

# PARENT-STUDENT HANDBOOK

## 2021-2022



W.J.C. TRAPP ELEMENTARY  
2750 N. RIVERSIDE AVENUE  
RIALTO, CA 92377  
(909) 820-7911



**PRINCIPAL**

Berenice Gutierrez

**PROGRAM SPECIALIST**

Jessica Davis

**BOARD OF EDUCATION**

Joseph W. Martinez President

Edgar Montez, Vice President

Stephanie E. Lewis Clerk

Dina Walker, Member

Nancy G. O'Kelley, Member

**SUPERINTENDENT**

Cuauhtémoc Avila, Ed.D.

**SMOKE FREE, DRUG FREE ENVIRONMENT**

W.J.C. Trapp Elementary School provides a smoke-free  
and drug-free environment.

**ILLEGAL DRUGS, TOBACCO PRODUCTS AND SMOKING  
ARE NOT PERMITTED ON ANY SCHOOL PROPERTY,  
AT ANY TIME, WITHIN THE STATE OF CALIFORNIA.**

# TABLE OF CONTENTS

History of Trapp Elementary	Pg. 4
A Message from the Principal	Pg. 5
School Year Calendar	Pg. 6
Bell Schedule	Pg. 7
Trapp Re-Opening Plan	Pg. 8
PTA Information and Meeting Dates	Pg. 9
Becoming a Parent Volunteer	Pg. 10
Precautionary Measures	Pg. 11
Procedures and Information	Pg. 11-15
Attendance/Tardy Policy	Pg. 15-16
Breakfast and Lunch Programs	Pg. 16
Homework	Pg. 16-18
Student Awards and Certificates	Pg. 18-19
Library	Pg. 19
Academic Support Services and Programs for Students	Pg. 19-20
Use of Cellular Phones & Other Electronics	Pg. 20
Student Dress Code	Pg. 21-23
Child Endangerment Policy	Pg. 23
School Premises Access	Pg.24
Trapp PBIS School Wide Expectations	Pg. 25
Cafeteria/Lunch Area Behavior	Pg. 26
Playground Behavior	Pg. 26
Playground Game Rules	Pg. 27-29
Consequences/Progressive Discipline	Pg. 29
Discipline Policy and Procedures	Pg. 30
Suspension/Expulsion Education Codes 48900-48915	Pg. 30-32
Zero Tolerance	Pg. 33
Limitations	Pg. 33
Suspension by a Teacher	Pg. 33-34
Environmental Safety	Pg. 35
Mental Health Services for Students	Pg. 35
McKinney Vento	Pg. 35
Bullying/Cyberbullying	Pg. 36-40
Sexual Harassment Policy	Pg. 41-42
Non-District Sponsored Special Activities	Pg. 42
Parent Complaint Procedures	Pg.43-45
Williams Uniform Complaint Procedures	Pg. 45-47
School Accountability Report Card	Pg. 47
RUSD Parent Involvement Policy	Pg.47-49
Student Wellness Policy	Pg. 49-50
Critical Incident Response Plan	Pg. 51
Firearms Safety Memorandum	Pg. 52-53
Handbook Acknowledgement	Pg. 54

## THE HISTORY OF W.J.C. TRAPP ELEMENTARY

W.J.C. Trapp Elementary School opened in September of 1964. The school was named after William Joseph Christian Trapp, a local citrus grower, who served on the Rialto Unified School Board of Education for 29 years. He was succeeded on the School Board by his daughter, Mrs. Phyllis Iglehart, who served on the Board for ten years. Together they helped to guide the Rialto Unified School District for nearly 40 years.

Trapp Elementary opened with students who previously attended A.H. Morgan Elementary School and Lena M. Preston Elementary School. These students were joined by students from Dunn School during the first year because Dunn was overcrowded. Today, Trapp continues to be the main overflow school for Fitzgerald, Hugbanks, and Preston Elementary Schools.

In 2008, 2018 and 2020, the California State Board of Education selected W.J.C. Trapp Elementary School as a California Distinguished School, an award that recognizes inspiring public schools within the state that best represent exemplary and quality educational programs.

### Principals of W.J.C. Trapp Elementary School:

Dr. Charles Kondrit (3)	1964-1967
Harold Hoover (1)	1967-1968
Leslie Dollahan (4)	1969-1973
Earle Williams (4)	1974-1978
Chris Cutter-Chavez (6)	1978-1984
Robin Valles (10)	1984-1994
Thelma Williams (1)	1994-1995
Lea Riedman (6)	1995-2001
James Davidson (2)	2001-2003
Rhea McIver Smith (3)	2003-2006
Daniel J. Sosa (2)	2006-2009
Kristine Levenson (3)	2009-2012
Dr. Erick E. Witherspoon (1)	2012-2013
Roxanne Dominguez (5)	2013- 2018
Berenice Gutierrez	2018-Present Time

This year, we look forward to continuing the tradition of providing excellence at Trapp Elementary. We will continue to tackle the Common Core Standards, state testing, learning recovery due to COVID-19 and address our students social emotional needs. Working together, we will reach our collective and individual goals, while succeeding in the education of every student. Here's to another fabulous year!



## W.J. C. TRAPP ELEMENTARY SCHOOL

2750 N. RIVERSIDE AVE • RIALTO CA 92377  
OFFICE (909)820-7912 • FAX (909)421-7643  
BERENICE GUTIERREZ, PRINCIPAL  
JESSICA DAVIS, PROGRAM SPECIALIST



July 30, 2021

Dear parents and guardians,

Welcome to this much awaited 2021-2022 school year. We are excited to be able to have our student back on campus for in person learning. We have missed having our students, and we are all eagerly anticipating their return. Safety will be at the forefront of how we conduct business this school year. We know that following safety protocols will allow us to keep students and staff safe and help us keep our schools open. We ask for your support this year to help us implement the safety guidelines outlined in Trapp's Reopening Plan and know that these guidelines will constantly be evolving and changing.

Trapp will continue to be a beacon of academic excellence in our community. We understand that many of our scholars may have experienced some challenges during Bridge Academy and this year we will be focusing on learning recovery. One of our District initiatives will be to implement a Literacy and Numeracy Plan. The literacy component will allow Trapp to have three Reading Specialists that will be supporting grades 1st-3rd. Reading Specialists will be working closely with each grade level to provide reading support to students with the highest needs. Our instructional Strategist will be supporting 4th-5th grade and kindergarten in the area of math. Part of the Literacy and Numeracy Plan will be to provide parent training on why literacy and numeracy are critical to your child's education and be able to give parents tools and resources on how they can best support their students at home.

This past year we learned many valuable lessons, and one of them was how to effectively incorporate technology to deliver instruction. This year all of our classrooms will be equipped with ViewSonic and we will have a one-to-one device ratio for all of our students. We will continue to use Google Classroom, SeeSaw, Remind, Lit Pro and Skies Learn to support instruction and school to home communication. Also, this will be our fourth year implementing inclusive practices and following a co-teaching model. This has been transformational for our school and our students have made great strides academically. We are excited that this will be our first year as a Dual Language Immersion School and we are proud that we will be able to give our scholars the gift of biliteracy. This past year Trapp was the recipient of the 2021 Silver Level California Green Ribbon School and it is our goal to continue to promote environmental literacy and stewardship in our school. To continue to grow as a green school, Trapp will be building an outdoor classroom next to our garden, where students will have opportunities to connect with nature. Such spaces support emotional, behavioral and intellectual development.

We are ready to hit the ground running and give our students all of the support needed to ensure their academic and social emotional success. We ask for your support with implementing safety guidelines as well as your patience, as we continue to adjust to our new normal. Thank you for entrusting in us your most precious gift, and we look forward to having a year filled with growth, opportunities, and success.

Respectfully,

Berenice Gutierrez  
Principal

---

ONE SCHOOL, ONE TEAM, ONE DREAM!

**W.J.C. TRAPP ELEMENTARY SCHOOL**

**2021 - 2022 BELL SCHEDULES**

**OFFICE HOURS: 7:15 A.M. – 4:00 P.M.**

**BREAKFAST: 7:15 A.M. – 7:45 A.M.**

**EARLY BIRD KINDER START TIME: 8:00 A.M. / END TIME: 11:23 A.M.**

**LATE BIRD KINDER START TIME: 9:00 A.M. / END TIME: 1:03 P.M.**

**1<sup>ST</sup> – 3<sup>RD</sup> GRADES: 8:00 A.M. - 2:06 P.M.    4<sup>TH</sup> & 5<sup>TH</sup> GRADES: 8:00 A.M. - 2:16 P.M.**

**REGULAR DAY**

**EARLY BIRD KDG (203 Instr. Min.)**

8:00 – 11:23	Instruction	203 min.
11:23 – 11:43	Lunch	20 MIN

**LATE BIRD KDG (203 Instr. Min.)**

9:00 – 11:23	Instruction	143 min.
11:23 – 12:03	Lunch	40 MIN
12:03 – 1:03	Instruction	60 MIN

**1<sup>st</sup> GRADE (296 Instr. Min.)**

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	Recess	15 min.
9:40 – 10:40	Instruction	60 MIN
10:40 – 11:20	Lunch	40 MIN
11:20 – 1:05	Instruction	105 MIN
1:05 – 1:20	Recess	15 MIN
1:20 – 2:06	Instruction	46 MIN

**2<sup>nd</sup> GRADE (296 Inst. Min.)**

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	Recess	15 MIN
9:40 – 11:00	Instruction	80 MIN
11:00 – 11:40	Lunch	40 MIN
11:40 – 1:05	Instruction	85 MIN
1:05 – 1:20	Recess	15 MIN
1:20 – 2:06	Instruction	46 MIN

**3<sup>rd</sup> GRADE (296 Instr. Min.)**

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	Recess	15 MIN
9:40 – 11:45	Instruction	125 MIN
11:45 – 12:25	Lunch	40 MIN
12:25 – 1:05	Instruction	40 MIN
1:05 – 1:20	Recess	15 MIN
1:20 – 2:06	Instruction	46 MIN

**4<sup>th</sup> GRADE (321 Instr. Min.)**

8:00 – 10:00	Instruction	120 MIN
10:00 – 10:15	Recess	15 MIN
10:15 – 12:05	Instruction	110 MIN
12:05 – 12:45	Lunch	40 MIN
12:45 – 2:16	Instruction	91 MIN

