

Student Handbook 2026-2027



Board of Education

Angel Ramirez
Marcelino Serna
Danielle Holley
Adam Perez
Mary Sandoval

Superintendent of Schools

Miki R. Inbody

Wayne Ruble Middle School Administration

Dr. Kim Moyer, Principal
Stacie Gonzalez, Assistant Principal
Nathan Horton, Dean of Students

Welcome to another incredible year at Wayne Ruble Middle School!

At Ruble, we believe middle school is more than just a place to learn; it is a place where students begin to discover who they are, build meaningful relationships, grow through challenges, gain independence, and prepare for their future. Our commitment is to create a campus where every student feels safe, valued, connected, and inspired.

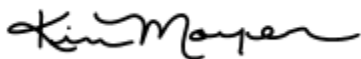
This handbook is designed to help students and families understand the expectations, opportunities, and resources that support a positive and successful school experience. We encourage all students to take pride in being a Wildcat by demonstrating personal responsibility, respect, integrity, diligence, and excellence.

At Ruble, we are proud of our traditions, spirited culture, and commitment to excellence in academics, activities, athletics, and leadership. Through our house system, clubs, leadership opportunities, and daily classroom experiences, we strive to ensure that every student feels a true sense of belonging and purpose.

Middle school is an important journey filled with opportunities to grow, lead, and make lasting memories. We believe it's not just about the big moments, but how we show up each and every day. We encourage students to get involved, challenge themselves, support one another, and make the most of every experience this year.

This is a special place to be and we thank you for being a part of the Ruble family. Together, we will continue building a school culture where all students belong and thrive.

With Pride,

A handwritten signature in black ink, appearing to read "Kim Moyer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Kim Moyer

Principal, Wayne Ruble Middle School

TABLE OF CONTENTS:

• WAYNE RUBLE MS MISSION AND VISION STATEMENTS	4	
• FUSD GRADUATE/LEARNER PROFILE	5	
• FUSD ACADEMIC CALENDAR	6	
• BELL SCHEDULE	7	
• WAYNE RUBLE MS WILDCAT EXPECTATIONS	8	
• FUSD NON-DISCRIMINATION STATEMENT		9
• WAYNE RUBLE ACADEMICS	10-11	
• WAYNE RUBLE ATTENDANCE	11-13	
• WAYNE RUBLE BEHAVIOR	13-19	
• WAYNE RUBLE RIGHTS AND RESPONSIBILITIES	20-21	
• FUSD BULLYING POLICY	22-23	
• FUSD SEXUAL HARASSMENT POLICY	24-26	
• WAYNE RUBLE MS STUDENT SERVICES, TECHNOLOGY, AND ADDITIONAL INFORMATION	26-32	
• FUSD UNIFORM COMPLAINT PROCEDURE	33-34	

SCHOOL MISSION STATEMENT

Wayne Ruble Middle School is dedicated to maintaining an environment where our students achieve their highest potential, develop social responsibilities, enhance personal, school and community pride.

SCHOOL VISION STATEMENT

At Wayne Ruble Middle School we believe in maximizing the personal, social, and academic successes of each child by providing a safe, orderly, and challenging environment where everyone actively participates in the process of learning.

PEOPLE TO KNOW AT WAYNE RUBLE MIDDLE SCHOOL

<i>Dr. Moyer</i>	<i>Principal</i>
<i>Mrs. Gonzalez</i>	<i>Assistant Principal</i>
<i>Mr. Horton</i>	<i>Dean of Student Supports</i>
<i>Ms. Berekmeri (Ms. B)</i>	<i>Counselor (A-L)</i>
<i>Mr. Zaragoza</i>	<i>Counselor (M-Z)</i>
<i>Ms. Jazmine (Hernandez)</i>	<i>Guidance Tech</i>
<i>Ms. Diana (Davila)</i>	<i>Discipline Tech</i>
<i>Ms. Nicole (Romero)</i>	<i>Clerk Typist</i>
<i>Ms. Maria (French)</i>	<i>Clerk Typist</i>
<i>Ms. Jessica (Herrera)</i>	<i>Records and Enrollment</i>
<i>Ms. Elizabeth (Gomez)</i>	<i>Secretary</i>
<i>Ms. Sandra (Taylor)</i>	<i>Community Aide</i>
<i>Ms. Jennifer (Fava)</i>	<i>Health Assistant</i>
	<i>Librarian</i>
<i>Ms. Priscilla (Garcia)</i>	<i>Outreach Liaison</i>
<i>Ms. Flores</i>	<i>Climate and Culture Coach</i>
<i>Ms. Romo</i> <i>Mr. Wilson</i> <i>Mr. Ellis</i>	<i>District Security Officers (DSOs)</i>

FUSD GRADUATE LEARNER PROFILE

Profile Area	Description	Competencies
Lifelong Learner	I have the knowledge (academic core), curiosity, skills, and self-motivation to continue learning and growing throughout my life.	Curiosity & Exploration Self-Direction
Collaborative Communicator	I organize and share information effectively, listen actively, demonstrating awareness and respect for various backgrounds, needs, and cultures.	Empathy & Cultural Awareness Relationship-centered Communication
Innovative Thinker	I take initiative to engage in problem-solving, embrace challenges, and think creatively to drive innovation.	Analytical Thinking Creativity Reflective Mindset
Thriving Individual	I persist and adapt to changing circumstances while building healthy, caring, and compassionate relationships with myself and others.	Wellness & Self-Knowledge Relational Skills
Change Maker	I use my knowledge and experiences to contribute to a just and inclusive society and a sustainable world.	Advocacy & Action Ethical Leadership

2026-2027 SCHOOL YEAR CALENDAR

FONTANA UNIFIED SCHOOL DISTRICT 2026-2027 SCHOOL CALENDAR

JULY 2026						
Su	M	Tu	W	Th	F	Sa
			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	N	PD	

Student Days = 0

AUGUST 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	PD	MD	MD	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					

Student Days = 18

AUGUST

6 First Day of School – All Grades

SEPTEMBER

7 Holiday – Labor Day (No School)

NOVEMBER

11 Holiday – Veterans Day (No School)

23-27 Fall Break (No School)

DECEMBER

21-31 Winter Break (No School)

JANUARY

1-8 Winter Break (No School)

11 Professional Development Day (No School)

18 Holiday – Martin Luther King, Jr. Day (No School)

FEBRUARY

8 Holiday – Lincoln's Birthday (No School)

15 Holiday – President's Day (No School)

MARCH

22-26 Spring Break (No School)

MAY

27 Last Day of School – All Grades

JUNE

18 Holiday – Juneteenth Observed (No School)

ALL SCHOOLS MINIMUM DAYS

Wednesday each week

ELEMENTARY AND MIDDLE SCHOOL MINIMUM DAYS/CONFERENCES

October 19 – 23, 2026

ALL SCHOOLS END OF SEMESTER MINIMUM DAYS

Friday, December 18, 2026 – End Semester 1

Thursday, May 27, 2027 – End Semester 2 – Last Day of School

END OF QUARTER/SEMESTER FOR MIDDLE/HIGH SCHOOLS

Friday, October 9, 2026 – End Quarter 1

Friday, December 18, 2026 – End Semester 1

Friday, March 19, 2027 – End Quarter 3

Thursday, May 27, 2027 – End Semester 2 – Last Day of School

HIGH SCHOOL FINAL EXAMS/MINIMUM DAYS

December 15 – 18, 2026

May 25 – 27, 2027

SEPTEMBER 2026						
Su	M	Tu	W	Th	F	Sa
			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		

Student Days = 21

OCTOBER 2026						
Su	M	Tu	W	Th	F	Sa
				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

Student Days = 22

NOVEMBER 2026						
Su	M	Tu	W	Th	F	Sa
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					

Student Days = 15

DECEMBER 2026						
Su	M	Tu	W	Th	F	Sa
		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		

Student Days = 14

JANUARY 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	PD	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days = 13

FEBRUARY 2027						
Su	M	Tu	W	Th	F	Sa
	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						

Student Days = 18

MARCH 2027						
Su	M	Tu	W	Th	F	Sa
	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			

