

# *Student Handbook*

## *2019-2020*



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# WAYNE RUBLE MIDDLE SCHOOL STUDENT GOALS

## SCHOOL MISSION STATEMENT

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

### THE PERKS OF BEING A WILDCAT

#### Wildcat students will be:

##### **Problem Solvers who:**

- Use technology (computers, calculators, etc.) to gather information
- Look for a variety of solutions

##### **Energetic Individuals who:**

- Make healthy choices
- Have a positive attitude and self-worth

##### **Responsible Members of Society who:**

- Participate in local community activities
- Have lifelong goals

##### **Curious Individuals who:**

- Gather information
- Study using a variety of resources

##### **Successful Communicators who:**

- Consider other people's ideas and opinions
- Read, write, speak, and listen carefully



# FONTANA UNIFIED SCHOOL DISTRICT

## Student Rights & Responsibilities

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

### All Students have the right:

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

### All Students have the responsibility:

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

# FONTANA UNIFIED SCHOOL DISTRICT BULLYING POLICY, NOTICE, AND PREVENTION FORM

## **Statement of policy on bullying**

The Fontana Unified School District's policy on bullying or harassment is that it is unacceptable. Bullying is a breach of a student's rights and responsibilities under the laws of the State of California. Every student has a right to feel protected, nurtured and valued.

## **What is bullying?**

Bullying is any willful, conscious behavior intended to hurt another person, either physically, verbally, or by intimidation, isolation or cyber bullying. Bullying is against the law in California.

Cyber bullying is a new form of bullying. It happens over the Internet by computer, cell phone, or other electronic device. It usually involves nasty words or pictures about someone, or spreading lies about the victim to those on the Internet, Facebook, MySpace, and Twitter, which are commonplaces for bullying.

Bullying may take many forms and can include:

- picking on others
- making hurtful and racist comments
- any form of physical violence, such as hitting, pushing or spitting
- suggestive comments or other forms of sexual abuse
- forcing others to act against their will
- verbal threats of aggression against property or possessions
- using put-downs or belittling others' abilities and achievements
- using offensive names or teasing or spreading rumors about others or their families
- acts of vandalism

## **Bullying is a serious issue**

Bullying is not "okay." Do not tolerate bullying—such incidents are too important not to report. A tradition of silence is a barrier to be broken down. As a student, it is not only your right, but also your duty to report bullying, whether it happens to you or to someone else.

## **Who are the bullies?**

Anyone can be a bully—any of us. We all have the capacity and, occasionally, the inclination to be hurtful.

Any person who aims in some way to hurt someone else by causing either physical or emotional pain is a bully. Some bullies do the hurting themselves, some are ringleaders who get others to do their dirty work and some are members of a group. Others unintentionally encourage bullies by being onlookers when bullying occurs; they fail to intervene or report the bullying. Often bullies justify their behavior by saying they were only teasing or having fun. If the person being teased does not like it, or want it, and yet others persist with it, then it is a clear case of bullying. It is cruel and unfair behavior. This behavior is against the rules and law.

## **What can you do if you witness bullying?**

There is a risk that you can become the victim, or be called a tattletale or snitch because you told your teacher or principal that you were a victim of bullying or saw someone being bullied, but you have a duty to tell what happened so the bullying can be stopped. The school wants you to:

- care enough to want to do something.
- intervene, if possible, when the bullying occurs by simply saying “cut it out,” “leave him/her alone,” or “quit it.” This is very useful if you have influence with the bully; for example, you are older, a friend, or are liked by the person violating the rules.
- report the incident to someone as soon as you can (if you cannot help immediately). Your report can be private and confidential. Alternatively, you may wish to make an anonymous report that will advise of an incident, a bully or a victim.
- offer support and friendship to the victim. Encourage the victim to get help through his/her teacher, principal, school security, police or family.

## **What can you do if you are bullied?**

As the victim, you are the one who should take action most strongly:

- Try not to retaliate by becoming a physical or verbal bully yourself.
- Try to ignore the bullying. If you show that you are not upset, the bully may stop.
- Tell the bully to “quit it,” “get lost” or “cut it out.”
- Laugh it off; use humor.
- Don’t be afraid to talk about it with your friends or family.
- Leave the area and go directly to an adult, like a teacher or the principal.
- Establish a friendship network.