**5<sup>th</sup> GRADE (321 Instruct. Min.)**

8:00 – 10:00	Instruction	120 MIN
10:00 – 10:15	Recess	15 MIN
10:15 – 12:25	Instruction	130 MIN
12:25 – 1:05	Lunch	40 MIN
1:05 – 2:16	Instruction	71 MIN

**INCLEMENT WEATHER  
LUNCH SCHEDULE**

10:40 – 11:10	1 <sup>st</sup> Grade
11:00 – 11:30	2 <sup>nd</sup> Grade
11:23 – 12:03	Kindergarten
11:45 – 12:15	3 <sup>rd</sup> Grade
12:05 – 12:35	4 <sup>th</sup> Grade
12:20 – 12:50	5 <sup>th</sup> Grade

**MINIMUM DAY**

**EARLY BIRD KDG (203 Instr. Min.)**

8:00 – 11:23	Instruction	203 min.
11:23 – 11:43	Lunch	20 MIN

**LATE BIRD KDG (203 Instr. Min.)**

9:00 – 11:23	Instruction	143 min.
11:23 – 12:03	Lunch	40 MIN
12:03 – 1:03	Instruction	60 MIN

**1<sup>st</sup> GRADE (248 Instr. Min.)**

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	Recess	15 MIN
9:40 – 10:40	Instruction	60 MIN
10:40 – 11:10	Lunch	30 MIN
11:10 – 12:53	Instruction	103 MIN

**2<sup>nd</sup> GRADE (248 Instr. Min.)**

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	Recess	15 MIN
9:40 – 11:00	Instruction	80 MIN
11:00 – 11:30	Lunch	30 MIN
11:30 – 12:53	Instruction	83 MIN

**3<sup>rd</sup> GR. (248 Instr. Min.)**

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	Recess	15 MIN
9:40 – 11:45	Instruction	125 MIN
11:45 – 12:15	Lunch	30 MIN
12:15 – 12:53	Instruction	38 MIN

**4<sup>th</sup> GR. (250 Instr. Min.)**

8:00 – 10:00	Instruction	120 MIN
10:00 – 10:15	Recess	15 MIN
10:15 – 12:05	Instruction	110 MIN
12:05 – 12:35	Lunch	30 MIN
12:35 – 12:55	Instruction	20 MIN

**5<sup>th</sup> GRADE (250 Instr. Min.)**

8:00 – 10:00	Instruction	120 MIN
10:00 – 10:15	Recess	15 MIN
10:15 – 12:20	Instruction	125 MIN
12:20 – 12:50	Lunch	30 MIN
12:50 – 12:55	Instruction	5 MIN

7/29/2021

# STUDENT CALENDAR

Principal – Berenice Gutierrez  
 Program Specialist – Jessica Davis  
 909-820-7911

## DISTRICT HOLIDAYS

Jul. 5 In Lieu of Independence Day  
 Sep. 6 Labor Day  
 Nov. 11 Veterans' Day  
 Nov. 25, 26 Thanksgiving Holiday  
 Dec. 23 In Lieu of Christmas Eve  
 Dec. 24 In Lieu of Christmas Day  
 Dec. 30 In Lieu of Admissions Day  
 Dec. 31 In Lieu of New Year's Day  
 Jan. 17 Dr. King's Day  
 Feb. 14 Lincoln's Day  
 Feb. 21 President's Day  
 May 30 Memorial Day

## DATES TO REMEMBER

Aug. 9, 2021 First Day for Students

Nov. 22-Nov. 26, 2021 Thanksgiving Recess

Dec. 20-Jan. 10, 2022 Winter Recess

March 11 - 18, 2022 Spring Recess

June 2, 2022 Last day for students

## MINIMUM DAYS

August- 12, 13, 16, 23, 30  
 September- 13, 22, 23, 24, 27  
 October- 4, 11, 18, 25  
 November- 2, 3, 4, 5, 8, 9, 10, 15, 29  
 December- 6, 17  
 January- 24, 31  
 February- 7, 24, 25  
 March- 3, 4, 10, 21, 28  
 April- 4, 11, 18, 25  
 May- 2, 9, 16, 23  
 June- 2

**Minimum Day**  
 **No School**

### JULY 2021

S	M	T	W	T	F	S
				4	2	3
4	H	6	7	8	9	10
11	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	17
18	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	24
25	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	31

### AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	H	<del>12</del>	13
14	15	16	17	18	19	20
21	22	23	24	H	H	27
28	29	30				

### DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	H	H	

### JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	H	15	16	17	18	19
20	H	22	23	24	25	26
27	28					

### MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	H	31				

### JUNE 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# **W. J. C. TRAPP ELEMENTARY SCHOOL**

## **School Reopening Plan**

### **Temperature Check and Entry Points**

- Parents are encouraged to take their child's temperature daily before sending their child to school. Students with a temperature above 100.4°F must remain at home.
- Staff members will be taking temperatures at curbside during drop-off, and at entry points for those students who walk to school
- If student temperature exceeds 100.4°F, parents will be asked to keep students at home and will not be allowed to stay on campus
- There will be three entry points: gate between E and F wing, and the 2 gates by the front office

### **Breakfast/Lunch**

- Breakfast/lunch will be served in the cafeteria or outdoor area
- Hand sanitizer will be available and encouraged for use before eating
- Sharing food is discouraged
- Face coverings will not be required while eating breakfast/lunch

### **Dismissal**

- There will be three exit points for grades 1st-5th: gate between E and F wing, and the 2 gates by the front office
- Kindergarten will exit through kindergarten gate and front gate by the office
- Staggered dismissal, 1st-3rd at 2:06 pm and 4th-5th at 2:16 pm on regular days and on minimum days, 1st-3rd at 12:53 pm and 4th-5th at 12:55 pm

### **Safety Guidelines**

- All staff, students, and visitors on campus must wear a face mask in order to enter campus
- One disposable face mask and one reusable face mask will be provided to every student and additional face masks will be provided as needed
- Face masks will not be required at recess or most outdoor situations
- Students with temperatures above 100.4°F or COVID-19 related symptoms will be taken to a care room supervised by the health clerk or nurse and parents will be contacted
- Hand sanitizer will be available in every classroom
- Plexiglass will be provided on individual student desks and they will be disinfected daily
- Air purifiers will be available in every classroom and in the office
- Student desks will be spaced up to 3 ft of distancing
- Custodians will disinfect high traffic/use areas based on the new daily COVID schedule
- Each student will receive their own electronic device and instructional supplies to discourage cross contamination. Students are to bring fully charged devices daily.
- Students are encouraged to bring their own water bottle and can be refilled at water filling stations on campus
- Restrooms will have signage promoting proper hand washing hygiene
- Library book circulation will be made available to the students with proper cleaning procedures and waiting times and E-books will be made available in student devices
- Classroom libraries must have a 24 hr. waiting period for used books before reshelving for student use
- Playground equipment may be used and students will need to wash hands or use hand sanitizer before and after use

### **Visitors on Campus**

- Visitors will be limited to the front office for business needs or for meetings determined to be held in person and must follow District protocols

## **PARENT-TEACHER ASSOCIATION**

The Parent Teacher Association (PTA) at Trapp Elementary School works very hard to make many great things happen for our students.

There are many opportunities for you to participate in the PTA and its various activities throughout the year. However, joining the PTA does not obligate you to participate, if your schedule does not permit. PTA provides many extras for our school, such as awards, ribbons, and certificates, Trapp folders, assemblies, fifth grade activities, study trips, Red Ribbon Week activities, and much more. We would greatly appreciate any level of participation during these cultural events. More information will follow.

### **2021-2022 PTA BOARD**

Angelisa Wright, President  
Ana Trejo, Vice President  
Tricia Lemus, Secretary  
Tracy Watkins, Treasurer  
Krista Humble, Historian  
Martha Leon, Parliamentarian  
Elena Ibarra, Auditor

### **2021-2022 PTA MEETING DATES**

The Trapp PTA Board meetings are held at Trapp on the dates and times listed below. Meeting dates and times are subject to change. Please contact the office to confirm meeting times listed below.

<b>DATE</b>	<b>MEETING TYPE</b>	<b>TIME</b>
August 5, 2021	Executive Board	7:00 p.m.
September 9, 2021	Executive Board	7:00 p.m.
October 14, 2021	Executive Board	7:00 p.m.
November 18, 2021	Executive Board	7:00 p.m.
December 9, 2021	Executive Board	7:00 p.m.
January 13, 2022	Executive Board	7:00 p.m.
February 10, 2022	Executive Board	7:00 p.m.
March 10, 2022	Executive Board	7:00 p.m.
April 14, 2022	Executive Board	7:00 p.m.
May 12, 2022	Executive Board	7:00 p.m.
June 9, 2022	Executive Board	7:00 p.m.

## **BECOMING A PARENT VOLUNTEER**

As a new school volunteer applicant, you will need to complete a “Volunteer Application” form and wait for clearance PRIOR to volunteering for our schools. Depending upon the type of contact with our students, you will be grouped in one of two volunteer levels.

### **LEVEL 1 VOLUNTEER** – Student Contact, Chaperones and in Charge of Students

- These volunteers have contact with students for events, field trips and excursions, as chaperones
- These volunteers may be guardian, community members, coaches, tutors, or mentors, inside or outside the classroom.

To become a Level 1 Volunteer, you must complete the following:

- Volunteer Application Form (with a proof of identification, such as a California Driver’s License, California ID, etc...required).
- Undergo a background check and fingerprinting through the District’s Personnel Department and “Livescan” system (see volunteer application for acceptable forms of identification).
- Have a negative TB (tuberculosis) test clearance taken within 60 days of initial service and each four years thereafter.

### **LEVEL 2 VOLUNTEER** – Non-Student Contact or Supervised Volunteer

- These volunteers have contact with students, only under “DIRECT” supervision by classified or certificated staff on campus at the discretion of a site administrator.

To become a Level 2 Volunteer, you must complete the following:

- Volunteer Application Form (with a proof of identification, such as a California Driver’s License, California ID, etc...required).
- Have a negative TB (tuberculosis) test clearance taken within 60 days of initial service and each four years thereafter.