Student Days = 18

APRIL 2027						
Su	M	Tu	W	Th	F	Sa
				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	

Student Days = 22

MAY 2027						
Su	M	Tu	W	Th	F	Sa
						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	MD	29
30	31					

Student Days = 19

JUNE 2027						
Su	M	Tu	W	Th	F	Sa
		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			

Student Days = 0

	SCHOOL DAYS
	WEEKENDS/VACATIONS
	HOLIDAYS (NO SCHOOL)

N	NEW TEACHER ORIENTATION
PD	PROFESSIONAL DEVELOPMENT (Non-Student Attendance Day)
MD	MEMBER DIRECTED DAY (Non-Student Attendance Day)

Board Approved: 9/25/24

BELL SCHEDULE

WAYNE RUBLE MIDDLE SCHOOL

BELL SCHEDULE

2026-2027 SCHOOL YEAR

Regular Day

Period	Start	End
Opening Bell	7: 55 AM	
1	8:00 AM	8:57 AM
2	9:02 AM	9:59 AM
3	10:04 AM	11:01 AM
1 st Lunch	11:01 AM	11:36 AM
4 A	11:06 AM	12:03 PM
4 B	11:41 AM	12:38 PM
2 nd Lunch	12:03 PM	12:38 PM
5	12:43 PM	1:40 PM
6	1:45 PM	2:42 PM

Minimum Days/Parent Conferences

Period	Start	End
Opening Bell	7: 55 AM	
1	8:00 AM	8:40 AM
2	8:45 AM	9:25 AM
3	9:30 AM	10:10 AM
1 st Lunch	10:10 AM	10:45 AM
4 A	10:15 AM	10:55 AM
4 B	10:50 AM	11:30 AM
2 nd Lunch	10:55 AM	11:30 AM
5	11:35 AM	12:15 PM
6	12:20 PM	1:00 PM

*Minimum Days are on Wednesdays

**Parent/Teacher Conference Dates: October 19 – 23, 2026

***Additional Minimum Days: Friday, December 18 (End of Semester 1) and Thursday, May 27 (Last Day of School)

SCHOOL-WIDE EXPECTATIONS



Wayne Ruble MIDDLE SCHOOL

Expectations as a Wildcat...

***P**ersonal Responsibility*

I WILL...

- BE ACCOUNTABLE FOR MY OWN ACTIONS.
- FOLLOW SCHOOLWIDE AND CLASSROOM RULES TO ENSURE THE SAFETY OF MYSELF AND OTHERS.
- ATTEND SCHOOL WITH AN "I CAN" FRAME OF MIND.

***R**espect*

I WILL...

- TREAT OTHERS THE WAY I WANT TO BE TREATED.
- RESPECT SCHOOL PROPERTY AS WELL AS THE PROPERTY OF MYSELF AND OTHERS.
- USE KIND WORDS.
- BE SUPPORTIVE OF OTHERS. ACCEPT INDIVIDUAL DIFFERENCES.

***I**ntegrity*

I WILL...

- BE HONEST, AND TRUSTWORTHY.
- KEEP MY COMMITMENTS EVEN IF IT TAKES MORE EFFORT.
- DO THE RIGHT THING EVEN IF NO ONE IS WATCHING.

***D**iligence*

I WILL...

- WORK HARD.
- ATTEND TO A TASK EVEN WHEN DIFFICULT OR UNINTERESTING.
- ACKNOWLEDGE THAT EACH INDIVIDUAL IS ACCOUNTABLE FOR MAKING A CONTRIBUTION TO BENEFIT THE SCHOOL COMMUNITY.

***E**xcellence*

I WILL...

- STRIVE TO BE THE BEST I CAN BE.
- TAKE PRIDE IN MY ACADEMICS AND CHARACTER.
- GO ABOVE AND BEYOND TO BETTER MYSELF.

Taking PRIDE With Every Stride!

The Fontana Unified School District prohibits unlawful discrimination, including discriminatory intimidation, harassment and bullying of anyone based on a person's actual or perceived ancestry, color, physical or mental disability, medical condition, race, ethnicity, religion, parental, marital, and family status, gender, gender expression, gender identity, genetic information, immigration status, nationality, ethnic group identification, age, pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery, national origin, sex, sex stereotypes, sex characteristics, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

For questions or complaints, contact Equity Compliance Officer: Associate Superintendent, Student Services at 9680 Citrus Avenue, Fontana CA 92335; (909) 357-5000, extension 29194; email: TitleIX@fusd.net; Title IX Coordinator: Executive Director, Certificated Human Resources, at 9680 Citrus Avenue, Fontana CA 92335 (909) 357-5000, extension 29045; email: TitleIX@fusd.net; and 504 Coordinator: Associate Superintendent, Student Services, at 9680 Citrus Avenue, Fontana, CA 92335; (909) 357-5000, extension 29194; email: 504Coordinator@fusd.net.

Declaración de No Discriminación

El Distrito Escolar Unificado de Fontana prohíbe la discriminación ilegal, incluyendo la intimidación discriminatoria, el acoso y el acoso escolar de cualquier persona basándose en la ascendencia real o percibida, color, discapacidad física o mental, condición médica, raza, etnia, religión, estado parental, civil y familiar, género, expresión de género, identidad de género, información genética, estatus migratorio, nacionalidad, identificación de grupo étnico, edad, embarazo, parto, interrupción del embarazo o lactancia, incluyendo condiciones médicas relacionadas o recuperación, origen nacional, sexo, estereotipos sexuales, características sexuales, orientación sexual o asociación con una persona o grupo que posea una o más de estas características reales o percibidas.

Para preguntas o quejas, contacte al Oficial de Cumplimiento de Equidad: Superintendente Asociado, Servicios Estudiantiles, en 9680 Citrus Avenue, Fontana CA 92335; (909) 357-5000, extensión 29194; Correo electrónico: TitleIX@fusd.net; Coordinadora del Título IX: Directora Ejecutiva, Recursos Humanos Certificados, en 9680 Citrus Avenue, Fontana CA 92335 (909) 357-5000, extensión 29045; correo electrónico: TitleIX@fusd.net; y Coordinador de 504: Superintendente Asociado, Servicios Estudiantiles, en 9680 Citrus Avenue, Fontana, CA 92335; (909) 357-5000, extensión 29086; Correo electrónico: 504Coordinator@fusd.net

ACADEMICS

PROGRESS REPORTS AND REPORT CARDS

Progress reports dealing with your performance and academic achievement will be calculated at each mid-quarter. Grades will be given at the end of each quarter and semester. ONLY semester grades are part of your permanent record.

ACADEMIC RECOGNITION

The administration and staff of Wayne Ruble proudly recognize the academic achievement of all students in various ways and at various times throughout the school year. Recognition may come in the form of certificates, trophies, special field trips, assemblies, t-shirts, and/or prizes.

HOMEWORK

The assignment of academic work to be completed outside of the regular school day is an integral part of the educational experience. Students who fail to complete homework hinder their success and their learning opportunities for their class. Students should expect homework in all courses. The length of the time a student will spend on homework will vary.

MAKE-UP WORK

An absence from school (including field trips and school activities) does not excuse you from your responsibilities to complete class work. If you are absent, you are expected to find out what you missed from your teacher and make up that work.

ACADEMIC DISHONESTY

Intentionally using or attempting to use unauthorized materials, information, or study aids, including *text messages* and/or *taking pictures of an exam, etc.* is prohibited in all classes and could result in teacher disciplinary action and/or academic consequences.

*FUSD requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill which the student does not possess. It involves any attempt by a student to substitute the product of another, in whole or in part, as the student's own work. This policy covers all school-related tests, quizzes, reports, class assignments, and projects.

Cheating

- Obtaining information from another student during an examination
- Communicating information to another student during an examination
- Knowingly allowing another student to copy one's work
- Offering another person's work as one's own
- Using an unauthorized electronic device to solicit, transmit, or search for answers
- Taking an examination for another student or having someone take an examination for oneself
- Sharing answers for a take-home examination unless specifically authorized by the teacher
- Using unauthorized material during an examination

- Altering a graded examination or assignment and returning it for additional credit, under the pretense that the teacher made an error
- Having another person or a company do the research and/or writing of an assigned paper or report
- Misreporting or altering the data in laboratory or research project

Plagiarism

- Plagiarism is to present the ideas, words, or creative product of another as one's own. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.

