2026-2027 PARENT/STUDENT HANDBOOK

W.J.C Trapp Elementary

PRINCIPAL
Berenice Gutierrez
PROGRAM SPECIALIST
Eddie Tejeda

BOARD OF EDUCATION
Joseph W. Martinez, President
Edgar Montes Vice President
Dakira R. Williams, Clerk
Evelyn P. Dominguez, LVN Member
Dr. Stephanie E. Lewis, Member
Audrey Gonzalez, Student Member

SUPERINTENDENT
Dr. Alejandro Álvarez

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.**

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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 is the home school for about 536 students. We serve students in grades K-5, and we are proud to be an inclusive practices and DLI school.

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. In 2022, Trapp received the California Pivotal Practice Awards for our dedication, creativity and innovation in implementing significant practices during distance learning.

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

Trapp Mission Statement:

The mission of Trapp Elementary School, the high grounds where Timberwolves lead with strength, integrity and respect for diversity, is to ignite and instill purpose in each student to build a foundation that leads to academic achievement, intellectual, social, and emotional growth, through a system distinguished by:

High academic expectations; Inclusive Practices; Safe and inspiring school community; Family and Community partnerships

W.J. C. TRAPP ELEMENTARY SCHOOL

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

Dear Trapp Students and Families,

Welcome to the 2026–2027 school year at Trapp Elementary! We are excited to begin this new academic journey with you and hope your summer was both restful and enjoyable. For over 60 years, Trapp has proudly served the Rialto community—a legacy that reflects our long-standing commitment to educational excellence and student success.

At Trapp, we pride ourselves on creating an inclusive learning environment, maintaining high academic standards, and building strong partnerships between the school, community, and families. Our goal is to ensure that every student feels safe, supported, and inspired to learn. We are dedicated to nurturing independent thinkers and providing opportunities for learning both inside and outside the classroom, fostering not only intellectual but also emotional growth.

This year, we have various new learning opportunities designed to engage and challenge our students. We are committed to inspiring our students to reach their full potential and to develop skills that will serve them throughout their lives.

We believe that family involvement is key to a successful educational experience, and we encourage all of our families to participate, volunteer, and become active members of our PTA. Your support and involvement are invaluable to us and make a significant difference in the success of our school community.

We are thrilled to embark on this new school year with you. Thank you for your continued support and dedication to Trapp. We look forward to a successful and rewarding school year together.

Welcome back to Trapp!

Respectfully,

Berenice Gutierrez
Principal

TRAPP ELEMENTARY SCHOOL
STUDENT CALENDAR

2026-2027

Berenice Gutierrez, Principal

Eddie Tejeda, Program Specialist

JULY 2026

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	

AUGUST 2026

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23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

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27	28	29	30			

OCTOBER 2026

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NOVEMBER 2026

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29	30					

DECEMBER 2026

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13	14	15	16	17	18	19
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27	28	29	30	31		

DISTRICT HOLIDAYS

July 3:	Independence Day
Sept 7:	Labor Day
Nov 11:	Veterans' Day
Nov 26-27:	Thanksgiving Holiday
Dec 24:	Christmas Eve
Dec 25:	Christmas Day
Dec 31:	In lieu of Admissions Day
Jan 1:	New Year's Day
Jan 18:	Dr. Martin Luther King's Day
Feb 8:	Lincoln's Day
Feb 15:	Presidents' Day
May 31:	Memorial Day
June 18:	Juneteenth Holiday

DATES TO REMEMBER

Aug 5:	First Day for Students
Oct 30:	End of 1st Trimester
Nov 23-27:	Fall Break
Dec. 18:	Winter Performance
Dec 21-Jan 11:	Winter Break
Feb 26:	End of 2nd Trimester
Mar 17-26:	Spring Break
Jun 2:	Last Day for Students/ End of 3rd Trimester

MINIMUM DAYS

August	5, 13, 14, 17, 24, 31
September	16, 17, 18, 21, 28
October	5, 19, 30
November	4, 5, 6, 9, 10, 12, 13, 16, 30
December	7, 18
January	25
February	1, 26
March	1, 8, 15, 16, 29
April	5, 12, 19, 26
May	3, 10, 17, 24
June	2

MINIMUM DAY

HOLIDAY/NO SCHOOL

STEP-UP

JANUARY 2027

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						

FEBRUARY 2027

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28						

MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

W.J.C. TRAPP ELEMENTARY SCHOOL
2026 - 2027 BELL SCHEDULE

KINDERGARTEN – 3RD GRADES: 8:00 A.M. - 2:06 P.M. / Minimum Day: 12:58 P.M.
4TH & 5TH GRADES: 8:00 A.M. - 2:16 P.M. / Minimum Day: 1:04 P.M.