### **STEPS TO BECOME A VOLUNTEER:**

- Pick up a School Volunteer Application from the school office.
- Complete the application and return to the school office for approval by the Principal.
- Pick up signed application from the office.
- When you have the above documents, including a current TB test (within the last 60 days) please contact Personnel Services at (909) 820-7700 ext 2400 submit your application. The district will then schedule an appointment for your fingerprints. The law requires that each Parent Volunteer have his or her fingerprints registered. There is not fee if done with the District.

**DUE TO COVID-19, WE ARE NOT ACCEPTING VOLUNTEER APPLICATIONS UNTIL FURTHER NOTICE.**

## PRECAUTIONARY MEASURES

### PERSONAL PROTECTIVE EQUIPMENT (PPE):

- All staff students and visitors on campus must wear a face covering in order to enter the school site facilities, unless wearing a face covering poses a health risk to that individual.
- Face covering must adhere to the District's dress code policy.
- One disposable face covering and one reusable face covering will be provided to every staff member and student. Additional face coverings will be provided as needed.
- Students and staff will not be required to wear a mask at recess or most outdoor situations. However, masks will be required in a crowd for an extended period of time, like in the stands at a football game.
- Face coverings will not be required while eating breakfast or lunch.
- Face coverings will not be required while outdoors when social distancing is possible.

## PROCEDURES AND INFORMATION

### ARRIVAL TIME:

Upon arrival, students temperatures will be taken. Face mask are required while on campus. Students in grades 1<sup>st</sup> – 5<sup>th</sup> and Early-Bird Kindergarten students may arrive at school no earlier than **7:15 a.m., if they eat breakfast in the cafeteria.** Students in 1<sup>st</sup> – 5<sup>th</sup> grades may report to the main playground no earlier than 7:45 a.m. Early-Bird Kindergarten students who do not eat breakfast in the cafeteria may arrive on the kindergarten playground no earlier than **7:45 a.m. All students who arrive on campus before 7:45 a.m. must report to the cafeteria. First bell rings at 7:45a.m. All students must be in classrooms by 8:00a.m., or they will be marked late.**

### DISMISSAL TIME:

Students report to the front of the school at dismissal time and wait to be picked up by their parent/guardian. Students who walk to school must leave campus when school is dismissed. Regular day dismissal for grades 1<sup>st</sup>-3<sup>rd</sup> is 2:06p.m. and 4<sup>th</sup>-5<sup>th</sup> grade is 2:16p.m. Minimum Day dismissal for grade 1<sup>st</sup>-3<sup>rd</sup> is 12:53p.m. and 4<sup>th</sup>-5<sup>th</sup> grade is 12:55p.m.

### EARLY RELEASE OF STUDENT:

Parents, guardians or person(s) authorized on the emergency card will be permitted to sign out a student from school. All persons checking out students are required to show current/valid photo identification. *For your child's safety, we will not release students to anyone that is not listed on the child's emergency card. In addition, we will not release students to minors. Include as many names and phone numbers (of adults only) as possible. Please keep your child's emergency card information current in ParentVue.* Please note that early release of your student **will** count against their perfect attendance, and cannot be made up with Step-Up.

### **CONTACTING YOUR STUDENT DURING SCHOOL HOURS:**

If you have lunch, musical instruments, clothing or other items to be delivered to your child, please leave these items in the office and we will get them to your student. Please let your student know to check the front office on their way to band, in the event it was dropped off for them.

### **THE OFFICE TELEPHONE:**

The office telephone is for business use only. Students may use it for emergency situations only.

### **PARKING LOT:**

Your child's safety is our top priority! Please follow all traffic rules and procedures and exercise caution and good judgment while in our parking lot. ***Please use only the Trapp parking lot when picking up or dropping off your student. Do not park in the fire lane (red curb) at any time or you may be cited by Rialto Police Department. Vehicles with a current handicap placard are allowed to park in the designated handicap parking spots or along the blue curb.*** The parking lot at Sunrise Church is available for additional parking needs. Parents/guardians are encouraged to drop off students between 7:15 – 7:45 a.m. as the parking lot is much less crowded at that time. Follow all posted signs and directional arrows. Drive slowly and carefully when in the parking lot, and ***do not leave your car unattended*** unless you are parked in a designated parking slot. Pull up to the curb and wait for your child to come to the edge of the sidewalk—do not call your child out into traffic.

### **DROP OFF AND PICK UP PROCEDURES:**

#### **Drop off**

- Remain in your vehicle when you are dropping off your student
- Do not leave your vehicle unattended
- Maintain the flow by moving your vehicle forward
- Do not remain on the drop off lane and watch your student get to the classroom as this slows down the flow of traffic
- Parents with handicap decals can park in the designated handicap parking spots
- If you'd like to walk your kindergartener to class, please park your vehicle in the parking lot
- Cross your student in the designated crosswalk area inside our parking lot and restrain from walking your students across the drop off and pick up lanes
- Staff members will be taking temperatures at curbside during drop-off, and at entry points for those students who walk to school
- If student temperature exceeds 100.4°F, parents will be asked to keep students at home and will not be allowed to stay on campus
- There will be three entry points: gate between E and F wing, and the 2 gates by the front office

#### **Dismissal/Pick Up**

- Remain in your vehicle as you wait for your student to enter your vehicle
- Do not block parking spots by leaving your vehicle unattended
- Maintain the flow by moving your vehicle forward
- Cross your student in the designated crosswalk area inside our parking lot. Do not walk your students across the drop off and pick up lanes.
- Parents with handicap decals can park in the designated handicap parking spots

- There will be three exit points for grades 1st-5th: gate between E and F wing, and the 2 gates by the front office
- Kindergarten will exit through kindergarten gate and front gate by the office
- Staggered dismissal, 1st-3rd at 2:06 pm and 4th-5th at 2:16 pm on regular days and on minimum days, 1st-3rd at 12:53 pm and 4th-5th at 12:55 pm

### **SAFE WALKING AND BICYCLING ROUTES TO SCHOOL:**

Students must follow safe walking and bicycling procedures at all times. Students are to stop before crossing any street and look to the left, to the right, and to the left again for cars or other moving vehicles before proceeding. Students must cross only at street corners and/or crosswalks where there are stop signs, stop lights, and crosswalks. Students should never cross in the middle of a block.

### **BICYCLES, SCOOTERS, AND SKATEBOARDS:**

Children in grades 3 - 5 may ride their bicycles to school with written parent permission. They must practice bicycle safety while riding their bikes. **They must wear a helmet according to state law.** Children are not permitted to ride their bicycles, skateboards, scooters, or rollerblades on the school grounds, nor may they ride two or more persons on a bike.

**Bicycles** are to be parked and locked to racks in the bike rack behind the kindergarten wing. Students must secure their bikes with their own locks. We are not responsible for lost or stolen bicycles.

**Skateboards and scooters** may be ridden to and from school under the following circumstances: (1) They are allowed at school only if the students carry them to and from the classroom and the classroom teacher agrees to house them in the room during the school day. (2) As of January 1, 2003, a state law requires helmets when riding skateboards and scooters. **(3) Skateboards and scooters may never be ridden on school grounds.**

### **CLASSROOM VISITATION:**

Visitors will be limited to the front office for business needs or for meetings that are determined to be held in person and must follow District protocols. Principal's approval will be required if classroom visitations are requested.

### **SCHOOL SUPPORT GROUPS:**

Our Parent-Teacher Association (PTA), School Site Council (SSC), North End Coalition African American Council (NEC AAPAC) and English Language Advisory Committee (ELAC) are our main support groups on campus. These school support groups are made up of parents and school staff members. Our parent groups are very active and effective. If you would like to be a part of any of these groups, please contact the office.

### **HEALTH OFFICE:**

The health clerk and school staff provides first aid for minor scratches/injuries. Due to COVID-19 guidelines have changed. Daily temperatures will be taken. Students with temperatures above 100.4 will be sent home. A symptomatic person with suspected or confirmed COVID-19 can return to work or school with at least 24 hours fever-free without medication and improvement in all symptoms. They must also provide one of the following: 1) a negative COVID Test; 2) a doctor's note to return to school or work; OR 3) 10 days have passed after the onset of symptoms. An asymptomatic person with a lab-

confirmed positive COVID-19 test result is to self-quarantine based on their medical provider's recommendation. Fully vaccinated individuals do not need to quarantine if they have no symptoms after possible or confirmed exposure to COVID-19. *Please keep the emergency information in ParentVue current!*

### **WEIGHING AND MEASURING:**

Fifth grade students are weighed and measured once each year. This information is recorded on the health record of each student, which is kept in the nurse's file. No other grade levels are required to have students weighed and measured.

### **HEAD LICE:**

If a child has head lice, the parents/guardians are called and instructed about treatment. The child cannot return to school until he or she is cleared by the school health office and found to be free of active head lice.

### **MEDICATION:**

State law forbids any student to have medication in his/her possession on school property. This includes all over-the-counter medicines such as aspirin, cough drops/syrup, ointments, etc., as well as prescription medications. The school may not give a student any medication, including over the counter medication (aspirin, cough drops, medicated ointment, etc.), that is not prescribed by a doctor. If your youngster needs to take any type of medicine (over the counter medications included) during school hours, the medicine must have a written doctor's prescription and **the physician must complete the legally required form (S-64)** in the school office. If a parent/guardian chooses to come to the school and administer medication, he or she may do so in the office. Please check with office personnel for correct procedure.

### **STUDENT MEDICATIONS--RIALTO UNIFIED SCHOOL DISTRICT POLICY:**

- I. Medications will be given to a student only as a result of a written request from a physician and parent/guardian.
- II. Over-the-counter medications, such as aspirin or cough drops shall not be administered by school personnel unless there are signed requests from a physician and parent/guardian, and medication is in a prescription labeled container.
- III. Medical conditions that require frequent monitoring, testing, and treatment may be performed by designated site personnel, licensed nurse, or the student, depending on the physician's orders.
- IV. Injections required on an emergency basis will be administered by school staff upon written requests from the parent/guardian and a physician.
- V. Non-emergency situations requiring an injection will be performed by a licensed nurse upon written request of a physician and parent/guardian.