## **Consequences**

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

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

Those who bully or harass others are themselves in need of help, with help being behavior modification strategies, counseling and the provision of very clear boundaries.

# A Parent's Guide to Using the Agenda

See why so many parents are enthusiastic about our agenda system. It is a quick, effective way to keep track of what is going on at school. It is not always easy to keep in touch because family life is so busy nowadays, but this is the most effective system we have found.

## **How does my child use the Agenda?**

Students are recommended to write down their assignments and messages every day in each class.

## **What should I do each night?**

We advise that you read and review the **Agenda** each night. Also, ask your child what they did in class to help develop communication skills.

## **What if I have a question for a teacher?**

Space is provided in the **Agenda** for you to write a note to the teacher. Example: *Is it true, Mr. Jones, my son had no math homework this week?*

## **How do I know the teacher saw my question?**

Your child **must** show the note in the agenda to the teacher. The teacher will sign and date the agenda. If it is not signed...the teacher did not see it! Parents are encouraged to communicate with teachers via the student agenda.

## **Parents – We need your help!**

**We value the importance of an uninterrupted classroom. If your student has forgotten an item or you have dropped something off for them in the front office, the student must come up and check for the item during passing period or lunch. We will not send passes to classes to inform students that the item has arrived, so as to maintain the excellent instruction that is the pride of Wayne Ruble.**

## **STUDENT RESPONSIBILITIES**

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

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

### **Code of Conduct**

***ALL STUDENTS MUST CARRY THEIR STUDENT I.D. CARD AND STUDENT HANDBOOK AT ALL TIMES. REPLACEMENT COST WILL BE \$3 FOR I.D. CARD AND \$5 FOR THE HANDBOOK. THE COST WILL BE AUTOMATICALLY CHARGED TO THE STUDENT'S ACCOUNT.***

#### **Wildcat Students are expected to:**

- Come to school on time; be here by 7:25 a.m.
- Come to school prepared to learn; this includes having a 3-ring binder, pen, pencil, paper, and textbook, and all required materials
- Follow directions of ALL school personnel
- Use school property correctly and treat all property with respect
- Respect the rights and the property of others
- Respect the environment; pick up trash
- Walk in an orderly and quiet manner on the walkways – not in the flowerbeds
- Keep hands, feet, food, and objects to themselves
- Not spray any chemical, cologne, perfume, hair spray, scented body lotion, or scented deodorant on any other student, teacher or any school property of a student or teacher without the permission of that student or teacher
- Behave in a manner that will bring pride to the school and the community
- “Dress to Impress” in accordance with the Wayne Ruble Middle School Dress Code
- Avoid any violations of California Education Code 48900 which are grounds for suspension and/or expulsion
- Maintain high moral and ethical standards
- Deliver ALL school related information to parents/guardians on the same day it is issued

#### **Students coming to and arriving at Wayne Ruble Middle School will:**

- Be courteous to all community members that live around the school
- Not leave without permission once on campus

### **Students on campus at Wayne Ruble Middle School will:**

- Stay out of the parking lot during normal school hours
- Treat everyone with respect and dignity
- Walk and not run on campus
- Not ride bikes, scooters, or skateboards on campus
- Will wear a helmet for protection when riding bikes, scooters or skateboards
- Not loiter during passing periods
- Not use any item which disrupts normal activities or is not necessary for classroom instruction
- **Not use any electronic devices while on campus during normal school hours – cell phones, IWatch, etc. without specific permission from the classroom teacher**
- Not be allowed to bring or receive party/celebration balloons or flowers. If balloons or flowers are brought to school, they will be brought to the office and kept until Friday at which time a parent will be required to pick them up. If balloons are brought on a Friday, they will be kept until the following Friday. Any balloons or flowers not picked up on the specified Friday will be thrown away.
- Refrain from inappropriate, public displays of affection
- Not get into verbal or physical altercations
- Stay away from altercations and not instigate any further problems
- Not drink energy drinks

### **Students in the classroom at Wayne Ruble Middle School will:**

- Arrive to and be prepared for class BEFORE the tardy bell rings
- Follow directions
- Give everyone the right to learn by not being disruptive
- Not waste time and stay on task
- Complete and turn in all assignments on time when requested
- Be courteous to all classmates
- Use appropriate language at all times
- Use their student handbook
- Make up any work missed when absent
- Follow each teacher's specific behavior guidelines