REGULAR DAY

KINDERGARTEN (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 – 11:05	**Lunch**	**25 MIN**
11:05 -11: 20	*Recess*	*15 MIN*
11:20- 12:45	Instruction	85 MIN
12:45 – 1:00	*Recess*	*15 MIN*
1:00 – 2:06	Instruction	66 MIN

1st GRADE (296 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 – 11:25	**Lunch**	**25 MIN**
11:25 - 11:40	*Recess*	*15 MIN*
11:40- 1:05	Instruction	85 MIN
1:05 – 1:20	*Recess*	*15 MIN*
1:20 – 2:06	Instruction	46 MIN

2nd GRADE (296 Instr. Min.)

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	*Recess*	*15 MIN*
9:40 – 11:20	Instruction	100 MIN
11:20 – 11:45	**Lunch**	**25 MIN**
11:45 – 12:00	*Recess*	*15 MIN*
12:00 – 1:05	Instruction	65 MIN
1:05 – 1:20	*Recess*	*15 MIN*
1:20 – 2:06	Instruction	46 MIN

3rd GRADE (296 Instr. Min.)

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	*Recess*	*15 MIN*
9:40 – 11:40	Instruction	120 MIN
11:40 – 12:05	**Lunch**	**25 MIN**
12:05 – 12:20	*Recess*	*15 MIN*
12:20 – 1:05	Instruction	45 MIN
1:05 – 1:20	*Recess*	*15 MIN*
1:20 – 2:06	Instruction	46 MIN

4th GRADE (321 Instr. Min.)

8:00 – 10:00	Instruction	120 MIN
10:00 – 10:15	*Recess*	*15 MIN*
10:15 – 12:00	Instruction	105 MIN
12:00 – 12:25	**Lunch**	**25 MIN**
12:25 – 12:40	*Recess*	*15 MIN*
12:40 – 2:16	Instruction	96 MIN

5th GRADE (321 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 – 12:45	**Lunch**	**25 MIN**
12:45 – 1:00	*Recess*	*15 MIN*
1:00 – 2:16	Instruction	76 MIN

INCLEMENT WEATHER LUNCH SCHEDULE

10:40 – 11:10	Kindergarten
11:00 – 11:30	1st Grade
11:20 – 11:50	2nd Grade
11:40 – 12:10	3rd Grade
12:00– 12:30	4th Grade
12:20 – 12:50	5th Grade

MINIMUM DAY

KINDERGARTEN (243 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 – 12:58	Instruction	98 MIN

1st GRADE (243 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 – 11:40	**Lunch**	**40 MIN**
11:40 – 12:58	Instruction	78 MIN

2nd GRADE (243 Instr. Min.)

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	*Recess*	*15 MIN*
9:40 – 11:20	Instruction	100 MIN
11:20 – 12:00	**Lunch**	**40 MIN**
12:00 – 12:58	Instruction	58 MIN

3rd GRADE (243 Instr. Min.)

8:00 – 9:25	Instruction	85 MIN
9:25 – 9:40	*Recess*	*15 MIN*
9:40 – 11:40	Instruction	120 MIN
11:40 -12:20	**Lunch**	**40 MIN**
12:20 – 12:58	Instruction	38 MIN

4th GRADE (249 Instr. Min.)

8:00 – 10:00	Instruction	120 MIN
10:00 – 10:15	*Recess*	*15 MIN*
10:15 – 12:00	Instruction	105 MIN
12:00 – 12:40	**Lunch**	**40 MIN**
12:40 – 1:04	Instruction	24 MIN

5th GRADE (249 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 – 1:00	**Lunch**	**40 MIN**
1:00 – 1:04	Instruction	4 MIN

6/11/2026

PARENT-TEACHER ASSOCIATION

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

100% of your membership fee goes back to programs for students. We support field trips, assemblies, on-campus activities, reading programs, PBIS prizes, and much more. As a member, you get voting rights in elections and discounts from our partners, and you join the biggest group in the state lobbying for education rights and advocacy. Please support your child's education by joining today. For any questions related to PTA, please email: wjctrapppta@yahoo.com

How to Join, Sign in:
https://jointotem.com/ca/rialto/w-j-c-trapp-elementary-pta

2026-2027 PTA BOARD

Ariana Ramirez, President
Corrina Esquibel, Vice President
Edna Mendoza, Secretary
Silvia Gallegos, Treasurer
Saray Vizcarra, Historian
Perla Ramos - Communications