### **WHAT TO DO IF YOUR CHILD IS HAVING A PROBLEM AT SCHOOL:**

In the event that you develop concerns over a problem occurring in school, please make an appointment to discuss the situation with the classroom teacher first. If the problem should continue after you and the teacher have tried several solutions, then please make an appointment with the principal.

**TOYS:**

Toys are not to be brought to school. Trapp Elementary School and the Rialto Unified School District are not responsible for damage to or loss of toys or other personal items.

**ELECTRONIC EQUIPMENT:**

Music players and/or games of any kind or size are not to be brought to school. See page 19 for additional information.

**NOTICES SENT HOME/ REMIND APP:**

Always check with your child and look through his/her backpack every night to see if there is a notice that has been sent home for parents/guardians. These notices are very important. Please look for the Monthly Parent Calendar during the first week of every month, because it will contain updated school information and calendared events. Please read the school marquee located at the front of the school each day as you drive by. It will remind you of upcoming minimum days and activities.

Trapp will also be using Blackboard and the “remind” app to help get messages out to parents. To get “text” notifications please text the following “@kae978” to 81010, you do not need to have the app in order to receive text messages from remind. We also post flyers on our Instagram page- “trapptimberwolves”.

**LOST AND FOUND ITEMS:**

Please put your child's name on all personal items that he/she brings to school. Lost and found items are kept in the cafeteria and the school office. We encourage you to check the cafeteria any time your child is missing a jacket, sweater, lunch pail, etc. All unclaimed items will be donated to Rialto charitable organizations at the end of the school year

**REPORTING STUDENT ABSENCES:**

When your child is absent from school, you must immediately notify the office by calling (909) 820-7912. We request that you follow up your telephone call to us with a written note to your child's teacher. If the school does not hear from you, you will receive a phone call inquiring as to why your child was absent.

**EMERGENCY PREPAREDNESS:**

Trapp Elementary practices monthly fire drills and quarterly earthquake or disaster drills, and all persons present must follow established drill procedures. During an actual emergency situation, a central student release station will be established. Students will be released to adults with proper and sufficient identification when emergency authorities declare it safe to do so.

**CELEBRATIONS IN CLASSROOMS:**

Due to the current COVID-19 restrictions celebrations in the classrooms will not be permitted.

**ATTENDANCE AND TARDY POLICY**

First Bell (students line up):	7:55 a.m.
Tardy Bell:	8:00 a.m.

All students are to be in their classroom when the tardy bell rings. Students who arrive between 8:00 a.m. to 8:30 a.m. are to go directly to their classroom; they will be marked

tardy by their classroom teacher. Students who arrive after 8:30 a.m. must get a tardy slip from the office before proceeding to class. Automated calls are generated for any student who is marked absent. If you feel the call is due to an error or to justify the absence please call the office.

### **SART/SASP PROCESS:**

Parents are notified each month if their student has been absent and/or tardy 10% of the time enrolled during the school year. The first two letters are intended to remind families of the importance of regular on-time attendance. A School Attendance Review Team (SART) meeting is required with the parent, teacher, and administrator if absences and/or tardies continue to exceed 10%. At the meeting, a contract is signed by the student, parent(s), and administrator. If attendance continues to be a problem, a referral will be made for a Student Attendance Support Panel (SASP) meeting.

### **TYPES OF TARDIES:**

**Excused:** Illness, medical appointments, bereavement (immediate family only), religious reasons, or a mandated court appearance of the student.

**Unexcused:** Any other reason for not being in class when the tardy bell rings.

**Truancy:** A student is considered truant after an unexcused tardy in excess of 30 minutes for the fourth time in one school year. Truant students will be referred to the School Attendance Review Team (SART) and/or to the District School Attendance Review Board (SASP). SASP is composed of the Rialto Director of Attendance, a representative of the Rialto Police Department, a representative of the District Attorney's office, the district nurse, and the principal or assistant principal. The student and the student's parent(s) must be present at this hearing. SASP hearings end in an attendance contract. SASP can site parents and/or refer cases to the district attorney for prosecution. The court can fine parents and impose other legal restrictions/requirements. We, as adults, need to realize that we are training our children and setting examples that can affect a child's future punctuality habits which, in turn, affect performance in school and future jobs. It is important that children arrive at school on time every day.

## **BREAKFAST AND LUNCH PROGRAMS**

All Students enrolled within the Rialto Unified School District qualify to receive free breakfast and lunch through the CEP program. In order to participate, all families must complete the online enrollment verification process. For more information, please contact the school front office. Monthly breakfast and lunch menus will be made available in the front office.

The meals will meet the USDA Dietary Guidelines, Food Guide Pyramid recommendations, and SB677. All meals will be computer analyzed to ensure they provide healthful amounts of total calories, vitamins A & C, calcium, iron, fiber, cholesterol, and saturated fats. Calories from fat on all school menus will not exceed 30% as averaged on a weekly basis. The cafeteria staff looks forward to providing the students and staff healthy choices to assure they are all well nourished and ready to learn.

## **HOMEWORK**

Your child's teacher will provide you with a letter outlining the homework, class work, and classroom discipline expectations for the year. Homework is an important part of the educational program. Homework will be assigned on a regular basis, usually Monday-

Thursday. There may be long-term or short-term assignments designed to emphasize critical thinking skills, practice skills taught in the classroom, develop good study habits and responsibility.

**Teachers will be expected to:**

1. Assign homework that reinforces or enriches the education program.
2. Explain the homework assignment.
3. Monitor and/or evaluate the completion of homework.

**Parents will be expected to:**

1. Check with their child on a daily basis to see what homework is due.
2. Provide a quiet place at home to do homework.
3. Monitor the completion of homework and make sure it is returned to school.

**Students will be expected to:**

1. Take homework home.
2. Do homework to the best of their ability.
3. Return homework on time to school.

Educating students requires cooperation on the part of the parents, student, and school personnel.

## **RUSD BOARD OF EDUCATION HOMEWORK POLICY**

When homework is assigned, the following guidelines should be followed:

- A. Homework must strengthen learning already partially acquired.
- B. Assignments as homework may be of two kinds:
  1. Review and reinforcement of work already covered in the classroom.
  2. New material, used to develop habits of independent study.
- C. Homework may facilitate certain learning which cannot take place in the classroom, such as interviews and visits to places of interest.
- D. Homework often allows students to participate in a variety of projects.
- E. Learning done at home should be followed up at school. Assigned homework should be checked in and assessed in some way.
- F. Homework should be dynamic and never carried beyond the limits of fatigue and the student's capacity. Interest and natural desire are of great importance.
- G. Adequate time should be given for the completion of homework.
- H. Homework should be tailored to individual needs when possible.

### **HOMEWORK – STATE RECOMMENDATIONS:**

Class time shall be conserved for learning activities which benefit most from teacher interaction. Homework shall be used for work which the student is most able to do independently:

- Homework shall reinforce and extend class work.
- Homework assignments shall be interesting and motivating.
- Students shall be assigned homework they can complete successfully.

- Before students are assigned independent practice and application as homework, they shall first have guided practice and application with supervision and feedback.
- The students shall explore selected topics in depth as homework projects, completed over a period of time. The proportion of learning time allocated to such projects and the average length of time per project shall increase from lower to upper grade levels.
- Reading, writing, and thinking experiences in literature, history, math, science, and fine arts shall be extended through homework.
- Students shall receive prompt and informative feedback on completed assignments, including re-teaching when needed.

## STUDENT AWARDS AND CERTIFICATES

We believe that acknowledging a child for effort and achievement contributes significantly to that child's attitude toward learning. We have many programs to recognize student achievement in many different areas. Listed below are the recognition awards and criteria for each award:

**Leader of the Pack:** Classroom teachers select one student to be honored as Student of the Month for outstanding academic or citizenship achievement. These students are honored during our Friday Honor Howls and are invited to a "Student of the Month" art enrichment activity sponsored by our PTA.

**Teacher Recognition:** Each trimester, the classroom teachers have the opportunity to choose students in their class to recognize during our awards assemblies. Students can be recognized for many reasons, including achievement or improvement in academics and citizenship.

**Perfect Attendance:** Any student who has perfect attendance for the trimester receives a certificate at the awards assemblies. Perfect attendance for the entire school year will be awarded with special recognition. **Perfect attendance is defined as no absences or tardies.** *Please note that early release of your student will count against their perfect attendance, and cannot be made up with Step-Up.*

**President's Award for Educational Excellence:** This award is for 5<sup>th</sup> grade only. The students must have a 3.5 or higher grade point average for all three trimesters of 4<sup>th</sup> and 5<sup>th</sup> grades, and they must have achieved at the 85<sup>th</sup> percentile or higher in reading or math on the CST/SBAC assessments at the end of fourth grade. (Awarded at the fifth-grade promotion assembly.)

**President's Award for Educational Achievement:** This award is for 5<sup>th</sup> grade only. The students must show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects, but do not meet the criteria for the President's Award for Educational Excellence. They must have their teacher's recommendation, the principal's recommendation, an unusual commitment to learning, despite various obstacles, and have excellent school records, but just miss the criteria for the President's Award for Excellence. (Awarded at the fifth grade promotion assembly.)

### **Honor Roll (Grades 3<sup>rd</sup> – 5<sup>th</sup> only):**

This certificate is presented each trimester for academic achievement in the areas of Reading, Language Arts/Writing, Math, Social Studies, and Science. Honor Roll has three levels and will be granted to students who earn the following grades:

**Teacher's Honor Roll:** The student has earned a GPA of 3.0 – 3.49 in the five core academic areas listed above.

**Principal's Honor Roll:** The student has earned a GPA of 3.50 – 3.99 in the five core academic areas listed above.

**Superintendent's Honor Roll:** The student has earned a GPA of 4.0 and above in the five core areas listed above.

**Academic Achievement Awards—Grades 1-2:**

The student has earned a GPA of 3.0 and above in reading, writing, or math.

## **SCHOOL LIBRARY**

The library will be open before school from 7:45 a.m. until 8:00 a.m. and after school from 2:06 p.m. – 2:45 p.m. for parents' and teachers' use. Parents/guardians may check out books from the library.

The library is a reading, studying and browsing room. Students follow the library rules of good citizenship in order not to disturb others. They should speak in a low voice and walk and move quietly around the library. Running and/or shouting is not allowed in the library.