### **Students during lunch at Wayne Ruble Middle School will:**

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

### **Students as they leave the Wayne Ruble Middle School campus will:**

- Not loiter on campus and/or in local businesses
- Represent Wayne Ruble with pride by respecting local homes and businesses
- Observe all school and bus rules

- Follow all directions given by the supervising adults
- Use crosswalks
- Wait for parents/guardians at the front of the school, if being picked up

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

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

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

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

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

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

**Academic dishonesty includes, but is not limited to, the following:**

**Cheating**

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

credit, under the pretense that the teacher made an error

- Having another person or a company do the research and/or writing of an assigned paper or report
- Misreporting or altering the data in laboratory or research project

### **Plagiarism**

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

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

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

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

**ID Cards:** ID cards are a **MUST**. ID cards are issued to all students free of charge at the beginning of the school year and **MUST** be carried with them at all times. Students must be able to present the ID card upon request by any Wayne Ruble Middle School staff member. Failure to do so may result in disciplinary action. If the original card is lost or stolen, replacement cards must be purchased at the student's expense for \$3.00. These are issued at the Student Store. ID cards will be used for the following:

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

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

**Fundraising:** All campus fundraising must be done through approved Wayne Ruble ASB clubs only. The law expressly forbids fundraising for outside organizations or for individual profit; violators will be disciplined. Only fundraising activities with Wayne Ruble ASB approval are

allowed. If a student violates these terms, THE ITEMS AND MONEY WILL BE CONFISCATED AND DONATED TO THE SCHOOLS ASB FUND. PARENTS WILL BE NOTIFIED.

**Yearbook:** The excitement of the school year is captured in the traditional middle school keepsake. Wayne Ruble Middle School's official yearbook, will be offered during fall presale activities. There may be extra copies available in May at an increased price, but there are no guarantees. BUY EARLY! Yearbooks can be purchased from ASB.

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

1. Only WRMS students may attend activities.
2. Students are to remain at the activity until the end, unless their parents pick them up early. For the sake of safety and supervision, **students must be picked up within 15 minutes after the activity ends.** If they are walking, they must walk straight home. Police may be called to assist in taking remaining children to their homes. Students may be denied participation in the next activity if pick-up is later than 15 minutes.
3. If district transportation is used, student must ride to and from the event on the transportation provided (no private pick-ups).
4. Students are expected to follow **all school rules** and behave accordingly.
5. Students will be placed on a No-Go list that will exclude them from activities for any of the following offenses:
  - Violation of rules during prior activity
  - Class suspension/Administrative detention – up to 3 days
  - School suspension (on campus or off campus) – up to 10 days
6. All students who are NOT on the No-Go list may attend the activity.

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

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

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

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

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

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

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

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

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

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

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

**Education Code 48403 – Habitual Truants:** If any person subject to the provision of this chapter is a habitual truant or is irregular in attendance as required by this chapter or is habitually insubordinate or disorderly during attendance at school, the county superintendent of the schools may request a petition on his behalf in the juvenile courts of the county.

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

### **Classroom Tardy Policy:**

- When the warning bell rings with one (1) minute left in the passing period, ALL teachers, security and administrators will actively hurry students to class and encouraging them not to loiter.
- Tardy bell rings and all doors are locked the first ten (10) minutes of class. This is an absolute no movement time.