Instruction, Interventions, and Academic Supports

Wayne Ruble Middle School believe that strong instruction, timely support, and meaningful enrichment help every child grow. This section outlines what families can expect and how to partner with us to support student success.

Progress Reports, Report Cards, and Grade Monitoring

Families receive progress reports and report cards according to the District's official academic calendar. These reports provide important information about a student's academic progress, attendance, and performance.

To support timely access to student information, the District uses Q ParentConnection as the primary platform for viewing:

- Current grades
- Attendance records
- Progress reports
- Report cards

Report cards are no longer mailed home. Families can access and download report cards directly through Q ParentConnection once they are released.

Families are encouraged to check Q ParentConnection regularly to stay informed about their student's progress and to contact their school site if they need assistance accessing the system or have questions about academic records.

Teachers share grading practices, homework expectations, and communication methods at the start of the year. Families receive progress reports and report cards according to the district calendar and can monitor grades and attendance in Q ParentConnection. Report cards are no longer mailed home; they are available on Q ParentConnection.

- Homework provides practice, review, and enrichment of classroom learning. Teachers will share specific expectations.
- When no homework is assigned, students are encouraged to read and practice basic math facts at home.

- Parents can support by creating a quiet, consistent space for homework each evening.

Multi-Tiered Support System

We use a multi-tiered system of support to identify and address academic needs. This includes:

- Reviewing multiple measures (state tests, district benchmarks, classroom performance)
- Providing targeted support during the school day, with occasional before/after-school sessions
- Monitoring progress and adjusting supports as needed

Families will receive updates through ParentSquare, email, phone calls, and teacher conferences. Please keep your contact information current.

How families can help:

- Respond to ParentSquare messages and confirm attendance for support sessions
- Encourage daily, on-time attendance—intervention depends on consistent participation
- Reach out to your child’s teacher or the office with questions; translation services are available

Note: California law requires schools to identify students at risk and offer remedial instruction (Ed. Code §§ 48070–48070.5).

Student Success Team (SST)

The SST process is an essential early intervention tool that helps identify and address academic, behavioral, or social-emotional challenges before they become long-term barriers to success.

The SST is a team of educators and support staff who meet to:

- Review a student’s progress based on teacher input, classroom data, and family concerns
- Recommend strategies, program adjustments, or targeted interventions
- Monitor outcomes and adjust supports as needed

Parents are active partners in the process and are invited to participate in SST meetings to share insights and collaborate on solutions. Students who are not meeting grade-level expectations will receive support during the school day.

This process ensures that every student has access to the help they need, and it often serves as the first step before considering more formal evaluations or services.

Parent Conferences

Parent-teacher conferences are held during the first semester for all students and provide a valuable opportunity to discuss academic progress, behavior, and support needs. Families are

strongly encouraged to attend, as collaboration between home and school is key to student success.

If you wish to meet with your child's teacher outside the scheduled conference window, please contact the school to arrange a time. Conferences with school administration can also be scheduled as needed.

For questions or concerns about your child's progress, start by speaking with their teacher. Most issues can be resolved through direct communication. If further support is needed, the teacher may recommend a meeting with administration or additional services.

Enrichment Programs, Clubs & Student Activities

We offer a variety of enrichment activities that support creativity, leadership, wellness, and academic growth. Programs may include arts, STEM, fitness, clubs, and leadership development.

Some enrichment is built directly into the school day, while others are offered before or after school through Expanded Learning or school-sponsored programs.

How to Participate

- Look for sign-ups in ParentSquare, school newsletters, or contact the front office
- Some programs require a permission slip and regular attendance to maintain enrollment
- Students are expected to participate respectfully, responsibly, and consistently

These opportunities help students explore interests, build skills, and connect with peers in a positive and engaging environment.

Academic Progress, Grading & Promotion Policies

Families receive four updates each year: one progress report and one report card per semester. Ongoing grade and attendance information is available in Q ParentConnection.

If you need help accessing Q or updating your contact information, contact the front office. You may request a conference with your child's teacher at any time.

Promotion & Retention:

Promotion decisions are based on multiple measures, including classwork, assessments, and growth. Retention is considered only after interventions and progress monitoring. If your child is identified as at risk, you will be contacted early to collaborate on a support plan.

You may meet with the teacher or principal to review data and discuss options. If you disagree with a retention decision, an appeal process is available. (Ed. Code § 48070.5)

ATTENDANCE

School attendance is the single most important factor in school success.

State Law requires schools to account for all student absences. Valid excuses include the following:

- Illness
- Visitation to a medical office, clinic, doctor, or dentist
- Funeral of immediate family member
- Quarantine of the home

Parents may call the Attendance Office at 357-5530, Ext. 36209. A 24-hour message phone will record your message. Please give the following information:

- The student's first and last name and grade
- The date(s) he or she was or will be absent
- The reason for the absence
- Your name and a phone number where we can reach you.

If you cannot call, please send a note with your child. The note should contain the same information as above and be turned in to the attendance office before school starts. All absences must be cleared within three (3) days, or they will become full day trancies and/or unexcused absences.

Perfect attendance includes no blemishes on the student's attendance record including tardies or missed period(s).

Leaving Campus Early: Students must remain on campus unless signed out through the Attendance Office or Health Office by a parent or guardian with a valid excuse. **All parents or guardians MUST present a picture ID and be listed in our computer system as a legal parent/guardian to check out a student.**

CHANGE OF ADDRESS OR OTHER IMPORTANT INFORMATION

Please keep the Records and Enrollment Clerk informed of any changes in name, address, home or work numbers, and emergency numbers throughout the year. It is very important that the school have a phone number where you can be reached in case of an emergency. ***It is the parent or guardian's responsibility to give us any personal information updates.***

Education Code 48260 – Truancy Definition: Any pupil subject to compulsory education or to compulsory continuation education who is absent from school without a valid excuse **3 FULL DAYS** in one school year or **tardy or absent for more than any 30 minute period during the school day** without a valid excuse or on three occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance supervisor or the superintendent of the school district. Upon the fourth truancy within the same school year, the pupil shall be classified a **HABITUAL TRUANT**.

Wayne Ruble Middle School's tardy policy is meant to emphasize the importance of punctuality and attendance to class. **It is not the intent of Wayne Ruble Middle School to punish students who become ill or have family emergencies. Perfect attendance includes no tardies or missed periods of class.**

Classroom Tardy Policy:

- Passing period is 5 minutes. When the second bell rings students are expected to be in their seat or lined up at the door (depending on the teacher policy).
- **Teachers WILL NOT let any student out of class for the first ten (10) minutes of the period.**

No Excuses.

- Locker rooms are always off-limits unless a student has P.E. scheduled that period. Students are not to keep books and/or homework in lockers during the day.
 - If a student is kept after class, the teacher will call the student's next teacher or write a note informing them that the student will be late.
 - ALL STUDENTS OUT OF CLASS DURING THE PERIOD MUST have a pass from their assigned teacher (or substitute teachers), counselor, administrator, or other qualified member of the WRMS office staff.
- **FIRST PERIOD TARDIES:** *Teachers will continue to use the tardy policy as listed above.* Students who arrive more than 15 minutes late to school are truant and will be sent to the attendance office for a pass and documentation. Continued truants will be referred to SART (Student Attendance Review Team). Parents will be given written notification about the SART process. This process is a very serious legal procedure that attempts to solve the problem or referring the parent/guardian and student to SARB (the Student Attendance Review Board) where a citation may be given.
 - Per California Ed. Code section 48260, any student tardy in excess of 30 minutes will be considered absent, and any student who is absent from school without a valid excuse for three (3) or more days will be considered truant.

- Teachers will be responsible for tardies 2 through 8. All remaining tardies will be dealt with by an administrator.