Students have an opportunity to check out books at various times throughout the week. Books and magazines can be checked out by students for a period of one week. They are renewable if the student is not finished with them by the due date. Kindergarten, first and second grade students may check out one book at a time; while third, fourth, and fifth grade students may check out two books. Any book may be renewed. To renew a book, the student must come in with the book.

Students should open books properly and turn pages carefully. If a student finds a torn or marked place in the book before he/she takes it, he/she should call it to the attention of the library technician so she can mend or clean it.

Overdue notices will be given to the teacher once a week. Any student with lost, damaged or overdue books loses library privileges until the book(s) is returned or paid for. The student can still visit the library with his/her class.

COVID-19 precautionary measure for the library/class libraries are as followed:

- Library book circulation will be made available to students with proper cleaning procedures and waiting times (24 hours). E-books for student devices will be made available to elementary students.
- Teacher classroom libraries must have a 24 hour waiting period for used books before reshelving for student use.

## **ACADEMIC SUPPORT SERVICES AND PROGRAMS FOR STUDENTS**

### **TITLE I:**

The Title I program are funds from the federal government which are allocated to school districts to support students (in the areas of Language Arts and Math) in meeting the state's challenging student academic achievement standards. A portion of the Title I funds are allocated for Parental Involvement activities. These activities will include an annual

Title I meeting as well as academic workshops in the areas of reading and math, and parent workshops.

**STRUCTURED ENGLISH IMMERSION (SEI)/ENGLISH LANGUAGE DEVELOPMENT (ELD):**

These classes/programs are for those students identified through state criteria (ELPAC) as being Limited English Proficient. These students are placed with teachers who either holds a CLAD or BCLAD certificate.

**GIFTED AND TALENTED EDUCATION (GATE):**

Each identified student has the opportunity to participate in a qualitatively differentiated instruction. Testing to qualify for this program occurs twice during the school year. All 2<sup>nd</sup> grade students are tested for GATE with parent permission.

**SPECIAL EDUCATION:**

Trapp's special education services for students with mild moderate, and severe disabilities will be provided in the least restrictive environment by implementing inclusive practices and co-teaching practices in the general education classrooms. Services will be provided by general education teacher and Education Specialist.

Co-teaching is a service delivery option in which two (or more) educators contract to share instructional responsibility for a single group of students with mutual ownership, pooled expertise and resources, and joint accountability; both educators co-plan, co-instruct, and co-assess; each person is recognized and utilized for their strengths while acknowledging the areas and needs for improvement.

Co-teaching classrooms have a mix of students with and without disabilities in the same general education class where the general education and Education Specialist teachers work collaboratively to meet the diverse academic and social/behavioral needs of all students; both teachers plan, instruct, and assess all students.

**SATURDAY TUTORIAL ENRICHMENT PREPARATION - UPWARD PROGRAM (STEP UP)**

STEP-UP is a wonderful opportunity for your child to receive extended educational support and enrichment through Saturday sessions from 8:00 a.m. to 11:15 a.m. for kindergartners, and 8:00 a.m. – 12:15 p.m. for 1<sup>st</sup> – 5<sup>th</sup> grades. Lunch is offered to students attending STEP-UP, if prior arrangements are made. It is a great opportunity to enjoy enrichment activities while developing skill in mathematics, Language Arts, science, and social studies.

**POSSESSION AND USE OF CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES**

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

Elementary and Middle School

Students may use cell phones, smart watches, pagers, or other mobile communication devices before school begins and after the regular school day ends. Devices must be

turned off and not visible during the school day which includes passing periods, recesses, and lunch.

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

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

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

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

## **STUDENT DRESS CODE**

### **SHOES:**

Students must wear safe and appropriate shoes at all times. Shoes should have hard, comfortable soles and should be usable for P.E., running, and other playground activities. High heels, open-toe shoes, flip flops, "Heelys" (or shoes with a wheel in the sole), and sandals with no back strap are not allowed.

**CLOTHING:** Clothing must **completely cover** the back, shoulders, chest, abdomen, and posterior areas at all times. Clothing should be modest, clean, neat, in good repair, and the appropriate size and length for the child. Shirts must cover shoulders (no tank tops

with spaghetti straps.) Shorts and skirts must be long enough to meet a child's second finger when their arms are hanging completely down by their sides. Slogans on shirts must be appropriate. Parents/guardians will be called to bring a change of clothing for their student if administration deems their clothing inappropriate.

Hats, caps and other head coverings shall not be worn unless they meet district guidelines for sun-protective clothing.

Each school site shall allow for outdoor use during the day articles of sun-protective clothing that meet the following guidelines:

- a. Hats and/or sunglasses may be worn during passing periods, lunch time, outdoor assemblies, outdoor Physical Education, and before/after and to/from school.
- b. Sun-protective hats must have brims of one to three inches, preferably all the way around the head, made of a soft material and foldable. Hats and tie strings must be white, tan, gray or black. They must be unadorned except with the approved school logo. They may not be worn during class time, in school buildings or covered areas.

**JEWELRY:** Students may wear jewelry that is safe, appropriate, and does not interfere with the educational process. Students will be directed to remove their jewelry if the teacher or administration deems it inappropriate or distracting.

- Students may not wear rubber bands, Silly Bandz, etc.
- Earrings are acceptable as long as they do not dangle. Long and dangling earrings present a safety hazard because they can catch on clothing/hair or can be accidentally grabbed while playing.

Students should not wear or bring to school any of the following:

- Jewelry with spikes, skulls, skeletons, and double rings worn on two fingers, and/or any other symbol which implies affiliation with a group.
- Bandanas of any color.
- Belt buckles with multiple initials (Only one initial may be worn, which must be one of the initials in student's name)
- Bibbed overalls must be worn with both straps hooked.
- Tank tops, mesh tops, muscle shirts, plain white undershirts (t-shirt or tank top types), tube tops, crop tops, short shorts, mini-skirts, ripped pants, spaghetti-straps and/or off-the-shoulder tops.
- Any article of clothing/hairstyle that is indicative of gang affiliation (example: all black, blue or red head-to-toe).
- Graffiti on shoes and/or blackened out letters which depict gang names (example: NIKE tennis shoes with the "N" and "K" blackened out - N I K E - to denote I.E. - Inland Empire - a known street gang).
- Sagging pants (Underwear is showing)
- Steel toe/storm trooper boots, flip flops, footsies, Heelys, bedroom slippers, backless sandals/shoes.
- Excessive make-up

The principal 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.

## **CHILD ENDANGERMENT POLICY**

### **CHILD PROTECTIVE SERVICES**

All school employees are mandated reporters. If any staff member suspects that a child is being physically or sexually abused or neglected, he or she is **legally required** to file a report with Child Protective Services (CPS). By law, all child abuse reports are confidential; therefore, they may not discuss the report with anyone except the police or CPS employees.

### **DISTRICT REGULATIONS FOR THE REPORTING OF CHILD ABUSE**

All administrative, certificated, and classified employees of the Rialto Unified School District must report all instances of known or suspected child abuse. The report is to be made immediately, or as soon as possible, by telephone to a Child Protective Agency (Police, Sheriff, Probation, and County Welfare) followed by a written report to the same agency.

The law provides that any person who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist is guilty of a misdemeanor. All administrative, certificated, and classified personnel of the Rialto Unified School District **must** report all instances of known or suspected child abuse.

### **SCHOOL PREMISES ACCESS**

#### **(AUTHORITY OF SCHOOLS TO REFUSE PERSONS ADMITTANCE ON SCHOOL PREMISES AND/OR TO REQUEST PERSONS TO LEAVE)**

CALIFORNIA CODES/EDUCATION CODE  
SECTION 44810-44811

#### **PERSON ON SCHOOL GROUNDS- WILLFUL INTERFERENCE WITH CLASSROOM CONDUCT**

44810. (a) Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.

(b) A violation of subdivision (a) shall be punished as follows:

(1) Upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment.

(2) Upon a second conviction, by imprisonment in a county jail for a period of not less than 10 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 10 days in a county jail.

(3) Upon a third or subsequent conviction, by imprisonment in a county jail for a period of not less than 90 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 90 days in a county jail.

(4) Upon a showing of good cause, the court may find that for any mandatory minimum imprisonment specified by paragraph (2) or (3) of this subdivision, the imprisonment shall not be imposed, and the court may grant probation, or the suspension of the execution or imposition of the sentence.

**DISRUPTION OF CLASSWORK OR EXTRACURRICULA ACTIVITIES;  
OR CAUSES SUBSTANTIAL DISORDER ON SCHOOL GROUNDS.**

**44811. (a) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.**

(b) A violation of subdivision (a) shall be punished as follows:

(1) Upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment.

(2) Upon a second conviction, by imprisonment in a county jail for a period of not less than 10 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 10 days in a county jail.

(3) Upon a third or subsequent conviction, by imprisonment in a county jail for a period of not less than 90 days, and not more than one year, or by both imprisonment and a fine not exceeding one thousand dollars (\$1,000). The defendant shall not be released on probation, or for any other basis until he or she has served not less than 90 days in a county jail.

(4) Upon a showing of good cause, the court may find that for any mandatory minimum imprisonment specified by paragraph (2) or (3) of this subdivision, the imprisonment shall not be imposed, and the court may grant probation, or the suspension of the execution or imposition of the sentence.

(c) This section shall not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

## TRAPP EXPECTATIONS-

Trapp is implementing Positive Behavioral Interventions and Supports (PBIS). PBIS is a process for teaching children appropriate behavior and providing the supports necessary to sustain that behavior. PBIS is not a curriculum, it is a framework for systems to identify needs, develop strategies, and evaluate practice towards success.