- **Teachers WILL NOT let any student out of class; this includes retrieving a book, to get something out of a locker, etc. the first ten (10) minutes of the period.**
  - Locker rooms are off-limits at all times unless a student has P.E. scheduled that period. Students are not to keep books and/or homework in lockers during the day.
  - If a student is kept after class, the teacher will call the student's next teacher or write a note in the student's handbook informing them that the student will be late. This student cannot leave class for the first ten (10) minutes during the period.
  - ALL STUDENTS OUT OF CLASS DURING THE PERIOD MUST CORRECTLY WEAR THE ORANGE VEST.
  - **NO STUDENT SHOULD BE OUT OF CLASS THE FIRST AND LAST TEN (10) MINUTES OF CLASS. NO EXCUSES!**
  - Teachers will only be responsible for tardies 2 through 8. All remaining tardies will be dealt with by an administrator.
    - Tardy 1st-* Teacher warning and document for future reference in Q Visits.
    - Tardy 2nd-* Teacher warning and document for future reference in Q Visits.
    - Tardy 3rd-* Teacher warning and document for future reference in Q Visits. Parent contact.
    - Tardy 4th-* Teacher discipline (detention or other consequence). Parent contact. Enter in Q Visits.
    - Tardy 5th-8<sup>th</sup>-* Teacher discipline (detention or other consequence). Personal call home to the parent. Everything documented under Q Visits.
- After the 8<sup>th</sup> tardy, an administrator will give out consequences such as but not limited to:**

ASWP, contact home by administrator.  
 ALC, contact home by administrator  
 SOAR Saturday School or alternate discipline, contact home by administrator.  
 Mandatory parent/administrator meeting, additional disciplinary steps.

- **Administrator discipline described for tardies is a guide only and may be changed at the discretion of the assigning administrator.**
- **FIRST PERIOD TARDIES:** *Teachers will continue to use the tardy policy as listed above.* Students who arrive more than 15 minutes late to school are truant, and will be sent to the attendance office for a pass and documentation that they were truant. Continued truants will be referred to SART (Student Attendance Review Team). Parents will be given written notification about the SART process. This process is a very serious legal procedure that attempts to solve the problem or referring the parent/guardian and student to SARB (the Student Attendance Review Board) where a citation may be given.
  - Per California Ed. Code section 48260, any student tardy in excess of 30 minutes will be considered absent, and any student who is absent from school without a valid excuse for three (3) or more days will be considered truant.

**Wayne Ruble Middle School's tardy policy is meant to emphasize the importance of punctuality and attendance to class. It is not the intent of Wayne Ruble Middle School to punish students who become ill or have family emergencies. It is our goal that every student at Wayne Ruble Middle School goes from great to greater. Perfect attendance includes no tardies or missed periods of class.**

**Tardy Sweep Lock-Out:** There will be tardy sweep lock-outs throughout the school year. During a tardy sweep lock-out, late students will be swept up into an area where they will receive an immediate disciplinary consequence.

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

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

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

### **Health Services:**

- Located in the Administration Building
- Open during regular school hours
- Health clerk available each day of the week
- School nurse visits one or two days a week

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

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

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

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

## **Students should be referred to the nurse's office for the following conditions:**

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

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

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

**Smog Alerts:** When the school is notified of a smog alert, physical education classes will be held indoors and students will have limited activity.

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

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

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

**Physical Education:** Our physical education program allows each student the opportunity to participate in a variety of activities. In addition to the regularly scheduled program, students are encouraged to join intramural team competition after school when offered. Lockers are assigned for use during PE class only. The student is required to purchase his/her own P.E. clothes for \$20. Students are required to dress in their P.E. uniforms **every** day and to change back into their regular clothes when P.E. is over. Students **should not** wear their P.E. clothes to school. Also, because of safety issues, wearing jewelry during P.E. **is not** permitted. *Please note:* To prevent theft, locker combinations should not be shared among friends.

**Personal Property:** Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school makes an effort to protect all personal property, but is not responsible for it. Large sums of money and articles of value including electronic devices should not be brought to school.

**Please note:** All types of toys, finger skateboards, cell phones, PSP's electronic video games, laser pointers, cameras, etc. and/or non-educational items are not allowed on campus. These items will be taken away and parents will have to come in to get the items backs. Confiscated items will be released only to parents/guardians, not emergency contacts.

**Campus Security Video:** Security video is being utilized on campus. For questions regarding campus security video please contact the office.

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

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

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

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

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

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

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

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

**Video Recording:** Please be reminded that camcorder, cell phones and any other recording devices do not belong at school. It is strictly prohibited to video tape/record in classrooms, on campus, in restrooms, locker rooms, etc. Finally, students are to also be reminded that posting videos to social web sites (Facebook, SnapChat, Instagram, YouTube, etc.) can be viewed as a violation of privacy and you are to be cautioned to refrain from such behavior.