2026-2027 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 the meeting times listed below. The PTA meeting will be hybrid; you are welcome to join in person or virtually via Google Meet. **Video call link: https://meet.google.com/muh-drcn-fim**

DATE	MEETING TYPE	TIME
August 11, 2026	Executive Board	6:00 p.m.
September 18, 2026	Executive Board	6:00 p.m.
October 13, 2026	Executive Board	6:00 p.m.
November 10, 2026	Executive Board	6:00 p.m.
December 8, 2026	Executive Board	6:00 p.m.
January 12, 2027	Executive Board	6:00 p.m.
February 9, 2027	Executive Board	6:00 p.m.
March 15, 2027	Executive Board	6:00 p.m.
April 13, 2027	Executive Board	6:00 p.m.
May 11, 2027	Executive Board	6:00 p.m.

BECOMING A PARENT VOLUNTEER

DEFINITION OF A VOLUNTEER:

A school volunteer is a person willing to take time to share their wisdom and experiences with those on the threshold of the future: our students. By working under the direction of school leaders, a school volunteer helps to expand and enrich our students' learning experiences.

There are two types of volunteers: Level 1 and Level 2. The level is determined by the type of contact a volunteer will have with students.

LEVEL 1 VOLUNTEER—A Level 1 Volunteer may have direct student contact with students' supervision. These volunteers have contact with students at school events, field trips, and excursions, usually as chaperones. Any overnight field trip requires that a volunteer be at least 21 years of age.

LEVEL 2 VOLUNTEER—A Level 2 Volunteer may contact students but is under "the direct" supervision of a District employee (classified or certificated) on campus at the discretion of a site administrator.

TO BECOME VOLUNTEER, YOU MUST COMPLETE THE FOLLOWING:

- Volunteer Application and Mandated Reporter Training.
- Have a negative TB (tuberculosis) test clearance taken within 60 days of initial service and every four years thereafter.
- Undergo a background check and fingerprinting through the District's Personnel Department and "Livescans" system. **LEVEL 1 ONLY**.

Click on the link below, complete the application, and submit it to the school for Principal's approval. Applicants need to also complete a Tuberculosis (TB) test (administered within the last 60 days), and have completed Mandated Reporter training for the given school year. Once the application, TB test, and training are complete, call Human Resources at (909) 820-7700 ext. 2400 to schedule a fingerprint appointment.

https://www.rialto.k12.ca.us/service-areas/human-resources/employment

MANDATED REPORTER TRAINING

https://mandatedreporter-keenan.safeschools.com/register/bc89575b

SCAN ME

PROCEDURES AND INFORMATION

ARRIVAL TIME:

Students in grades Kindergarten—5th may arrive at school no earlier than **7:15 a.m.** Students may report to the main playground no earlier than 7:45 a.m. **All students who arrive on campus before 7:45 a.m. must report to the cafeteria. The first bell rings at 7:45 a.m. All students must be in classrooms by 8:00 a.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 Kindergarten - 3rd is 2:06 p.m., and 4th-5th grade is 2:16 p.m. Minimum Day dismissal for grades Kindergarten - 3rd is 12:58 p.m. and 4th-5th grade is 1:04 p.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 who 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.

DROPPING OFF ITEMS FOR 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. **Per district guidelines we will no longer be able to receive third party deliveries (Ubereats, GrubHub, DoorDash, Postmate etc.).**

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 in our parking lot. ***Please only use 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 the Rialto Police Department. Vehicles with a current handicap placard can park in the designated handicap parking spots or along the blue curb.*** Parking is limited on our campus. Parents/guardians are encouraged to drop off students between 7:15 and 7:45 a.m. as the parking lot is much less crowded then. Students must go to the multipurpose room if they are dropped off before 7:45 a.m. 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 in the drop-off lane and watch your student get to the classroom, as this will slow 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 the front gate, please park your vehicle in the parking lot.
- Please cross your students in the designated crosswalk area inside our parking lot and refrain from walking them across the drop-off and pick-up lanes.
- For student safety, do not drop off in the merging or outside lane. It is dangerous and increases the risk of an accident.

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.
- Kindergarten Parents: Park in designated areas only. Do not leave your car unattended in drop-off/pick-up lanes. Pick up students from the classroom.

Additional Information

- Left turns are not allowed when exiting the parking lot.
- Vehicles are not allowed to park on Riverside Ave. in front of the school, as doing so limits visibility for parents exiting our parking lot.
- Vehicles parked in front of the school may be towed away.
- Please do not park in the preschool parking lot, as it does not allow preschool parents to drop off or pick up their students in a timely manner.