### School-Wide Expectations

	<b>Hallway</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Bathroom</b>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>- Stay to the right of the walkway</li> <li>- Stay clear of safety circles</li> <li>- Walk directly to Destination</li> <li>- Maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>- Eat only your food</li> <li>- Sit correctly at assigned tables</li> <li>- Walk entering &amp; exiting</li> <li>- Wait for permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>- Freeze when bell rings</li> <li>- Walk to line up spot when told</li> <li>- Play on play structure appropriately</li> <li>- wash/sanitize hands before and after</li> </ul>	<ul style="list-style-type: none"> <li>- Walk in &amp; out</li> <li>- Keep hands, feet &amp; objects to yourself</li> <li>- Wait your turn</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>- Go straight to your destination &amp; return promptly</li> <li>- Keep hallways clean</li> <li>- Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in ABC order in line</li> <li>- Use both hands to hold the tray</li> <li>- Clean up your tray &amp; area</li> </ul>	<ul style="list-style-type: none"> <li>- Follow school rules for sporting activities</li> <li>- See a teacher for a pass when assistance is needed</li> <li>- Return equipment to ball rack</li> </ul>	<ul style="list-style-type: none"> <li>- Flush the toilet before exiting</li> <li>- Turn off water when done</li> <li>- Return to class promptly</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>- Voices at level 0-1</li> <li>- Keeps hands and feet to yourself</li> <li>- Stay on walkways</li> </ul>	<ul style="list-style-type: none"> <li>- Stand quietly</li> <li>- Keep hands &amp; body to yourself</li> <li>- Follow directions the first time</li> <li>- Talk using inside voices</li> </ul>	<ul style="list-style-type: none"> <li>- Allow all to participate</li> <li>- Follow teacher instructions the first time</li> <li>- Keep hands &amp; feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Throw trash into containers</li> <li>- Quiet voices</li> <li>- Practice privacy</li> </ul>

Be Safe, Be Responsible, and Be Respectful.

## CAFETERIA / LUNCH AREA BEHAVIOR

### EXPECTATIONS

The students will conduct themselves in such a manner that our cafeteria is an orderly and pleasant place to enjoy lunch. The following behavior is expected in order to ensure a pleasant cafeteria atmosphere during the lunch period:

- Walk quietly to the cafeteria and lunch areas and maintain social distancing
- Wait in line and keep voices low and quiet
- Enter the lunch area in an orderly manner
- Talk in quiet tones only to those sitting next to you. Use quiet voices talk across the table or across the room
- Listen and follow directions of the cafeteria helpers
- Display best manners in eating
- Restrain from throwing food/items
- Raise hands for any questions, assistance, or dismissal
- Help by being patient and courteous at all times and to all people
- Follow directions of teachers, aides or cafeteria personnel
- Observe the routine of the cafeteria (lunch area) for clean-up and dismissal
- Stay away from the stage area
- Pick up your trash and put it in the proper receptacle

## PLAYGROUND BEHAVIOR

### EXPECTATIONS

- Students are to maintain social distancing.
- Students are not allowed on the playground before 7:45 a.m.
- Students should walk to and from the playground.
- **Running is not permitted in the hallways or on the blacktop.**
- All students will remain on the playground. The hallways, parking lot, and sidewalks are off limits during recess and lunch.
- Students are to show respect for teachers, office staff, parents, aides and fellow students. Fighting, cursing and insubordination will not be tolerated.
- Students will keep hands and feet to themselves at recess as well as in the cafeteria line. Wrestling, play fighting, etc. will not be permitted.
- **P.E. equipment/balls may be kicked only on the grass areas.** No equipment may be used against the buildings.
- Students waiting in the tetherball lines must stay outside the circle.
- Neither football nor softball is allowed without teacher supervision.
- One student on the bars at one time. While students are on bars, they will do chin-ups or pull-ups only.
- When the recess bell rings, all games are to cease immediately. Students will freeze until the whistle is blown. Equipment will be **carried** by hand (not bounced, kicked, thrown, etc.) to the class line and held there. Drinking fountains and restrooms will not be used after the bell as the recess period is for this purpose. Students will **walk** directly to class lines after the whistle is blown.

If a student is injured on the playground, he/she will be taken to the office (depending on the nature/severity of the injury.) The parent may be notified, depending on the injury (i.e. head injury = yes, scraped knee = no).

## PLAYGROUND GAME RULES

1. **The 4-trees area** is a QUIET area - use the benches for quiet conversation.
  2. Play **BEYOND** the sandbox and the trees.
  3. **Playground balls** may only be kicked on the grass area.
  4. **Play Structure:**
    - (a) One at a time crossing bars.
    - (b) One way only—enter from the stairs closest to D4, traveling bars start closest to the stairs.
  5. **Chin-up bars:**
    - (a) One at a time.
    - (b) Do not stand on bar.
    - (c) For pull-ups or chin-ups only.
  6. **Slide Portion of Play Structure**
    - (a) No jumping.
    - (b) Slide down only, no climbing up the slide.
    - (c) One person at a time on each slide.
  7. **Restrooms** are for bathroom needs only. They are not a place to socialize.
  8. No **DRINKS** or **BATHROOM USE** after the bell rings. Use the restroom and get a drink during recess and lunch time.
  9. School purchased equipment **ONLY** on the yard at recess and lunch, i.e. basketballs, soccer, yellow and red balls.
  10. Play in the **sandbox**, but do not throw, kick, or toss sand.
  11. No students may linger around the classrooms or go to classrooms to ask if the teacher needs help. All students must be on the yard.
  12. **Freeze bell:**
    - (a) Every student stops all activity when the bell rings.
    - (b) When the whistle is blown, walk all the way to your line.
- Saving Play Areas:** "Saving" or "reserving" a play area is not allowed.

## PLAYGROUND SWINGS

1. No standing or laying on swings - sitting only.
2. One person at a time swings on a swing.
3. Wait in line for your turn--the line waits on the blacktop in front of sandbox.
4. Take 30 swings (up and back is one swing) then let the next person in line have a turn.
5. No jumping out of swings.
6. No pushing people in swings. (ONLY TEACHERS MAY HELP CHILDREN LEARN TO SWING.)
7. No sideways swinging, over the rail swinging and twisting or twirling in swings.
8. Swings are to be used in a safe and careful manner.
9. Do not stand in the pit area around the swings. Students must wait on the blacktop.

## TETHER BALL

1. The server starts the game by throwing the ball into the air and hitting it once. The new person into the game is the server.
2. Each player must remain in his own playing zone.
3. Each player may hit the ball once each time the ball comes into his playing zone.
4. If a player fouls (see below), the other player gets one free hit.
5. The game is won by the player who first winds the rope completely around the pole.

### Fouls

1. Stopping continuous play by holding or catching the ball.
2. Touching the pole with any part of the body.
3. Hitting or grabbing the rope.
4. Throwing the ball.
5. Stepping across the marked center line

\*The first person in line acts as the umpire in calling players out, and **HIS/HER WORD IS FINAL.**

## HANDBALL

1. The server hits the ball so that it strikes the ground and the backboard and falls into the court behind the service line. He gets two chances to do this correctly, otherwise he is out.
2. Each player hits the ball, in order, so that it strikes the ground, then the backboard, and lands in the court. If the ball fails to do those things in order, that player is out. The next player may choose to hit the ball before it lands on the ground or after it bounces once.
3. A ball which bounces on the white line is a fair ball. If the ball bounces outside of the white line, the player who hits it is out.
4. If the ball hits the backboard and the ground at the same time, that player is out.
5. All children waiting to play wait in line outside of the handball court.

\*\*The first person in line acts as the umpire in calling players out, and **HIS/HER WORD IS FINAL.**

## 4 OR 9 SQUARE

1. A square is selected as the "serving corner" and the other squares are used for the players rotating up to the serving square.
2. The server hits the ball underhanded with the palm of the hand, fingers down, after bouncing it once in his own square. The ball must land in another player's square. "Liners" on the serve go over.
3. The player in whose square the serve lands must hit the ball into another player's square.
4. Play continues until an error is made. Errors cause the person making them to lose his position and thereby the line of rotation moves up. Errors include the following:
  - a. Failing to hit a ball which lands in the player's square.
  - b. Striking a ball which lands in another player's square.
  - c. Striking a ball overhand or side hand.
  - d. Hitting the ball so that it lands on a white line or outside of the court.
  - e. Striking the ball so that it hits another player with unnecessary roughness.

\*\*The first person in line acts as the umpire, and **HIS/HER WORD IS FINAL.**

## KICKBALL

1. Players are divided into two teams. One team stands behind home plate and each member takes his turn as the kicker. The other team goes to the field, with a pitcher and catcher elected by the members. After three members of the kicking team are put out, the kicking team goes to the field and the fielding team becomes the kickers.
2. The game is played according to softball rules, except the pitcher rolls the ball to the kicker at home plate.
3. A base runner must remain on the base while the ball is in the pitcher's hands. He may not steal or "lead off."
4. A base runner is out if he is "tagged out" or "thrown out." The runner is tagged out if the ball is in the hands of the fielder and he tags the runner with the ball. **The fielder may not throw the ball at the runner to get him out.** The runner is thrown out if the base the runner is headed toward is touched by a fielder in possession of the ball.
5. Each successful run to home plate scores 1 point.

## CONSEQUENCES

Our policy at Trapp Elementary is to practice **PROGRESSIVE DISCIPLINE**. This means that each referral to the office may result in more severe consequences than the referral before. This also means that two children may be sent to the office for the same offense, yet receive different consequences. For example, if one child has one previous referral, he/she may receive recess detention for one day; however, if the second student had two previous referrals, he/she may receive two or more days of recess detention. We usually practice the following sequential consequences; however, administration reserves the right to skip or modify steps depending on the severity of the infraction.

### PROGRESSIVE DISCIPLINE STEPS

- STEP ONE: Verbal Warning/Counseling by the teacher
- STEP TWO: Verbal Warning/Counseling by the teacher
- STEP THREE: Time Out – within the classroom
- STEP FOUR: Parent Contact
- STEP FIVE: Time Out – in another classroom
- STEP SIX: Referral to Principal

Violation of Ed Code 48900, 48900.2, 48900.3 and/or 48900.4 will result in the immediate removal of a student from the classroom, and possible suspension from school.

**FIGHTING (AS DEFINED BY ED CODE 48900a) WILL RESULT IN SUSPENSION OR SATURDAY SCHOOL.**

### **ZERO TOLERANCE FOR WEAPONS AND DRUGS:**

Per California State law, if a student has a weapon or drugs on campus, he or she **must** be **recommended for expulsion**. This is called the "Zero Tolerance" law.