2nd Tardy	Teacher warning and document for future reference in Q Visits.
3rd Tardy	Teacher warning and document for future reference in Q Visits. Parent contact.
4th Tardy	Teacher discipline (detention or other consequence). Parent contact. Enter in Q Visits. Counselor visit. Enter in Q
5th-8th Tardy	Teacher discipline (detention or other consequence). Personal <u>call</u> home to the parent. Everything documented under Q Visits.

After the 8th tardy, teachers may choose to write a behavioral referral and an administrator will give out consequences such as but not limited to:

- | |
|--|
| <ul style="list-style-type: none">• Lunch reflection, contact home• After School Work Program (ASWP), contact home by administrator.• Alternative Learning Center (ALC), contact home by administrator• SOAR Saturday School or alternate discipline, contact home by administrator.• Mandatory parent/administrator meeting, additional disciplinary steps. |
|--|

- **Administrator discipline described for tardies is a guide only and may be changed at the discretion of the assigning administrator.**

Tardy Sweeps: There will be tardy sweep lockouts throughout the school year. During a tardy sweep, late students will be instructed to report to the Quad where they will receive an immediate disciplinary consequence.

RESTROOM POLICY

Students are responsible for keeping restrooms clean and orderly. Students are expected to use the restrooms **before school, and during the five-minute passing period** between classes. Teachers value every opportunity to work with students in the classroom and routinely issuing restroom passes disrupts the instructional process. **Only in an emergency may students use the restroom during class time and only with a valid pass. Students using the restroom without a pass will be considered truant. Students are not allowed to use the restrooms during the first 10 minutes or the last 10 minutes of class.**

BEHAVIOR

Education Code 48908: All pupils shall comply with the regulations, pursue the required course study, and submit to the authority of the teachers of the school.

C.C.R. Title 5, Sec. 300: Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (Reg. 77, No. 39)

STUDENT EXPECTATIONS

- Come to school on time. (suggested that students be here 15 minutes prior to school starting)
- Come to school prepared to learn: this includes necessary materials for success
- Follow directions of ALL school personnel
- Use school property correctly and treat all property with respect.
- Respect the rights and the property of others.
- Respect the environment; pick up trash.
- Walk in an orderly and quiet manner on the walkways.
- Keep hands, feet, food, and objects to themselves.
- Not spray any chemical, cologne, perfume, hair spray, scented body lotion, or scented deodorant on any other student, teacher or any school property of a student or teacher without the permission of that student or teacher
- Behave in a manner that will bring pride to the school and the community
- Dress in accordance with the Wayne Ruble Middle School Dress Code
- Avoid any violations of California Education Codes which are grounds for suspension and/or expulsion
- Maintain high moral and ethical standards
- Deliver ALL school related information to parents/guardians on the same day it is issued

STUDENT ARRIVAL EXPECTATIONS

- Be courteous to all community members that live around the school
- Once on campus, do not leave without permission

ON-CAMPUS EXPECTATIONS

- Treat everyone with respect and dignity
- Walk while on campus
- Not riding bikes, scooters, or skateboards on campus
- Will wear a helmet for protection when riding e-bikes, bikes, scooters or skateboards
- Not loiter during passing periods
- Not using any item which disrupts normal activities or is not necessary for classroom instruction
- **Not use any electronic devices while on campus during normal school hours – cell phones, IWatch, etc. without specific permission from the classroom teacher**
- Not be allowed to bring or receive party/celebration balloons or flowers. If balloons or flowers are brought to school, they will be brought to the office and kept until the end of the school day
- Refrain from inappropriate, public displays of affection
- Not getting into verbal or physical altercations
- Stay away from altercations and not instigate any further problems
- No energy drinks consumed on campus (Monster, Bang, Red Bull, etc.)

CLASSROOM EXPECTATIONS

- Arrive to and be prepared for class BEFORE the tardy bell rings
- Follow directions
- Give everyone the right to learn by not being disruptive
- Not wasting time and staying on task
- Complete and turn in all assignments on time when requested
- Be courteous to all classmates
- Always use appropriate language
- Using their student handbook
- Make up any work missed when absent
- Follow each teacher's specific behavior guidelines
- Not using cell phone, or anyone else's, unless given explicit directions to do so by a teacher/administrator.

LUNCHTIME EXPECTATIONS

- Eat food and remain in designated areas
- Wait patiently in lines and not cut in front of classmates
- Not litter and will clean up after themselves. Trash cans are located throughout campus
- Not buy food or drinks after the bell has rung
- Go directly to the food lines and not wait until lunch is almost over
- Not take food or drink outside of the designated eating areas

- Not use their personal cell phone, or anyone else's, unless given explicit directions to do so by a teacher/administrator.

EXITING CAMPUS EXPECTATIONS

- Not loiter on campus and/or in local businesses
- Represent Wayne Ruble with pride by respecting local homes and businesses
- Observe all school and bus rules
- Follow all directions given by the supervising adults
- Use crosswalks
- Wait for parents/guardians at the front of the school, if being picked up

BICYCLES, E-BIKES, SKATEBOARDS, AND SCOOTERS

When riding a bicycle, e-bike, skateboard, or scooter to and from school, students must obey all traffic rules, signs, and signals, and cross streets only at crosswalks and intersections. Helmets must be worn while riding a bike, skateboard, or scooter. It's the law.

- When students arrive at school, they should dismount their bikes, skateboards, or scooters in front of the school and walk them to the bike rack.
- Students must lock up their bikes, skateboards, or scooters. Although the school takes safety precautions, it is not responsible for stolen bikes, bike parts, or damaged bikes. Riders must have their own individual bike locks.
- When leaving school, students should walk their bikes, skateboards, or scooters to the street before riding. Riding bikes, skateboards, or scooters on school grounds is not allowed. Rollerblades are not permitted on campus.

Students must follow these guidelines to avoid consequences and possible loss of privileges.

DISCIPLINE

Discipline consequences are based on individual incidents. The final decision is at the discretion of the administrators. All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. The purpose of the student discipline policy at Wayne Ruble Middle School is to maintain an educational environment conducive to learning and to protect the safety and health of all pupils. Teachers, campus supervisors, and all other Wayne Ruble Middle School staff members will assist in encouraging students to follow the rules and regulations of the school, the district, and the laws of the State of California.

*Please note: **Students who are in the front office writing What Happened statements either as a witness, alleged victim or perpetrator are TO REFRAIN from contacting parents via text or phone call until the administration has had an opportunity to fully investigate the incident at hand.***

OTHER MEANS OF CORRECTION

- **Counseling** – Student will be counseled by different staff members regarding choice of behavior.
- **Time-Outs** – Student will be asked to go to a different classroom to finish the period.

- **Detention** – Student will have to stay after school with the teacher for minor misbehavior. Detention may be up to one hour in length. Parents must have 24 hour notice.
- **Lunch Reflection** – Students will get lunch and report to a designated spot for behavior reflection discussion.
- **Alternative Learning Center** – Students will be assigned to ALC for one to six periods for continuous behavior violations in lieu of suspension.
- **After School Work Program (ASWP)** – Students will stay after school for a maximum of one hour doing campus beautification.
- **Classroom Suspension** – After attempting to correct behavior by other means, the teacher can suspend a student from class for a total of two periods: The day of the incident and the following day.
- **Saturday School** – Students will be required to attend school on Saturday for four hours to make up time lost during the regular school day.
- **Suspension** - Students will be required to stay home under parent/guardian supervision from one to five days for Education Code violations.
- **Expulsion** - Students are removed from all schools of the Fontana Unified School District for serious Education Code violations.

Penal Code 628.5 Pupils Right to Attend Safe Schools: The Legislature hereby recognizes that ALL pupils enrolled in the California public schools have the inalienable right to attend classes on campuses that are SAFE, SECURE, and PEACEFUL.

During Suspension the following conditions apply:

1. Students must be under Parent/Guardian supervision.
2. Students may not be near or enter any school campus, nor may students participate in any school activity.

Electronic devices and accessories, i.e. Cell phones, earbuds, AirPods, etc., may not be used, visible or audible at any time between 8:00 a.m. and 2:42 p.m.