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

## Wayne Ruble Middle School Dress Code

Wayne Ruble Middle School strongly believes in developing student pride. Dress should be appropriate for normal school day activities; it should reflect pride, respect, and decency. Health and safety are guides to acceptable school attire. Students will adhere to the following dress code:

1. Shoes or sandals must be worn at all times. Sandals must have a strap on the back. Bedroom slippers and other footwear without solid soles are not allowed.
2. Clothing, headwear, backpacks and jewelry shall be free of tagging, pictures, or any other insignias, symbols, or emblems which are crude, vulgar, profane, symbolize violence, alcohol, drugs or suggest any sexual act which is illegal or hazardous to one's health.
3. Clothing, headwear, backpacks and jewelry that advocates racial, ethnic, or religious prejudice or the use of drugs, tobacco, alcohol, or weapons is prohibited.
4. The only hats/head coverings permitted on campus are unaltered school hats for the purpose of sun protection (Ed. Code 35183.5). Hats must be school colors (black/green) with no design/logo. Hoods, hats or any head garments are not to be worn in the classroom unless for religious reasons.
5. No bandanas (used as headbands, wristbands or ankle bands), hairnets, or nylon stocking beanies/caps are allowed.
6. Any garments, headwear, or accessory displaying emblems of outside clubs or gang affiliations are not acceptable and will be confiscated.
7. Any article of clothing, headwear, or jewelry that can be construed to have a "double meaning" is prohibited.
8. Clothing **must cover all undergarments**, on both males (muscle shirts, underwear) and females (bra, underwear).
9. No muscle shirts, undershirts, backless blouses, halter/tube tops, and sports bras/exercise tops are allowed on campus. Blouses/tops **MUST** have **two** shoulder straps (NOT SPAGHETTI STRAPS) and cover the entire midsection.
10. See-through, or fishnet fabrics must have a garment other than underclothing underneath. Excessively revealing clothes are not allowed (cut-outs, low cut tops).
11. Shorts and skirts must be of sufficient length to completely cover the buttocks.
12. Excessively baggy pants are not acceptable. Pants must be worn over the hips for both males and females. **PULL YOUR PANTS UP!!!!**
13. In case of questionable dress not covered in the rules above, a site administrator will make a final decision.

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

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

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

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

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

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

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

**Textbook Responsibilities:** Each Wayne Ruble Middle School student is solely responsible for all of his/her assigned textbooks. Students should never leave assigned textbooks unattended in classrooms or any place where books might be stolen, exchanged with another student or damaged in any way. Damages include pencil or ink markings, torn covers, bent corners, deliberately torn pages, water, gum, food damage, hi-lighting, missing barcode, excessive wear, etc. Each student will be fined according to the severity of the damage. Fines range from \$3.00 to the full price for any textbook that cannot be reissued.

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

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

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

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

### **California State Education Code Section 48900 – Discipline**

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 the subdivision (a)- (v) inclusive:

- (a): (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless in the case of possession of any 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.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Cause or attempt to cause damage to school or private property.
- (g) Stolen or attempted to steal school or private property.
- (h) Possessed or used tobacco, or any other products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chewing packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity and vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen property or private property.

- (m) Possessed an imitation firearm. As used in this section, “Imitation firearm” means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) A pupil may not be suspended or expelled for any kind of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts 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.
- (s) A pupil who aides and abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of 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)
- (t) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (u) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for pupil subject to discipline under this section.
- (v) It is the intent of the Legislature that alternatives to suspension or expulsions be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

## **Education Code 48900.2: Sexual Harassment**

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 purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable

of the same gender as the victim to be sufficiently severe or pervasive to have negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

### **Education Code 48900.3: Act of Hate Violence**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil enrolled in any 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 the act of, hate violence as defined in subdivision (e) of Section 233.

### **Education Code 48900.4: Harassment, Intimidation, etc.**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in 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 at a pupil or a group of 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 the pupil or group of pupils by creating an intimidating or hostile educational environment.

### **48900.7 Terroristic Threat Against School Officials, School Property or Both.**

**subpart (b):** “The purpose of this section, “terroristic threat” shall include any statement, oral, written, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, with the specific intent that the statement is taken as a threat even if there is no intent to actually carry 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/her own safety or for his/her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his/her immediate family.”