## **DISCIPLINE POLICY AND PROCEDURES**

We believe students should develop responsibility for their academic progress and their behavior. Furthermore, we believe it is our responsibility to provide them with a safe environment in which they can succeed.

In order for students to succeed, we further believe that school-related laws, classroom rules, and progressive discipline consequences provide students with consistency which makes life more understandable.

We also believe that students and their parents must know what to expect if they are to become good citizens, and all students need to be provided with an environment in which they can succeed both behaviorally and academically.

### **SOME OF THE EDUCATION CODE REQUIREMENTS**

#### **THERE WILL BE NO:**

- Fighting (or play fighting)
- Bullying, intimidation, or harassment of other students
- Weapons (or look-alike or toy weapons)
- Drugs, alcohol, or tobacco (or related paraphernalia) on campus
- Stealing
- Habitual vulgarity or profanity
- Disruption of school activities
- Gang attire, signs, or activity
- Throwing of rocks, woodchips, or sand
- Tagging or writing on the walls
- Sexual harassment
- Hate crimes
- Defiance of valid school authority

### **SUSPENSION AND/OR EXPULSION**

#### **Education Code 48900**

**A pupil shall 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:**

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence on the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the

- pupil had obtained written permission to possess the item from a certificated employee, which is concurred by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
  - d) Unlawfully offered, arranged, or negotiated to sell any 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 then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stolen or attempted to steal school property or private property.
  - h) Possessed or used tobacco, or any products containing nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  - k) 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.
  - l) Knowingly received stolen school property or private property.
  - m) Possession of an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to be substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - o) Harassed, threatened, or intimidated a pupil who is a complaining witness or 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.

In addition to the reasons specified in Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in EC 212.5

For the purpose of this chapter, the conduct described in EC Section 212.4 must be considered by a reasonable person of the same gender as the victim to be sufficiently

severe or perverse 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 students enrolled in kindergarten and grades 1 to 3, inclusive. (Add Stats. 1992 Ch. 909)

### **Education Code 48900.3**

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 through 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined by subdivision (e) of Section 33032.5. (Added by Stats 1994, c. 1198).

### **Education Code 48900.4**

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

### **Education Code 48900.7**

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 student is enrolled determines that pupil has made terrorist threats against school officials or school property, or both.

### **Education Code 48915 (a)**

Except as provided in subdivisions (c) and (e), the principal or 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 because of the particular circumstances:

- (A) Causing serious physical injury to another person except in self-defense;
- (B) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil;
- (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of Marijuana other than concentrated cannabis;
- (D) Robbery/extortion;
- (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

## ZERO TOLERANCE

48915(C) The principal/superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend the expulsion of a pupil who he or she determines has committed any of the following acts at school or 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.

## LIMITATIONS:

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to a school activity or school attendance, occurring within a school under the jurisdiction of the superintendent or principal, or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in these sections and related to school activity or attendance which 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.

**It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.** (Amend. Stats. 1989, Ch. 1306)

### **Education Code 48910: SUSPENSION BY TEACHER**

(a) A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under

appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. **As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.** Whenever practical, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

(c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school. (Renumbered and Amended Stats. 1983, Ch. 498.)

### **Education Code 48913: COMPLETION OF ASSIGNMENTS**

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (Added Stats. 1983, Ch. 498.)

### **Education Code 48900.3 Hate Violence**

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 through 12, inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined by subdivision (e) of Section 33032.5.

## **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.

## 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

### MCKINNEY VENTO

#### NOTICE

#### **TO ALL PARENTS AND STUDENTS AT RIALTO UNIFIED SCHOOL DISTRICT:**

If you are:

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

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

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

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

## BULLYING

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

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

### **Rialto Unified School District** **Bullying (Cyberbullying) Prevention** *(Policy model)* *(Ed. Code 48900(a),(k),(o),(r),(s))*

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

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

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

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

#### **Definition of Harassment and Bullying**

Harassment or bullying of students or staff is an extremely serious violation of the ***Student Code of Conduct***. It can also be a violation of criminal law. The District will not tolerate unlawful bullying and harassment on school grounds, or when traveling to and from

school or a school sponsored activity, and during lunch period, whether on or off campus, or sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

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

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

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

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

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

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

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including

expulsion. (Ed. Code 32261 Legislative findings, declarations, and intent; Ed. Code 48900, 48900.2, 48900.3, 48900.4, 48915(a) and 48915(c)).

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

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

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

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

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

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

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

*Board Policy 5131*

Bullying is defined as any **severe or pervasive** physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health, academic performance, or ability to participate in school activities.

### REPORT IT

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

### INVESTIGATION

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

### TRANSFER REQUEST

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

### DISTRICT LIAISON

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

**BULLYING/HARASSMENT COMPLAINT FORM**

(Students May Report Anonymously)

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

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

Please identify yourself as a:

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

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

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

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

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

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

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

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

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

Dates of alleged bullying or harassment(s): \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

Revised 6/12/2013

# SEXUAL HARASSMENT

## SEXUAL HARASSMENT (STUDENTS) POLICY JGEB

### 1. Formal Written Complaint 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 or site administrator.
- (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 will notify the principal or site administrator.
- (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 District Title IX Coordinator (Students), **Senior Director of Personnel Services**, telephone number (909) 820-7700, extension 2431.
- (e) Upon receipt of a written sexual harassment formal complaint, the principal or an administrator designated by the District Title IX Coordinator (Students) shall promptly and thoroughly investigate the complaint and complete that investigation within sixty (60) calendar days of receipt. A written report of findings and disposition of the complaint will be given to the complainant in a timely manner.
- (f) The complainant may appeal disposition to the Superintendent/Designee or The California Department of Education within fifteen (15) days of receipt.
- (g) No student or staff member shall suffer any reprisals for reporting any incidents of sexual harassment or for making any complaints. In all cases involving sexual harassment, confidentiality will be maintained.
- (h) The complainant will be advised that if she/he desires to file a discrimination complaint then the Uniform Compliance Policy (KLE)/Procedure (KLE-P) will be made available.
- (i) Discrimination complaints must be filed within six (6) months of the alleged occurrence or when knowledge was first obtained.

### 2. Disciplinary Action

Any student in grades 4-12, who is found to be responsible for sexual harassment, will be subject to appropriate discipline up to and including expulsion. Any students in grades K-3, who are found to be responsible for sexual harassment, will be subject to appropriate discipline up to and including suspension. The severity of the disciplinary action will be based upon the circumstances of the infraction. (Ed. Code 48900).

3. **Local Remedies**

The complainant shall be notified of local civil law remedies including but not limited to:

Legal Aid Clinic  
354 West 6th Street  
San Bernardino, CA 92401  
Phone: (909) 889-7328

Inland Counties Legal Service  
570 West 4th Street, Suite 104  
San Bernardino, CA 92401  
Phone: (909) 884-8615

West End Legal Aid Clinic  
10722 Arrow Rt.  
Rancho Cucamonga, CA 91704  
Phone: (909) 980-0982

4. **No Formal Written Complaint Procedure**

If a formal written complaint is not filed, the site administrator will adhere to the following:

- (a) Investigate promptly and thoroughly;
- (b) Arrive at a reasonable conclusion;
- (c) Assign appropriate disciplinary action according to Section 2 of JGEB-P;
- (d) Notify parents of victim and perpetrator of case details, and conclusion(s);
- (e) Record pertinent details and actions in discipline file of students and on-site discipline log. Also, send summary of the case to District Title IX Coordinator (Students) for District records.

## **NON-DISTRICT SPONSORED SPECIAL ACTIVITIES**

Employees/volunteers often initiate special off-campus activities for students on weekends or after school hours. Whether the employee/volunteer is a club sponsor, or not, the employee/volunteer, the District or both could be held liable if a student participant sustains an injury.

Examples of activities are swim parties, picnics, barbecues, hiking, camping and trips to amusement parks. The District's Administration should be notified of any events or activities of this type.

Due to the nature of certain activities, there may be an inference of District participation or sponsorship. For instance, the activity may be promoted on campus, using District supplies, equipment, or the District's name.

If the event is a District-sponsored activity, use the appropriate notice forms, such as the "Assumption of Risk" form. If this is a non-District sponsored activity, reasonable steps should be taken to notify the public and participants of the District's non-involvement to reduce unwanted exposure.

Steps to be taken include:

1. Prohibit use of District supplies and equipment to promote the activity.
2. Prohibit publicizing the activity on campus.
3. Advertise in the school paper, notifying students that the activity is not District-sponsored.
4. Post notices on campus that the activity is not District-sponsored.
5. Mail a notice of non-sponsorship to those students who are likely participants.

## **PARENT COMPLAINT PROCEDURES**

Sometimes problems arise that need to be resolved by utilizing the Parent Complaint Form. This form can be picked up in the Trapp school office. You need to briefly state your complaint and then follow these steps:

1. Step One  
Make an appointment with the classroom teacher to explain the problem. If it is not resolved satisfactorily, go to Step Two.
2. Step Two  
Make an appointment with the Principal and teacher to explain the problem. If it is not resolved satisfactorily, go to Step Three.
3. Step Three  
Follow steps in RUSD Complaint Procedures (outlined below).

## **RIALTO UNIFIED SCHOOL DISTRICT 2021-2022 COMPLAINT PROCEDURES**

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

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

Any individual, including a person's duly authorized representative or an interested third party, public agency or organization may file a written complaint relating to Federal Consolidated Categorical Aid Programs, State Consolidated Categorical Aid Programs, Special Education and unlawful discrimination. Federal programs include No Child Left Behind Act of 2001: Title I (Basic Programs), Title II (Teacher Quality and Technology), Title III (Limited English Proficient), Title IV (Safe and Drug Free Schools), Title V (Innovative Strategies); Title VI (Rural Education Achievement Program); Adult Education, Career/Technical Education, Child Development,

Consolidated Categorical Aid Programs, Indian Education, Nutrition Services and Special Education. State Consolidated Categorical Aid Programs include Economic Impact Aid (State Compensatory Education), Economic Impact Aid (California Economic Impact Aid-Limited English Proficient), Peer Assistance and Review, School Improvement Program, School Safety and Violence Prevention, and Tobacco Use Prevention Education; unlawful discrimination because of actual or perceived sex, sexual orientation, gender (identity or expression), ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

### **Filing a Complaint under the Uniform Complaint Procedure**

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

appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

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

## WILLIAMS UNIFORM COMPLAINT PROCEDURES

### Types of Complaints

**The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred:** (Education Code 35186)

#### 1. Instructional Materials

- a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to instructional materials to use at home or after school in order to complete required homework assignments.
  - c. Textbooks or instructional materials are in poor or unstable condition, have missing pages, or are unreadable due to damage.
- (cf. 6161.1 – Selection and Evaluation of Instructional Materials)

#### 2. Teacher Vacancy or Mis-assignment

- a. A semester begins and a certificated teacher is not assigned to teach the class.