FUSD Cell Phone and Electronic Devices Policy for TK-8

To promote a focused and engaging learning environment, students are expected to be fully present in their classes and school activities. This policy establishes guidelines for student use of cell phones and electronic devices during school hours. It is designed to minimize distractions, support student engagement, and ensure compliance with school safety and communication protocols. The following outlines the expectations for cell phone and electronic device use, which will be reviewed with students and parents annually.

Use Restrictions

Students may bring cell phones and electronic devices to school; however, these devices must be powered off and stored out of sight from arrival until departure, except when explicitly authorized by school personnel for instructional purposes or in the event of a life-threatening emergency. All non-emergency communication must be routed through the school office.

Classroom and Emergency Use

- Cell phones and electronic devices may only be used in classrooms when explicitly authorized by the teacher for educational purposes. Students should refer to the teacher's course syllabus.

Definition of Educational Purposes

"Educational purposes" refers to the use of electronic devices under teacher supervision for activities that directly support instructional goals. Examples include:

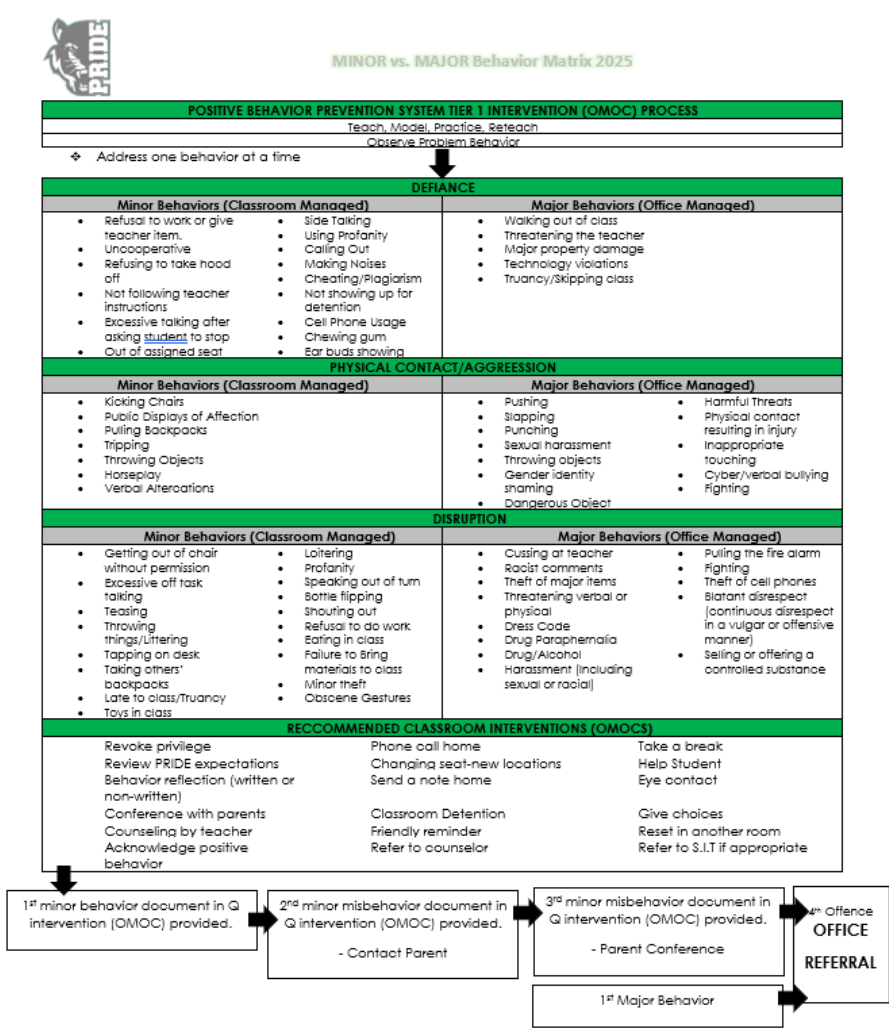
- Accessing digital textbooks or learning platforms (e.g., Microsoft Teams, School Email)
- Taking notes, conducting research for class assignments or projects
- Using educational apps or tools (e.g., calculators, language learning apps, coding platforms)
- Viewing teacher-approved instructional videos or multimedia content
- In the event of a life-threatening emergency, students may use their personal devices only ***if school staff are not present or immediately available to respond.***
- Whenever possible, emergency communication should be coordinated through school personnel to ensure an accurate and timely response. A life-threatening emergency is defined as any situation in which a person's life is in immediate danger—such as severe injury, serious medical conditions (e.g., seizures or loss of consciousness), or active threats like fire or violence—requiring urgent action.
- Parents who need to reach their child during instructional time should call the school office. Staff will coordinate communication to minimize disruptions.

Consequences for Classroom Use of Electronic Devices

All confiscated electronic items are to be turned into the office.

- Teacher makes personal phone calls to the parent/guardian advising them that their child will pick up the item from the office.
- If an administrator deems it necessary for the device to be picked up by someone other than the student, only a parent or guardian may pick up the electronic device. The parent or guardian must be on the student's primary contact list.
- Parent/guardians may pick up electronic devices anytime during school business hours, which are 7:30 a.m. to 4:00 p.m.
- If a student refuses to give up their electronic device, security will be called and the student will be taken to the office along with a discipline referral, which will lead to further consequences.

WAYNE RUBLE MIDDLE SCHOOL DISCIPLINE MATRIX



Parents/Caregivers, students, and staff should use this matrix as a guide to understand consequences as they apply various infractions and/or violations. Any or all consequences up to and including warnings and counseling listed above may be applied for any offense, depending upon the severity and the circumstances. It is important to recognize that this information serves merely as a guide of what *may* happen with the understanding that the *final* decision is at the discretion of the administration. All consequences are subject to change

based on the facts collected during the investigation of each case.

Parent contact may include phone calls to parents, parent meetings, parent conferences with school personnel and/or teachers, or intervention team meetings.

Supporting Student Well-Being

For support or referrals, please reach out to:

Staff	Role	Email
Ms. B	School Counselor	
Mr. Zaragoza	School Counselor	
Ms. Flores	Climate and Culture Coach	

At Wayne Ruble Middle School, we recognize that student well-being is foundational to academic and personal success. Whether a student is navigating challenges or simply needs someone to talk to, our school counselors and Climate and Culture Coach are here to help. They serve as key resources for students and families seeking support or referrals to additional services. If you're unsure where to start, connecting with a counselor is a great first step.

Support Services

Counseling services are available to all students and may be requested by families, staff, or students themselves. Support may include:

- Classroom lessons on empathy, conflict resolution, and emotional regulation.
- Small-group sessions focused on friendship, problem-solving, and managing emotions.
- Short-term individual counseling for personal, academic, or social challenges.
- Referrals to outside providers for longer-term or specialized support.

Counselors also collaborate with teachers and families to support student success and may participate in school-wide initiatives that promote mental health and wellness.

Confidentiality & Safety

Student privacy is respected in all counseling interactions. Counselors clearly explain the limits of confidentiality, especially in situations involving safety concerns such as harm to self or others. In such cases, appropriate steps are taken in accordance with district policy to ensure student safety and well-being.

Crisis Response Protocols

In the event of a crisis or traumatic incident affecting the school community, Wayne Ruble Middle School follows established district crisis response protocols. These procedures are designed to provide emotional support, maintain safety, and restore a sense of stability for students and staff. Counselors may offer individual or group support, coordinate with district crisis teams, and assist families in accessing additional resources.

Requesting Support

Families, students, and staff are encouraged to seek support whenever needed—whether for academic concerns, emotional challenges, or social issues—by contacting the school counselor or Climate and Culture Coach directly via email, phone, or in person. Support can also be requested through the school office, teacher referrals, or student self-referral. If you're unsure where to begin, our counselors and Climate and Culture Coach are excellent starting points; they can listen, provide guidance, and help connect you with additional resources or referrals to outside services when appropriate. Open communication and collaboration are key to ensuring students receive timely and personalized care

FONTANA UNIFIED SCHOOL DISTRICT Student Rights & Responsibilities

The mission of Fontana Unified School District is to graduate all students prepared to succeed in a changing world. This can only be accomplished through a partnership between Fontana Educators, Parents, and Students. We, the students at Fontana Unified School District, understand the active role we must play in order for this to be a successful partnership. As part of this intertwined relationship, there is an expectation regarding the quality of our experiences in FUSD.