  Please remember that we have overflow parking available at Sunrise Church.

SAFE WALKING AND BICYCLING ROUTES TO SCHOOL:

Students must follow safe walking and bicycling procedures at all times. They must 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 with 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 and **wear helmets 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 will 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 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:

Parents can request to visit classrooms with a minimum of 24-hour notice. The principal must approve before any classroom visit.

SCHOOL SUPPORT GROUPS:

Our Parent-Teacher Association (PTA), School Site Council (SSC), African American Parent Advisory Council (AAPAC), and English Learner 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 assistant and school staff provide first aid for minor scratches/injuries. If a child has a temperature of 100.4 degrees or higher or vomits, he/she will be sent home. Children may return to school after being fever-free for 24 hours without medication and improving all symptoms. The health office relies upon the student's online information to contact parents regarding their child's health. *Please keep the emergency information in ParentVue current.*

HEAD LICE:

If a child has head lice, the parents/guardians are called and instructed about treatment. The child cannot return to school until the school health office clears him or her and finds him or her free of active head lice.

MEDICATION:

State law forbids any student from having medication in his/her possession on school property. This includes all over-the-counter medicines such as aspirin, cough drops/syrup, ointments, etc., and 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 the correct procedure.

STUDENT MEDICATIONS--RIALTO UNIFIED SCHOOL DISTRICT POLICY:

I. Medications will be given to a student only upon 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 the medication is in a prescription labeled container.
III. Medical conditions that require frequent monitoring, testing, and treatment may be performed by designated site personnel, a 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, 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:
Electronic games or tablets of any kind or size should not be brought to school. See page 20 for additional information.

NOTICES SENT HOME/ PARENT SQUARE:
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 read the school marquee 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 use the Parent Square App to help send messages to parents. Text messages will automatically be sent to parents/guardians added to our student system (Synergy). It is recommended that the Parent Square App be downloaded, as text message settings can be updated. We also post flyers on our **Instagram page @trapptimberwolves.**

LOST AND FOUND ITEMS:
Please put your child's name on all personal items 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 whenever 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

INTRA/INTERDISTRICT TRANSFERS:
Students attending Trapp Elementary on an approved intra/inter-district transfer must abide by the transfer agreement. If listed conditions are not met, intra/inter-district transfers may be revoked. Conditions include behavior, citizenship, punctuality, and attendance.

EMERGENCY PREPAREDNESS:
Trapp Elementary practices monthly fire drills, 3 earthquake/disaster drills, and 3 active shooter/lockdown drills throughout the year. All person's 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.

CELEBRATIONS IN CLASSROOMS:
In order to be compliant with the standards set by the USDA, certain food items are no longer to be given to our students during the school day and up to 30 minutes after school. Please **do not bring cupcakes, candies, sugary juice drinks, etc., as they are no longer permitted to be served to students** unless they comply with the food and beverage restrictions set by the USDA, as well as state and local regulations. The District's Wellness Policy and Board Policy are available at www.rialto.k12.ca.us, on the Nutrition Services' web page. Please contact the school office for more information if needed.

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. and 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 if you need to justify the absence, please call the office.

LATE ARRIVALS
Students who arrive after 8:00 a.m. should report directly to their classroom, where the teacher will mark them tardy. Students arriving after 8:30 AM must be escorted to the office by a parent or guardian. A tardy slip will be issued, and the reason will be recorded on Synergy.

REPORTING STUDENT ABSENCES:
When your child is absent from school, you must immediately notify the office by calling (909) 820-7912. We request you follow up on your telephone call with a written note to your child's teacher. If the school does not hear from you, you will receive a phone call inquiring why your child was absent. If your child is scheduled to be out for 5 days or more, you can request a short-term Independent Study contract. Independent Study agreement must be approved by all parties (administrator, teacher, parent, and student) before absences. For more information, please call the office.

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 the District School Attendance Support Panel (SASP). SASP comprises the Rialto Director of Attendance, a representative of the Rialto Police Department, a representative from 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. To ensure your students' academic success, please make sure your students arrive at school on time every day.

SART /SASP PROCESS:

Parents are notified by letter (mail) of absences. The first two letters are notifications of excessive absences to remind families of the importance of regular, on-time attendance. If attendance issues are unresolved, parents will be notified with a third letter that the student has 9 absences. The third letter will include the SART appointment. **A School Attendance Review Team (SART)** meeting will be required. At the meeting, a contract is signed by the student (*student signature will be optional*), parent(s), and administrator. If attendance continues to be problematic, a referral will be made for a **Student Attendance Support Panel** (**SASP**) meeting.

