Upon request, the school will provide parents with materials and training to help them work with their children to improve their children's achievement. Parent workshops and seminars are available through the District and may include on-site parent workshops, seminars and resources.
- With parents input, the school educates staff members about the value of parent contributions and how to work with parents as equal partners. This is facilitated through scheduled staff development, parent-teacher conferences and the collaborative efforts of the PTSA and PBIS.
- The school encourages parental involvement in the education of their children via parent committee meetings, various parent nights, and parent workshops.



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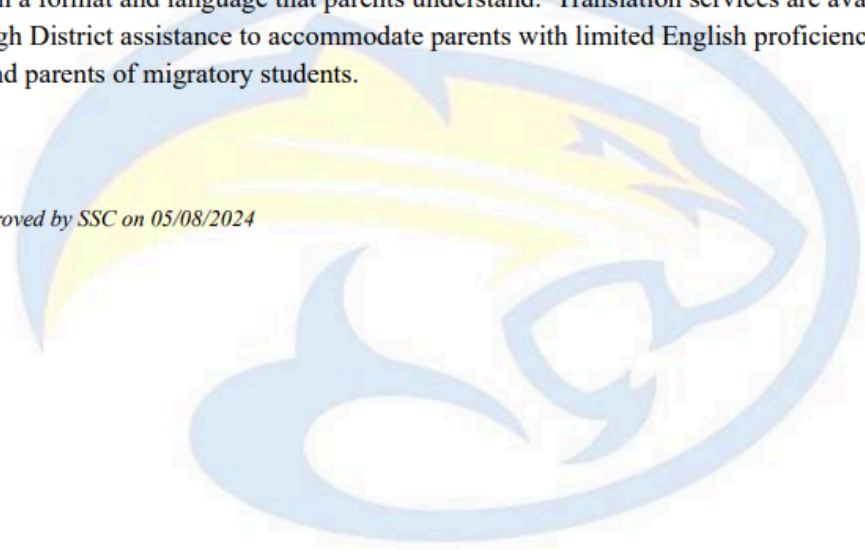
Counselors

- The school distributes information related to school and parent programs, meetings, and other activities in a format and language that the parents understand. Translation services are available on site and information and school reports are provided in a format and language that parents understand. Parent Involvement information and documentation are available at the school and on the school website under the *Parent Resources* tab.
- The school provides support for parental involvement activities such as translations, child care, and virtual meetings when appropriate. The District Parent Center, bilingual staff members and onsite support services are available to assist and support parental involvement.

Accessibility

Kolb Middle School provides opportunities for the participation of all parents, including parents with limited English proficiency, parents with disabilities, and parents of transitory students. Information and school reports are provided in a format and language that parents understand. Translation services are available at the school site and through District assistance to accommodate parents with limited English proficiency, parents with disabilities, and parents of migratory students.

Revised and approved by SSC on 05/08/2024



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



**ACTIVE SHOOTER
 VIOLENT INTRUDER**

Call 911

RUN: Quickly & safely get away from area

HIDE: Get into a building, lock & barricade doors, shut off lights, silence cell phone

PREPARE TO DEFEND: Be ready to protect & defend yourself using any item available

REMAIN IN PLACE: Wait for all clear from authorities before evacuating your area

EARTH QUAKE

Drop, Cover, and Hold...

Under a table or desk or against an interior wall until shaking stops (Do Not Stand in Doorway)

After shaking stops, check yourself and others for injuries

Evacuate if directed by Emergency Personnel and/or authorized District staff

BOMB THREAT



If you receive a Bomb Threat:

- Stay calm
- Pay close attention
- Obtain vital information

Call 911 and provide them with your information.

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

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

MEDICAL EMERGENCY



- Call 911 and/or Safety Control Dispatch (909) 820-6892
- Remain Calm – provide comfort to the sick or injured person
- Provide name, location & type of emergency
- Stay on the phone for instructions
- Provide First Aid if you are certified
- Follow the Directions from Emergency Personnel
- Move victim only if danger is imminent
- Designate someone to meet first responders

FIRE/EVACUATION



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

Fire Extinguisher Instructions
 P – Pull safety pin from handle
 A – Aim nozzle at base of fire
 S – Squeeze the trigger handle
 S – Sweep from side to side

SUICIDE THREAT OR ATTEMPT

WHAT: When a person makes verbal or physical gesture to inflict self-harm, follow the recommendations below.

If threat is imminent, do not delay, call 911

ACTIONS TO TAKE

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

CHEMICAL/HAZARDOUS SPILL



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