ALL STUDENTS HAVE THE RIGHT:

- to be treated equally with proper respect by their peers, teachers, support staff, and administrators.
- to attend a safe campus that creates an effective learning environment.
- to healthy, fresh food for breakfast and lunch.
- to receive guidance regarding college and career expectations as well as what needs to be done to meet those requirements.
- to ask questions, get clarifications, and seek help regarding topics of instruction.
- to equal access to resources including interventions, tutorials, and credit recovery programs.
- to participate in activities/sports for which they qualify.
- to receive an unbiased education and have the full cooperation and support of teachers.
- to express themselves in a way that doesn't disrupt learning or school activities.
- to be excused from class at appropriate times to use the restroom (10/10 rule).
- to have a second chance to be successful in a school environment.

ALL STUDENTS HAVE THE RESPONSIBILITY:

- to come to school every day, on time, and prepared to learn in every class.
- to respect everyone and the role they play as students, teachers, support staff, and administrators.
- for their own behavior and keeping the campus clean.
- to pay attention in class and ask questions when you don't understand something.
- to strive to maintain at least a 2.0 GPA.

DRESS CODE STANDARDS

Parents/Guardians/Caregivers have the primary responsibility for students complying with the District Student Dress Standards. Students will be given "loaner" clothing or will be asked to remain in the Main Office until new clothes are brought to them. The standards below apply to all students. Students will adhere to the following dress standards:

1. Shoes or sandals must be always worn. Sandals must have a strap on the back. Bedroom slippers and other footwear without solid soles are not allowed. No heels over 1 inch.
2. Clothing, headwear, backpacks and jewelry shall be free of tagging, pictures, or any other insignias, symbols, or emblems which are crude, vulgar, profane, symbolize violence, alcohol, drugs or suggest any sexual act which is illegal or hazardous to one's health.
3. Clothing, headwear, backpacks and jewelry that advocates racial, ethnic, or religious prejudice or the use of drugs, tobacco, alcohol, or weapons is prohibited.

4. Hoods, hats or any head garments are not to be worn in the classroom unless for religious reasons.
5. No bandanas (used as headbands, wristbands or ankle bands), hairnets, or nylon stocking beanies/caps are allowed.
6. Any garments, headwear, or accessory displaying emblems of outside clubs or gang affiliations are not acceptable and will be confiscated.
7. Any article of clothing, headwear, or jewelry that can be construed to have a “double meaning” is prohibited.
8. Clothing **must cover all undergarments**, on all students.
9. No muscle shirts, undershirts, backless blouses, halter/tube tops, and sports bras/exercise tops are allowed on campus. Blouses/tops **MUST** have **two** shoulder straps (NOT SPAGHETTI STRAPS) and cover the entire midsection.
10. See-through, or fishnet fabrics must have a garment other than underclothing underneath. Excessively revealing clothes are not allowed (cut-outs, low cut tops).
11. Shorts and skirts must be of sufficient length to completely cover the buttocks.
12. Excessively baggy pants are not acceptable. Pants must be worn over the hips for both males and females.
13. No pajama tops, bottoms or onesies. No blankets.
14. PE Uniforms may only be worn during PE class.
15. In case of questionable dress not covered in the rules above, a site administrator will make a final decision.

FONTANA UNIFIED SCHOOL DISTRICT BULLYING/CYBERBULLYING POLICY, NOTICE, AND PREVENTION

STATEMENT OF POLICY ON BULLYING/CYBERBULLYING

The Fontana Unified School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of a person's disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within a District school.

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 an administrator, teacher, 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, or through the We Tip Hotline at 1-855-86- Bully (1-855-862-8559).

Students who engage in bullying/cyberbullying on campus, traveling to or from school, at school activities, or in a manner otherwise related to school attendance, shall be subject to school district disciplinary procedures. A student shall be subject to school district disciplinary action for off-campus expressions (including via electronic means), when such expressions are obscene, libelous, or slanderous, or when such expression poses a threat to the safety of other students, staff or school property, or disrupts the educational program. Education Codes 32261(f) (g), 48900, 48900.2, 48900.3, 48900.4, 48910, 48911, 48915, 48915.5, 48918, 48918.5

INVESTIGATION

The principal or designee shall promptly investigate all complaints of bullying or sexual harassment. The student 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. The school administration shall investigate the accusation and shall determine appropriate action.

TRANSFER REQUEST

A child that has been reported as the victim of a violent offense or bullying 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 any school site or the Office of Child Welfare and Attendance located at 9680 Citrus Avenue, Building #B Fontana, CA 92335.

Bullying may also occur through the Internet or other forms of technology. This is known as [cyberbullying](#). It is sending or posting hurtful material. [Board Policy 5131.2](#)

CONSEQUENCES

There are clear consequences for bullying and if a student is found to be bullying, he/she can expect some of the following to happen:

- Written records kept on the behavior.
- Stern warning accompanied by a formal letter to the student and parent
- Monitoring of behavior
- Consultation with parent/guardian
- Detention and community service
- Counseling/behavior modification programs
- Loss of school privileges
- Suspension from school—resuming only on the condition that a formal contract is signed, undertaking to cease all bullying behavior.
- Expulsion

FONTANA UNIFIED SCHOOL DISTRICT

SEXUAL HARASSMENT

Sexual Harassment EC 200, 212.5, 212.6, 230 and 48900

Sexual Harassment is not tolerated in the programs operated by the Fontana Unified School District. A written policy regarding sexual harassment is available at your child's school and is a part of any orientation for new students and is posted and distributed to all employees. Education Code limits disciplinary sanctions for sexual harassment as to students in grades K-3, but does not exclude students enrolled in grades K-3 from the protection of the District's sexual harassment policy and complaint procedures.

To report any violations of the above policy, please contact:

Title IX: For student and employee violations contact the Director of Certificated Personnel, (909) 357-7600, ext. 29045

Civil Right: For student violations contact the Associate Superintendent of Teaching and Learning, (909) 357-7600, ext. 29194

Civil Right: For employee violations contact the Associate Superintendent of Human Resources, (909) 357-7600, ext. 29046

The responsibilities include:

1. Coordination and oversight of all sexual harassment complaints to ensure consistent district-wide practices and standards in addressing sexual harassment complaints, and
2. Monitoring District actions in response to allegations of sexual harassment including maintaining a confidential record keeping system of allegations of sexual harassment made by students and employees.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment

3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

ADDITIONAL INFORMATION

Schedule Changes: Wayne Ruble Middle School Guidance Technicians will enroll students into courses. They will try to schedule students into the courses they have requested; **HOWEVER, THIS IS NOT ALWAYS POSSIBLE.** Schedule changes will be made only within the given timelines (see student bulletin and/or postings) and **ONLY** for the following reasons:

- 1) Missing a course needed
- 2) A missing period
- 3) A duplicate course
- 4) Discretion of the school administrator

THERE WILL BE NO “TEACHER SHOPPING” OR SCHEDULE MATCHING. Any request made after the given deadlines may require a parent/teacher/administrator meeting prior to the change being considered. Schedule change requests are just that – a request. The request does not mean that a change will be granted.

VISITORS

In order to ensure a safe and well-supervised campus, Wayne Ruble Middle School requires **all visitors to sign in with the office and provide identification to visit any part of the campus.** Student visitors are not allowed on campus during the school day unless part of a designated field trip. Adult visitors must register with the office immediately upon arriving on campus. All adult visitors must have the WRMS Visitors' Pass visible at all times. All visitors are expected to leave promptly when their business is completed.

ITEM DROP OFF

We value the importance of an uninterrupted classroom. If your student has forgotten an item or you have dropped something off for them in the front office, the student must come up and check for the item during passing period or lunch.

Parents wishing to meet with any teacher about their student are to notify the school a minimum of 24 hours prior to the meeting. Parents must check in with the front office and receive a visitor's pass. No teacher will meet with any parent who has not checked in at the office first. **Parents wishing to sit in on their child's classes** must arrange a date/time with the teacher. Teachers cannot allow unannounced visitors into the classroom on campus due to safety/security issues.