BREAKFAST AND LUNCH PROGRAMS

All Students enrolled in the Rialto Unified School District qualify to receive free breakfast and lunch through the CEP program. 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 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 and C, calcium, iron, fiber, cholesterol, and saturated fats. Calories from fat on all school menus will not exceed 30% as averaged weekly. The cafeteria staff looks forward to providing the students and staff with healthy choices to ensure 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 can be assigned regularly, usually Monday-Thursday. There may be long-term or short-term assignments designed to emphasize critical thinking skills, practice skills taught in the classroom, and 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 daily 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 from the parents, students, 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 that 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 to complete homework.
H. Homework should be tailored to individual needs when possible.

HOMEWORK – STATE RECOMMENDATIONS:

Class time shall be conserved for learning activities that 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 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.
- Homework will extend reading, writing, and thinking experiences in literature, history, math, science, and fine arts.
- 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:

Trimester 1: Attendance, Accelerated Reader, and SEL/PBIS Awards
Trimester 2: Attendance, SEL/PBIS Awards, Accelerated Reader and Academic Awards
Trimester 3: Attendance, SEL/PBIS Awards, Accelerated Reader and Academics Awards

Exceptional Attendance Awards Each Trimester:

Platinum Certificate (0 absences, no more than 2 tardies per trimester)
Gold Certificate (1 absence, no more than 2 tardies per trimester)
Silver Certificate (2 absences, no more than 2 tardies per trimester)
*Step Up during the trimester will account for attendance make-up.
*Students with more than five tardies and/or early release in any trimester will be disqualified for attendance awards.
*Only certificates will be provided for recognition of attendance each trimester.

SEL/PBIS Awards:

Leader of the Pack
Timberwolf of the Week

Academic Awards:

Rising Timberwolf = combination of Ps and APs (P= proficient, AP= approaching proficiency)
Pride of the Pack = predominantly Ps and 1 or 2 APs

Leader of the Pack: Classroom teachers select two students to be honored as Student of the Month for outstanding academic or citizenship achievement. These students are honored during our Friday Honor Howls and can select a prize from our PBIS rewards store.

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 such as: academic achievement, improvement and citizenship.

President's Award for Educational Achievement: This award is given to 5th-grade students only. The students must demonstrate proficiency in grade-level standards for the last trimesters of 4th and 5th grades. It is presented to students during the fifth-grade promotion.

Academic Achievement Awards—Grades 1-5:

Students in grades 1-5 may be given awards in the following areas if they meet the requirements: citizenship, most improved in reading, writing, and math.

Academic Achievement Awards—Kindergarten:

The following awards are given to kindergarten students who meet requirements: ABC Club, Footsteps to Brilliance, 100 Sight Words, Counting Club.

SCHOOL LIBRARY

The library will be open before school from 7:45 a.m. until 8:00 a.m. and after school from 2:16 p.m. – 2:40 p.m. for parents' and teachers' use. Parents/guardians may

check out up to five 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 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 students may check out one book at a time; while first through 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 month. 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.

· Graffiti	$ 5.00
· Marks on book	$2.00-$8.00
· Ripped / or torn off barcode	$5.00
· Cover or spine damage	$10.00
· Excessive wear	$3.00-$10.00
· Water damage	$20.00

Replacement cost will be charged if the book is destroyed and cannot be recirculated.

Responsibility for Loaned Computing Devices Assigned to Students

RUSD may hold a family liable of any minor who willfully cuts, defaces, or otherwise injures any property of RUSD, or fails to return any property of RUSD upon demand of RUSD, for all damages caused by the minor. (See, Board Policy 6161.2, Damaged or Lost Instructional Materials, dated September 25, 2019 and Education Code 48904.) RUSD property includes the Loaned Equipment, which parents will be charged $650 for lost or broken devices. In lieu of the charge, up to 20 hours of community service may be completed.

Fee Schedule For Devices and Accessories

Replacement cost of laptop device $650.00
Laptop power supply $35.00
Laptop protective case $16.00
Replacement cost of iPad devices $250.00
Hotspot/Hotspot Charger $30.00/$5.00

ACADEMIC SUPPORT SERVICES AND PROGRAMS FOR STUDENTS

TITLE I:
The Title I program are funds from the federal government allocated to school districts to support students (in the core content areas) in meeting the state's rigorous academic achievement standards. A portion of the Title I funds is allocated for Parental Involvement activities. These activities will include an annual Title I meeting, academic workshops in reading and math, and parent workshops.