### **During Suspension the following conditions apply:**

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

**Note: Failure to comply with the above mentioned conditions may result in a recommendation for expulsion.**

**Juvenile Citations:** The following disciplinary violations are subject to citations from school police and/or other police agencies:

1. **P.C. 415**            **Disturbing the Peace on School Grounds**
  - a. Fighting
2. **P.C. 308b**        **Minor in Possession of Tobacco Products**
  - a. Smoking cigarettes/lighters/chewing tobacco
3. **P.C. 488**            **Petty Theft (Under \$400.00)**
  - a. Stealing

4. **P.C. 487**      **Grand Theft (Over \$400.00)**
  - a. Stealing
5. **P.C. 594**      **Vandalism**
  - a. Defacing with graffiti
  - b. Destruction of school or private property
6. **P.C. 653m**    **Threatening or Harassing Phone Calls**
7. **B&PC 25608** **Possess Alcohol on School Grounds**
  - a. Any alcoholic beverage
8. **B&PC 25658** **Minor Consuming Alcohol**
  - a. Under the Influence of Alcohol
9. **H&S C 11357e** **Possession of Marijuana on School Grounds**
10. **H&S C 11364** **Possession of Drug Paraphernalia**
  - a. Pipes, Zig-Zag papers, roach clips, homemade tools to do drugs, syringes
11. **H&S C**      **Possession or use of Controlled Substances listed in Chapter 2 not mentioned above**

**The following are violations for which a student may be arrested:**

- **P.C 404.6**      **Inciting a Riot**  
Urges fight to continue or urge others to commit acts of force or violence.
- **P.C 489**      **Grand Theft (Over \$400.00)**  
Student intentionally steals an item that is worth over \$400.00
- **H&S 11359**    **Possession for sale of Marijuana**  
Large quantity/ large amount of money/ drugs are packaged
- **C.C 1708.5**    **Sexual Battery**  
A student acts with the intent to cause a harmful or offensive contact with an intimate part of another, and sexually offensive contact with another by the use of his or her intimate part, and a sexually offensive contact with that person directly or indirectly results.
- **P.C 243.2**      **Battery**  
A battery is any willful use of force or violence upon another person
- **P.C 245**      **Assault with a Deadly Weapon**  
Any person who commits an assault upon the person of another with a deadly weapon or instrument or by any means of force likely to produce great bodily injury. Examples:
  - Kicking someone when they are down
  - Hitting someone repeatedly with an object without the other person being able to defend him or herself.
- **P.C 422**      **Terroristic Threats**  
A person who willfully threatens to commit a crime that will result in death or great bodily injury to another person.
- **P.C 626.10**    **Dirk, Dagger, Knife**  
Possession of a knife having a blade longer than 2 ½ inches, folding knife with a blade that locks into place, or blade that is sharpened on both sides

**Other Disciplinary Issues that will result in being given consequences:**

- **Education Code 48907: Limits for Students' Freedom of Expression**
  - Expression shall be prohibited if it is obscene, libelous, or slanderous.

- Written expression that creates a clear and present danger of commission of unlawful school regulations or the substantial disruption of the orderly operation of the school.
  - **Education Code 48901:** Smoking or the uses of tobacco products are prohibited.
  - **Education Code 48211:** Filthy or vicious habits.
  - **Education Code 48901.5 – Electronic Devices:** The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device and Ipods that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.
- Unauthorized use of an electronic device will cause the item to be confiscated and taken to the office.**

*Electronic devices and accessories, i.e. Cell phones, earbuds, etc., may not be used, visible or audible at any time between 7:25 a.m. and 2:12 p.m.*

*Failure to follow this policy will result in the item being confiscated*

## Consequences for Classroom Use of Electronic Devices

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

### First Offense

- Teacher makes personal phone call to the parent/guardian advising them to pick up the item from the office.
- Only a parent or guardian, may pick up the electronic device. The parent or guardian must be on the student's emergency list. Notes or phone calls from parents/guardians asking that friends or family members be allowed to pick up the device will not be allowed.
- Parent/guardians may pick up electronic devices anytime during school business hours, which are 7:00 a.m. to 4:00 p.m.
- If a student refuses to give up their electronic device, security will be called and the student will be taken to the office along with a discipline referral, which will lead to further consequences.