ID Cards

ID cards are a **MUST**. ID cards are issued to all students free of charge at the beginning of the school year and **MUST** be always carried with them. If the original card is lost or stolen, replacement cards must be purchased at the student's expense for \$3.00. These are issued at the Student Store. ID cards will be used for the following:

- Checking out textbooks, paying fines, or purchasing items
- Checking into school-sponsored activities (i.e., dances, volleyball/basketball games)
- Verifying identity for students out of class

ALL students MUST have a valid Wayne Ruble Middle School picture ID card throughout the year

FUNDRAISING

All campus fundraising must be done through approved Wayne Ruble ASB clubs only. The law expressly forbids fundraising for outside organizations or for individual profit; violators will be disciplined. Only fundraising activities with Wayne Ruble ASB approval are allowed. If a student violates these terms, **THE ITEMS AND MONEY WILL BE CONFISCATED AND DONATED TO THE SCHOOLS ASB FUND. PARENTS WILL BE NOTIFIED.**

YEARBOOK

The excitement of the school year is captured in the traditional middle school keepsake. Wayne Ruble Middle School's official yearbook will be offered during fall presale activities. There may be extra copies available in May at an increased price, but there are no guarantees. **BUY EARLY!** Yearbooks can be purchased from ASB. The school is not responsible for damage or loss to the yearbook once the student who purchased it gains possession of that item; at that point, the yearbook becomes the property of the student, and the student is responsible for that item from that point on.

ACTIVITIES

Dances, Intramural Sports, and ASB sponsored activities. Activities at WRMS are a privilege, as such the following rules apply:

- Only WRMS students may attend activities.
- Students are to remain at the activity until the end, unless their parents pick them up early. For the sake of safety and supervision, **students must be picked up within 15 minutes after the activity ends.** If they are walking, they must walk straight home. Police may be called to assist in taking remaining children to their homes. Students may be denied participation in the next activity if pick-up is later than 15 minutes.
 - If district transportation is used, student must ride to and from the event on the transportation provided (no private pick-ups).
 - Students are expected to follow **all school rules** and behave accordingly.
 - Students will be placed on a No-Go list that will exclude them from activities for any of the following offenses:
 - Violation of rules during prior activity
 - Class suspension– 2 or more days
 - Administrative Detention – 4 or more days
 - School suspension (on campus or off campus) – 1 or more day

- All students who are NOT on the No-Go list may attend the activity.

DANCES

The following are rules that apply to all Wayne Ruble Middle School sponsored dances:

- Students and parents are required to abide by the conditions set forth in the Code of Conduct for each event.
- *All* students must have a Wayne Ruble Middle School ID card.
- Students must clear all outstanding fines, fees before purchasing tickets.
- Poor attendance and/or behavior may prevent a student from attending a dance.
- Students **MUST** be present at school the day of the dance.
- All school rules will be in effect and must be followed.
- Any student that needs to leave early, must be picked up by the parent at the door.
- Wayne Ruble Middle School staff members and chaperones may ask any student to leave if they are causing a disturbance.
- The Wayne Ruble Middle School administration reserves the right to refuse attendance and/or entry to a dance.

Health Services:

- Located in the Administration Building
- Open during regular school hours
- Health clerk is available each day of the week from 7:30am until 3:00pm
- School nurse visits one or two days a week

Special Note: Students who are ill or injured **MUST** have a pass from their teacher **BEFORE** going to the health center. No visits allowed during passing periods.

Medication: The administering of medications in school is limited and controlled by law – Title 20-AMRSA, 254 (5), 4009 (4) – and is specifically addressed by the school board. Medication is administered through the nurse's office only. You may not carry any type of over the counter or prescribed medication. If you need to take medication throughout the day, please take the medication to the nurse's office to be logged in. The nurse will then explain the procedures of taking medication.

Education Code 11753.1: Pupils that are required to take medication during the regular school day as prescribed for them by PHYSICIAN may be assisted by the school nurse or other designated personnel if the school district receives:

- A written statement from such a physician detailing such medication amount, and time schedule by which such medication is to be taken
- A written statement from the parent or guardian of the pupil indicating the desire that the school district assists the pupil in the matters set forth in the physician's statement
- Medication must be brought in a container with the student's name, physician's name, the name of the medication, dosage, and time to be administered clearly labeled
- The same directions apply for over-the-counter medication such as Aspirin, Tylenol, and Midol.
- Students may not carry any medication on their person without prior approval
- Students should not offer any medication to others

Students should be referred to the nurse's office for the following reasons:

- Rashes (impetigo, ringworm, rubella, contact dermatitis)
- Pediculosis (head lice)
- Conjunctivitis (pink eye or red, itchy, watery eyes)
- Sore throat, fever, and/or other infectious diseases
- Obvious physical injuries

Special Note: Current immunization records and compliance are required as a condition of enrollment.

Wellness Policy: A complete description of the district wellness policy can be found at: <http://www.fusd.net/district/schsupport/specprograms/wellness.stm>. The policy recognizes the link between student health and learning. A major component of the policy outlines the new nutritional standards for foods and beverages sold to students during and immediately after the school day, including sales from vending machines, student stores and fundraisers; these nutritional standards also apply to any food or beverages offered to students during celebrations, classroom parties and as rewards. **Students may not chew gum or eat candy on campus!**

High Heat Procedures: Physical education classes conducted during high heat will include limited activity or will be held indoors.

Lunches: School tray lunches are available in the cafeteria. A wide variety of a la carte items are also available. Breakfast is available each morning. Free and reduced breakfasts and lunches are available for all students. Applications are renewed annually.

Lunch Deliveries – The front office will not accept delivery of food for students from Door Dash, Uber Eats, etc.

Please note: To help keep our campus clean and litter-free, students will be required to eat in the designated lunch area. Trash must be deposited in the proper containers before exiting the lunch area. **No food or drinks are allowed in the classrooms!**

Physical Education: Our physical education program allows each student the opportunity to participate in a variety of activities. Lockers are assigned for use during PE class only. The student is required to purchase his/her own P.E. clothes for \$30: \$15 for each item. Students are required to dress in their P.E. uniforms **every** day and to change back into their regular clothes when P.E. is over. Students **should not** wear their P.E. clothes to school. Also, because of safety issues, wearing jewelry during P.E. **is not** permitted. ***Please note:*** To prevent theft, locker combinations should not be shared among friends.

- Students are not permitted to retrieve items from their locker during periods in which they do not have PE.
- Students must wait until after the school's instructional day is concluded (2:42, M/T/Th/Fr or 1:00 on Wednesday's) to be able to retrieve an item from their PE locker.

Personal Property: Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school makes reasonable efforts to protect all personal

property **but is not responsible for it.** Large sums of money and articles of value, including electronic devices, are not to be brought to school grounds.

Please note: All types of toys, finger skateboards, cell phones, PSP's electronic video games, laser pointers, cameras, etc. and/or non-educational items **are not allowed on campus.** These items will be taken away. Confiscated items need to be picked up in the office by parent/guardian **only.** Items will not be released to emergency contacts.

Campus Security Video: There are multiple video cameras in operation daily on campus. For questions regarding campus security videos please contact the office.

Emergency Drills: In the event of a fire drill or a disaster drill, students will be evacuated to the area pre-assigned by their teachers. If the alarm sounds before school begins, they are to report to the area of their **First Period** teacher. If the alarm sounds during passing period, they are to report to the class they are **coming from** and if the alarm sounds after school, they are to report to their **Sixth Period** teacher.

Telephone Use: Students will only be allowed to use the office telephone in an emergency (this is determined by an administrator), or 20 minutes after they are dismissed from school. Any arrangements for transportation to and from school, rehearsals, detentions, field trips, dances, etc., should be made in advance.

Please note: For their safety, students should be picked up **promptly** after school. We do not have staff on duty for student supervision beyond the end of the school day.

Office: Students are not permitted to loiter in the office before and after school. During inclement weather, students may wait in the library or in their classroom if supervision is available.

Pets on Campus: Pets are not permitted on campus for any reason.