STRUCTURED ENGLISH IMMERSION (SEI)/ENGLISH LANGUAGE DEVELOPMENT (ELD):
These classes/programs are for students identified through state criteria (ELPAC) as being Limited English Proficient. These students are placed with teachers who hold a CLAD or BCLAD certificate. Students receive a minimum of 30 minutes of designated ELD instruction and integrated ELS throughout the day to support their English Language Development.

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 2nd-grade students are tested for GATE with parent permission. Students in grades 3-5 must be recommended by the classroom teacher or parent to be tested.

SPECIAL EDUCATION:

TRAPP is committed to providing students with disabilities access to high-quality instruction in the least restrictive environment (LRE). Students with mild to moderate disabilities receive special education services and support through inclusive practices, including co-teaching within the general education classroom, as appropriate to each student's Individualized Education Program (IEP).

In a co-taught classroom, a general education teacher and Education Specialist work collaboratively to support all students. Both educators share responsibility for planning, instruction, assessment, and student progress while using their individual areas of expertise to meet diverse learning needs.

Co-taught classrooms include students with and without disabilities learning together as part of the same classroom community. Through collaboration, differentiated instruction, accommodations, and specialized support, our educators work to ensure that all students have meaningful access to grade-level curriculum and opportunities to learn, participate, and succeed.

DUAL LANGUAGE IMMERSION PROGRAM (DLI):
The dual language immersion program is a form of education in which students learn content and develop literacy in two languages. The Dual Language Immersion Program in the Rialto Unified School District will provide instruction in English and Spanish.

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 12:15 a.m. Lunch is offered to students attending STEP-UP, if prior arrangements are made. It is a great opportunity to enjoy enrichment activities while developing skills in mathematics, Language Arts, science, social studies and enrichment. Students may clear absences by participating in the STEP-UP program.

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 the 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 not to 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 the distribution of pornography, severe cyberbullying, 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

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

"Big Three"

1. Clothing must cover and conceal undergarments; no private parts, including midriff, should be visible.
2. Appropriate shoes must be worn at all times.
3. Clothing, backpacks, and accessories must be free of images and content that are sexually suggestive, depict drugs, alcohol or tobacco use, firearms, gang-related images, or other illegal activities.

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

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

Policy 5132: Dress And Grooming
Original Adopted Date: 08/25/1999 | Last Revised Date: 10/09/2019 | Last Reviewed Date: 10/09/2019
The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that present a health or safety hazard or is likely to cause a substantial disruption to the educational program.

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

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.
(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)

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

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

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

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

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.
Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. 5144 - Discipline)

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

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

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

Uniforms
The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, Board Policy Manual Rialto Unified School District, and/or student safety. The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance at school if their parents/guardians decide to do so. (Education Code 35183)

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

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 that 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 EXTRACURRICULAR 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 support necessary to sustain that behavior. It is not a curriculum; it is a framework for systems to identify needs, develop strategies, and evaluate practice toward success.

School-Wide Expectations

	Hallway	Cafeteria	Playground	Bathroom
Be Safe	- Stay to the right of the walkway - Stay clear of safety circles - Walk directly to destination	- Eat only your food - Sit correctly at assigned tables - Walk entering & exiting - Wait for permission to leave	- Freeze when bell rings - Walk to line up spot when told - Play on play structure appropriately -Wash/sanitize hands before and after	- Walk in & out - Keep hands, feet & objects to yourself - Wait your turn
Be Responsible	- Go straight to your destination & return promptly - Keep hallways clean - Stay in designated areas	- Stay in ABC order in line - Use both hands to hold the tray - Clean up your tray & area	- Follow school rules for sporting activities - See a teacher for a pass when assistance is needed - Return equipment to ball rack	- Flush the toilet before exiting - Turn off water when done - Return to class promptly
Be Respectful	- Voices at level 0-1 - Keeps hands and feet to yourself - Stay on walkways	- Stand quietly - Keep hands & body to yourself - Follow directions the first time - Talk using inside voices	- Allow all to participate - Follow teacher instructions the first time - Keep hands & feet to yourself	- Throw trash into containers - Quiet voices - Practice privacy