**Vacancy** means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code 33126)

- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner students in the class. (cf. 4112.22 – Staff Teaching Students of Limited English Proficiency)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

**Mis-assignment** means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186)

(cf. 4112.2 – Certification)

(cf. 4113 – Assignment)

#### 3. Facilities

**A condition poses an emergency or urgent threat to the health or safety of students or staff.**

**Emergency or urgent threat** means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including but not limited to gas leaks, non-functioning heating, ventilation, fire sprinklers, or air-conditioning systems;

electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition (Education Code 17592.72).

### **Filing of Complaint**

A complaint alleging any condition(s) specified above shall be filed with the principal or designee. The principal or designee shall forward the complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days (Education Code 35186).

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received (Education Code 35186).

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee (Education Code 35186).

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Board of Education at a regularly scheduled hearing (Education Code 36186).

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3 above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction (Education Code 35186).

Complaints and written responses shall be public records (Education Code 35186) (cf. 1340 – Access to District Records).

### **Reports**

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting (Education Code 35186).

### **Forms and Notices**

The Superintendent or designee shall ensure that the District's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes (Education Code 35186).

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186 (Education Code 35186).

### **Legal Reference:**

Education Code  
1240 County Supt. of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account  
33126 School Accountability Report Card  
35186 Alternative uniform complaint procedure  
60119 Hearing on sufficiency of instructional materials  
CODE OF REGULATIONS, TITLE 5  
4500-4571 Uniform complaint procedures

## SCHOOL ACCOUNTABILITY REPORT CARD

The School Accountability Report Card (SARC) is issued annually by each elementary and secondary school and provides parents and other interested people a variety of information about the school.

The idea behind the report card is not to pass final judgment, but to assess progress -- to take stock of where we have been, where we are, and where we are headed. The information provided covers a variety of topics related to our school.

We believe that Trapp Elementary excels in many areas, and we recognize the areas where we need to improve. We invite all of you to join in our continued effort to provide the best education for each child. This occurs only when the home and the school work together as partners in the development of each child's potential.

If you would like a copy of the current Trapp School Accountability Report Card, please access the District Web Site ([rialto@k12.ca.us](mailto:rialto@k12.ca.us)).

## RIALTO USD PARENT INVOLVEMENT POLICY

### ***Rialto USD | 6000 | BP 6020 Instruction***

#### ***Parent Involvement***

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parental involvement in the education of children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in District and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. [0420](#) - School Plans/Site Councils)  
(cf. [0420.1](#) - School-Based Program Coordination)  
(cf. [0420.5](#) - School-Based Decision Making)  
(cf. [0520.1](#) - High Priority Schools Grant Program)  
(cf. [0520.2](#) - Title I Program Improvement Schools)  
(cf. [1220](#) - Citizen Advisory Committees)  
(cf. [1230](#) - School-Connected Organizations)  
(cf. [1240](#) - Volunteer Assistance)  
(cf. [1250](#) - Visitors/Outsiders)

Parents/Guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. [5020](#) - Parent Rights and Responsibilities)  
(cf. [5145.6](#) - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the District's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. [0500](#) - Accountability)

*Title I Schools*

Each year the Superintendent or designee shall identify specific objectives of the District's parent involvement program for schools that receive Title I funding. He/She shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code [11503](#))

(cf. [6171](#) - Title I Programs)

The Superintendent or designee shall ensure that the District's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the District will carry out each activity listed in 20 USC [6318](#). (20 USC [6318](#))

The Superintendent or designee shall consult with parent/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/She also shall involve parents/guardians of participating students in decisions regarding how the District's Title I funds will be allotted for parent involvement activities. (20 USC [6318](#))

(cf. [3100](#) - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC [6318](#).

*Non-Title I Schools*

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive Federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the District and schools will address the purposes and goals described in Education Code [11502](#). (Education Code [11504](#))

*Legal Reference:*

EDUCATION CODE

[11500-11506](#) Programs to encourage parent involvement

[48985](#) Notices in languages other than English

[51101](#) Parent rights and responsibilities

[64001](#) Single plan for student achievement

LABOR CODE

[230.8](#) Time off to visit child's school

UNITED STATES CODE, TITLE 20

[6311](#) Parental notice of teacher qualifications and student achievement

[6312](#) Local educational agency plan

[6314](#) Schoolwide programs

[6316](#) School improvement

[6318](#) Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.104](#) Definitions, auxiliary aids and services

[35.160](#) Communications

*Management Resources:*

## **Student Wellness Policy**

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

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

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

### **Rialto Unified School District Student Wellness Policy**

#### **Mission**

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

#### **Responsibilities**

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

#### **Nutrition Education**

Nutrition education that is ethnically appropriate will be integrated into other areas of the curriculum such as math, science, language arts and Social Studies.

The staff responsible for nutrition education will have the opportunity to participate regularly in professional development activities to deliver an effective nutrition education program as planned.

Nutrition education curriculum will meet the standards set by the Health and P.E. Framework.

Nutrition education will involve sharing information with families and broader community to impact students and the health of the community positively, including sharing information on the District website.

School District will provide health information to families to encourage them to teach their children about nutrition.

#### **Physical Education**

Physical activity will be integrated across curricula and throughout the day. Physical movement can be made a part of science, math, Social Studies and Language Arts.

Physical Education courses will promote an environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge of nutrition and health.

Time allotted for physical activity will be consistent with State Standards.

A daily recess period will be provided in grades P-5.

Physical Education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.

Equipment is available for all students to participate in Physical Education. Facilities on school grounds will be safe and well maintained.

The school provides a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically gifted and/or interested in athletics.

Students will work toward performing within their "fitness zone" in order to achieve and maintain physical active lifestyles.

### **Other School Based Activities**

After-school programs will encourage physical activity and healthy habits.

Support for the health of all students is demonstrated by providing health clinics, health screenings, and help to enroll eligible children in Medi-Cal and other state children's health insurance programs.

District will organize a local Wellness Committee composed of families, teachers, support staff, administrators and students plan, implement, and improve nutrition and physical activity in the school environment.

The Nutrition Services Department will work with the Student Advisory Committees to open a line of communication regarding healthy eating.

### **Nutrition Guidelines for All Foods on Campus**

All foods and beverages sold or served during school hours shall meet nutritional standards and other guidelines set by the Federal and State Government and the School Board.

Nutrition Services will take every measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines. Nutrition Services will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools, and high schools.

Food items served and sold shall reflect the cultural diversity of the student body.

Nutritious and appealing foods such as fruits, vegetables, and whole grain products shall be available during the school day.

Nutrition information for products offered in snack bars, a la carte, and vending machines is readily available.

The sale of soft drinks, candy, and any non-compliant food items are not allowed from midnight to 30 minutes after school.

Nutrition education is encouraged during classroom snack times, not just during meals.

Advertising of foods or beverages must be consistent with the established nutrition environment standards.

All food and beverage items sold or given away by school organizations must have prior School Board approval.

### **Eating Environment**

All schools will foster an environment that allows adequate time for eating while promoting positive behavior, good manners and respect for fellow students.

All personnel will adhere to the District's Customer Care Promise to interact in a courteous, caring and positive manner that ensures all people will be treated with dignity and respect.

Lunch periods are scheduled as near the middle of the school day as possible.

Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.

Drinking water is available for students at meals.

### **Child Nutrition Operations**

The Nutrition Services Program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and become life-long learners.

The school will strive to increase participation in the available Federal Child Nutrition Programs (e.g. school lunch, school breakfast, after-school snack.)

Students are encouraged to start each day with a healthy breakfast. Breakfast programs will be offered at all schools. Pilot programs such as breakfast during testing and universal free breakfast in the classroom may be offered as funding allows.

### **Food Safety/Food Security**

All foods made available on campus comply with the State and local food safety and sanitation regulations. Plans and guidelines of the Hazard Analysis and Critical Control Points (HACCP) are implemented to prevent food illness in schools.

For the safety and security of the food and facility, access to the food service operations is limited to Nutrition Services staff and other authorized personnel.

### **Annual Review**

The Wellness Committee shall evaluate the established District-wide Wellness Policy and report the findings annually to the Superintendent.

The District will revise and update the Wellness Policy as needed.

# 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 exterior 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 gestures 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





## Firearms Safety Memorandum

**To:** Parents and Guardians of Students in the **Rialto Unified School**

**District From:** **Cuauhtémoc Avila, Ed.D., Superintendent**

**Subject:** **California Law Regarding Safe Storage of Firearms**

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

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

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

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

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- 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.<sup>4</sup>

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

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

Sincerely,

***Cuauhtémoc Avila, Ed.D.***

Date published: August 20, 2021  
California Department of Education -

<sup>3</sup> See California Civil Code Section 29805.

<sup>4</sup> See California Civil Code Section 1714.3.

**W.J.C. ELEMENTARY SCHOOL  
2021-2022 PARENT & STUDENT HANDBOOK**

*Handbook Acknowledgement*

This handbook represents one of many ways we have of maintaining an effective home-school communication network. Please take time to review the information provided and use it as a reference throughout the school year as questions arise. It is important that you are knowledgeable of the policies, procedures, and expectations under which we operate. We ask that after you have read the handbook, you please sign and return the signature form to your child's teacher.

- I have received and have read the 2021-2022 Trapp Elementary School Parent/Student Handbook.
- I understand that my child is to follow the school rules and obey the laws in the Education Code.
- I understand that regular, on-time attendance is of paramount importance to my child's education.

Name of Student:

---

Name of Parent/Guardian:

---



**Please return this page to your classroom teacher.**