Services Animals: Service animals are permitted on campus for those students who have the proper documentation and have been cleared through Risk Management.

Field Trips: Field trips may be offered at various times during the school year. Parents will be notified in advance of activities and will be required to sign a permission slip to allow student participation.

Volunteers: Wayne Ruble Middle School needs parents, grandparents, and friends to volunteer in the classrooms, library, on field trips, etc. Please contact your child's teacher, or the office, if you are interested in volunteering your services.

Student Use of Technology: Students will receive many opportunities to use technology on campus. Prior to accessing the internet, students will be required to sign a Student Internet Acceptable Use Policy. Parents, if your student receives this form, please sign and return to the front office ASAP! For more information please contact the office.

Video Recording: Please be reminded that camcorder, cell phones and any other recording devices do not belong at school. It is strictly prohibited to video tape/record in classrooms, on campus,

in restrooms, locker rooms, etc. Finally, students are to also be reminded that posting videos to social web sites (Facebook, Snapchat, Instagram, YouTube, etc.) can be viewed as a violation of privacy and students are to refrain from such actions.

Buses: All questions regarding transportation should be directed to the district transportation office at (909) 357-7510. The Transportation Dept. requests that students observe the following:

- Student ID cards must be presented along with the valid Fontana Unified School District Bus Pass
- No eating, drinking, or profanity on the bus
- Follow ALL the bus driver's instructions
- Always exercise standards of safety
- All school rules apply from pick-up to drop-off

FAILURE TO FOLLOW BUS RULES MAY RESULT IN BUS RIDING PRIVILEGES BEING REVOKED

Pedestrians: Students are reminded to use the crosswalks when crossing the streets. Parents are asked to use extreme caution and observe all posted traffic and safety signs. All vehicles are to yield to Bus Zones in the North parking lots. Parents are NOT to drop off or pick up students in these designated areas before or after school.

Personal Means of Transportation: Bicycles, scooters or skateboards should be secured in the bicycle racks by a padlock and are not to be ridden on campus. The Fontana Unified School District Board of Education does not and cannot assume any responsibility for accidents or injuries to students riding their bicycles.

Lost and Found: There are no general lockers. **The PE and/or band lockers must not be used to store your textbooks and/or other personal belongings.** All textbooks are to be carried by the student. Students are responsible for their own property and should not allow other students to watch their things. Personal items should NEVER be left alone. We recommend that large amounts of money and expensive jewelry or electronic items not be brought to school. All lost items are taken to the front office discipline clerk. All items that are not picked up by the end of the school year will be donated to charity. **The school will assume NO responsibility for losses.**

Textbooks: Textbooks will be furnished to students at no charge. It is the responsibility of the student to make sure textbooks are not damaged or lost. Students will be held responsible for all fines. In order to receive additional textbooks, all fines must be paid or a payment plan must be arranged. Textbooks left in the classrooms are the responsibility of the student.

Textbook Responsibilities: Each Wayne Ruble Middle School student is solely responsible for all of his/her assigned textbooks. Students should never leave assigned textbooks unattended in classrooms or any place where books might be stolen, exchanged with another student or damaged in any way. Damages include pencil or ink markings, torn covers, bent corners, deliberately torn pages, water, gum, food damage, hi-lighting, missing barcode, excessive wear, etc. Each student will

be fined according to the severity of the damage. Fines range from \$3.00 to the full price for any textbook that cannot be reissued.

It is also the responsibility of each student to carefully check his/her textbook at the time of checkout for any previous damage which missed being repaired and/or noted.

Extracurricular activities may be restricted by any outstanding textbook/library fines.

Individual Searches: School officials may search individual students and their property including vehicles when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or rules of the district or the school.

Use of Drug-Detection Dogs: In an effort to keep the schools free of drugs, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law and Board policy. The dogs may sniff the air around desks, bags, or other personal items on district property or at district-sponsored events.

Safety Drills

To ensure preparedness, safety drills are conducted monthly in coordination with school police. These drills train staff and students to respond appropriately to various emergencies, including natural disasters, fires, and armed intruder situations. It is essential that all students understand and follow procedures promptly and calmly during drills and actual emergencies.

Disaster Preparedness

Each school in Fontana Unified School District maintains a disaster plan to respond to major emergencies such as earthquakes, floods, fires, or chemical spills. In the event of a disaster, students will remain at school and will only be released to parents or individuals listed on the student's emergency contact form. It is critical that families return updated emergency contact forms each year and notify the office immediately of any changes to phone numbers or authorized contacts.

General Evacuation Procedures

Evacuation plans are posted in a visible location in every classroom.

Students will:

- Follow all directions given by teachers and staff during an emergency.
- Remain with their assigned class and evacuate to the designated assembly area as directed.
- Return to the classroom using the same route used for evacuation after the all-clear signal is given (bell or announcement).

Teachers will:

- Take attendance once students reach the designated evacuation area to ensure all students are accounted for.
- Report any missing or extra students to administration immediately.

The school will:

- Release students only to individuals listed on the student's emergency contact file.
- Notify parents/guardians via automated phone call or other district communication systems when conditions allow.

Lockdown Procedures

In the event of police activity near or on campus, a lockdown may be initiated by school police and site administration. During a lockdown, students and staff take immediate action to protect themselves from harm. The perimeter of the school is secured by law enforcement, and communication with the public is managed by the Fontana Unified School District Police Department. The school will not release information during or immediately after a lockdown; all updates will come directly from the district police. Please direct any questions or concerns to the Fontana Unified School District Police Department.

In the event of a lockdown:

- Immediately enter the nearest classroom or secure area.
- Do not leave the room until instructed by authorized personnel.
- Stay away from windows and doors.
- Avoid using cell phones or electronic devices to keep communication lines open for emergency responders.

Emergency Drills & Reunification Procedures

Our school follows a comprehensive safety plan and conducts regular emergency drills—including fire, earthquake, and lockdown drills—in coordination with school police. These drills help ensure that students and staff know how to respond quickly and safely in the event of a real emergency.

In the event of an actual emergency, families will receive instructions through official communication channels such as ParentSquare, phone calls, and email. To ensure a safe and orderly reunification process, please follow these guidelines:

- Do not come onto campus until directed by school or district officials.
- Bring a valid photo ID to the designated reunification site.
- Students will only be released to authorized adults listed on their emergency contact form.

It is essential that families keep their contact information up to date and return emergency forms promptly at the beginning of each school year. Only individuals listed as emergency contacts will be allowed to pick up students during a crisis.

UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE

For stakeholders including students, employees, parents/guardians of its pupils, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Fontana Unified School District (FUSD) has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP).

The UCP Annual Notice is also available on our website at www.fusd.net.

The district requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying. The District will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code Sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Accommodations for Pregnant and Parent Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability (LCAP)
- Migrant Education
- Physical Education Instructional Materials
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs • School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

Additionally, any other state or federal education program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the district. A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee. A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of FUSD

Fontana Unified School District will post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, and pupils formerly in Juvenile Court now enrolled in the school district. We advise complainants of the opportunity to appeal an Investigation Report regarding programs within the scope of the UCP to the California Department of Education (CDE). We advise complainants of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state and federal discrimination, harassment, intimidation, or bullying laws, if applicable. Copies of our UCP procedures shall be available free of charge.

UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom operated in any school in FUSD. The notice is in addition to this UCP annual notice and addresses parents, guardians, students, and teachers of (1) health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to Section 1596.7925 of the HSC, and (2) the location at which to obtain a form to file a complaint.

Contact Information

Complaints within the scope of the Uniform Complaint Procedures are to be filed with the person responsible for processing complaints:

Equity Office	Title IX Officer
Associate Superintendent, Student Services	Executive Director, Certificated Human Resources
9680 Citrus Avenue	9680 Citrus Avenue
Fontana, CA 92335	Fontana, CA 92335
TITLEIX@fusd.net	TITLEIX@fusd.net

The above contacts are knowledgeable about the laws and programs they are assigned to investigate in Fontana Unified School District.

A copy of the District’s UCP policies and procedures is available free of charge at the District Office or on the District website: www.fusd.net.