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
- 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 to talk across the table or across the room
- Listen and follow directions of the cafeteria helpers
- Display your 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 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.**
- During lunch and recess, all students will remain on the playground and are not to roam the hallways, or go to the parking lot, or any area that does not have adult supervision. Sidewalks are off-limits.
- 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 their hands and feet to themselves at recess and 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.
- When the recess bell rings, all games cease immediately, and students are to be off the turf area and standing on the blacktop. Students will freeze until the whistle is blown. Equipment will be **carried** by hand (not bounced, kicked, thrown, etc.) to the equipment area and placed there. Drinking fountains and restrooms need to be used before 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 RULES

1. **Bench areas** can be used to chat with friends, read a book, color, and play board games with peers. Please do not stand on the benches.
2. **Playground balls** may only be kicked on the grass area.
3. **Basketballs** are only used to play basketball and are not to be kicked.
4. **Play Structure:**
   (a) Take turns going up the play structure.
   (b) Take turns using the different parts of the play structure.
   (c) Keep flow in one direction, towards the slides.
5. **Slide Portion of Play Structure**
   (a) No jumping or sliding head first.
   (b) Slide down on your bottom only, and do not climb up the slide.
   (c) One person at a time on each slide.
6. **Restrooms** are for bathroom needs only. They are not a place to socialize.
7. Students must get a drink of water and use the restrooms during recess, not after the bell rings.
8. Students need to use only playground equipment purchased by the school. Students are not allowed to bring their own balls.
9. Students are not allowed to roam the hallways or go to classrooms to ask if the teacher needs help. All students must be in the playground area.
10. **Freeze bell:**
    (a) All students must stop all activities and step off the turf area when the bell rings.
    (b) When the whistle is blown, please line up in your designated area.

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 on a swing.
3. Wait in line for your turn--the line waits on the blacktop.
4. Take 30 swings (up and back is one swing), then let the next person in line have a turn.
5. No jumping off of swings.
6. No pushing people on swings. (**Only teachers may help children learn to swing).**
7. There is no sideways swinging, over the rail, and twisting or twirling in swings.
8. Swings are to be used safely and carefully.

TETHER BALL

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

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 when 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. The player gets two chances to do this correctly; otherwise, they will be out.
2. Each player hits the ball in order so that it strikes the ground, then the backboard, and lands in the court. That player is out if the ball fails to do those things in order. The next player may choose to hit the ball before it lands on the ground or after it bounces once.
3. A ball that bounces on the white line is a fair ball. If the ball bounces outside 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 the handball court.

The first person in line acts as the umpire in calling players out, and **THEIR 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 to rotate 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 their position, and thereby, the line of rotation moves up. Errors include the following:
   a. Failing to hit a ball that lands in the player's square.
   b. Striking a ball that lands in another player's square.
   c. Striking a ball overhand or sidehand.
   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 a 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 the runner is "tagged out" or "thrown out." The runner is tagged out if the ball is in the hands of the fielder, and the fielder tags the runner with the ball. **The fielder may not throw the ball at the runner to get the runner out.** The runner is thrown out if the base the runner is headed toward is touched by a fielder possessing the ball.
5. Each successful run to home plate scores 1 point.

BEHAVIOR EXPECTATIONS/DISCIPLINE

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, the 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 administrator

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.

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

Student Discipline/Suspension- Education Code 48900

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

. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. Please note that with the passage of AB 424 no one has the authority to grant permission to possess a firearm on school grounds.

. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

. Committed or attempted to commit robbery or extortion.

. Caused or attempted to cause damage to school property or private property.

. Stolen or attempted to steal school property or private property.

. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.

. Committed an obscene act or engaged in habitual profanity or vulgarity.

. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

. (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

l. Knowingly received stolen school property or private property.

. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

. 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.

. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

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

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

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

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

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

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

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

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

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

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

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

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation”

means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cybersexual bullying.
(II) For purposes of this clause, “cybersexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
(III) For purposes of this clause, “cybersexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age or for a person of that age with the pupil’s exceptional needs.
(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the campus.
4. During, or while going to, or coming from, a school-sponsored activity.
(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age-appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.
(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Sexual Harassment EDC 48900.2

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

Hate Violence EDC 48900.3

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

Harassment EDC 48900.4

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

Terroristic Threat EDC 48900.7

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

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

<u>Recommendation for Expulsion: Education Code 48915</u>

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

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

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

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

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

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

A. Robbery or extortion.

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

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

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

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

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

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

d. The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

1. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
3. Is not housed at the school site attended by the pupil at the time of suspension.

e. Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

f. The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

. As used in this section, the term "explosive" means "destructive device," as described in Section 921 of Title 18 of the United States Code.

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, the 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 Service, 909-421-7609
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 mutual respect, tolerance, and acceptance among students and staff.

The California Department of Education (CDE) has developed and made available to school districts a policy model for the prevention of bullying and 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 the 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 among 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 the 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 an 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 mediator 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 the 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, cyberbullying, 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 have 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 who 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 who 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 of student being bullied/ harassed: _____

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 ☐ Gender ☐ Disability ☐ Other ☐

School Site: _____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
Rev: 3.7.23

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 ensure 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 formal written sexual harassment 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 on 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 Inland Counties Legal Service

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

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 the student's discipline file and on-site discipline log. Also, send a summary of the case to the 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).

UNIFORM COMPLAINT PROCEDURES

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

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

Programs, School Safety and Violence Prevention, and Tobacco Use Prevention Education; unlawful discrimination because of actual or perceived sex, sexual orientation, gender (identity or expression), ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Filing a Complaint under the Uniform Complaint Procedure

1. The complaint must be filed with the Senior Director of Personnel Services no later than six (6) months from the date of the alleged violation(s) of federal or state law or regulations or the date of alleged discrimination or illegal harassment (including sexual harassment) or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his/her designee.
2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate and allows all involved parties to present evidence.
3. The investigation of the complaint will be initiated and completed within sixty (60) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The Senior Director of Personnel Services' determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant's right to appeal the LEA's Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).
5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services' decision through the appeal process by notifying the Board within five (5) days of the Director's decision. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA's decision.
6. Nothing in the District's complaint procedure will preclude the complainant from pursuing other available civil remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.
7. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.
8. If you are alleging that you are a victim of discrimination, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of

his/her right to file a complaint in accordance with 5 CCR 4622. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the District's complaint procedures free of charge, please contact the Senior Director of Personnel Services, Rialto Unified School District, 182 E. Walnut Avenue, Rialto, CA 92376, (909) 820-7700 Ext. 2431.

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:

<u>Education Code</u>
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).

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 parents/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:

CSBA PUBLICATIONS
Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

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 the 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 lifelong 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.

The 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.

RIALTO UNIFIED SCHOOL DISTRICT

EMERGENCY
DIAL: 911

EMERGENCY PROCEDURES

RUSD SAFETY SERVICES & OPERATIONS
OFFICE: (909) 421-7609
DISPATCH: (909) 820-6892

Active Shooter/Lockdown

- **Call 911**
- **Run**: Get into a building, lock and barricade doors, shut off lights, silence cell phone
- **Prepare to Defend**: Be ready to protect and defend yourself using any item available
- **Remain in Place**: Wait for all clear from authorities before evacuating your area

Earthquake

Drop, Cover, and Hold...

- Under a table or desk or against an interior wall until shaking stops (do not stand in the doorway)
- After shaking stops, check yourself and others around you for injuries
- Evacuate, if directed by Emergency Personnel and/or authorized District staff

Bomb Threat

If you receive a Bomb Threat

- Stay calm/pay attention
- Obtain vital information
- Call 911 and provide information

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 with you when you leave
- Leave doors and windows open; do not turn light switches on or off
- Use stairs, not elevators
- Move far away from the building and follow the instructions from emergency responders

Fire/Evacuation

- Call 911
- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities
- Meet at a designated 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 of the handle
S - Sweep from side to side

Medical Emergency

- Call 911 and/or Safety Control Dispatch at (909) 820-6892
- *Remain Calm* - provide comfort to the sick or injured person, if you are able
- Provide name, location, and type of emergency
- Stay on phone for instructions
- Provide first aid, if you are certified
- Follow the directions from the Emergency Personnel
- Move victim *only* if danger is imminent
- Designate a proactive, willing person to meet first responders

Suicide Threat or Attempt

What: When a person makes a verbal or physical gesture to inflict self-harm, follow these steps

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 and listen attentively
3. Get the 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 or possible exposures
- Evacuate the area and/or building
- Wait for all clear indications from Emergency Personnel
- Call RUSD Risk Management at (909) 820-7700 ext. 2110

TO: Parents and Guardians of Students in the Rialto Unified School District

FROM: Lead Agent, Expanded Learning Programs & Safety Innovation Norberto Perez

DATE: July 1, 2024

SUBJECT: CALIFORNIA LAW REGARDING SAFE STORAGE OF FIREARMS

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

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

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

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

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

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

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

● In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.[3]
● Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[4]

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

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

Sincerely,

Norberto Perez

Date published: July 1, 2024
California Department of Education

[3] *See* California Civil Code Section 29805.
[4] *See* California Civil Code Section 1714.3.

W.J.C. ELEMENTARY SCHOOL
2026-2027 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 2026-2027 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:

_____