*Note: At the end of the year, items that have not been picked up will be donated to charity.*

## Corrective Disciplinary Options

- **Counseling** – Student will be counseled by different staff members regarding choice of behavior.
- **Time-Outs** – Student will be asked to go to a different classroom to finish the period.
- **Detention** – Student will have to stay after school with the teacher for minor misbehavior. Detention may be up to one hour in length. Parents must have 24 hour notice.
- **Office Detention** – Student signs in to the office and completes work for the remainder of a period.
- **Alternative Learning Center** – Students will be assigned to ALC for one to six periods for continuous behavior violations in lieu of suspension.

- **After School Work Program (ASWP)** – Students will stay after school for a maximum of one hour doing campus beautification (1:45 p.m. – 2:45 p.m.)
- **Classroom Suspension** – After attempting to correct behavior by other means, the teacher can suspend a student from class for a total of two periods: The day of the incident and the following day.
- **Saturday School** – Students will be required to attend school on Saturday for four hours to make up time lost during the regular school day.
- **Suspension** - Students will be required to stay home under parent/guardian supervision from one to five days for Education Code violations.
- **Expulsion** - Students are removed from all schools of the Fontana Unified School District for serious Education Code (Class “A”) violations.

**Harassment:** Students are to refrain from engaging in any harassment activity, behavior, or act that creates an intimidating, hostile, or offensive educational environment. This includes sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature. Any student who feels they are being harassed should immediately see an administrator.

## **Non-Discrimination Notification**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Board Policy 5145.7 protects students at all grade levels. **E.C. 200-262.4 Prohibition of discrimination**

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges. *California Code of Regulations, Title 5 Section 4600 through 4671, Board Policy 4145.3(a)*

Free inquiry and exchange of ideas are essential parts of a democratic education. The Governing Board respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not. Student liberties of expression shall be limited on a nondiscriminatory basis only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community. Prior restraint shall be exercised only when student expression violates the limitations set forth in this policy.

In keeping with the California Education Code, the Board prohibits any expressions or materials, which are obscene, libelous or slanderous according to current legal definitions. The Board, likewise, prohibits expression or materials, which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

Printed materials or petitions shall be distributed only at reasonable times and places in reasonable ways:

1. Before school begins, during lunchtime, and after dismissal.
2. In locations that do not obstruct the normal flow of traffic within school or at entrances.
3. Without due noise, and without any use of coercion.
4. Materials are not left undisturbed or stacked for pickup while unattended at any place in the school or on school grounds.

## ***Wayne Ruble Middle School Discipline Chart***

**Discipline Chart:** Parents, students, and staff should use this chart as a guide to understand consequences as they apply to various infractions and/or violations. Any or all of the consequences up to and including warnings and counseling listed here may be applied for any offense, depending upon the severity and the circumstances. It is important to recognize that this information serves merely as a guide of what *may* happen with the understanding that the *final* decision is at the discretion of the administration. All consequences are subject to change based on the facts collected during the investigation of each case.

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

### **Fighting- Education Code 48900 subpart (a1)**

- 1-3 days suspension with possible citation and parent contact
- 3-5 days suspension with citation and parent contact
- 3-5 days suspension with citation and possible recommendation for expulsion and parent contact

### **Threats/Intimidation- Education Code 48900 subpart (a1)**

- 1-3 days ALC with No Fight Contracts and possible citation
- 3 days suspension and possible citation and parent contact
- 5 days suspension with Intervention meeting CWA, possible citation, and parent contact

### **Verbal Altercations- Education Code 48900 (a1)**

- 1-3 days ASWP with No Fight Contracts and possible citation
- 1-3 days ALC with No Fight Contracts, possible citation, and parent contact
- 1-3 days suspension with No Fight Contracts, possible citation, and parent contact

### **Battery- Education Code 48900 subpart (a2)**

- 3-5 days suspension with possible arrest, possible recommendation for expulsion and parent contact

### **Weapon- Education Code 48900 subpart (b)**

- 1-5 days suspension with arrest, recommendation for expulsion, and parent contact

### **Dangerous Object- Education Code 48900 subpart (b)**

- 3-5 days suspension with parent contact
- 5 days suspension with intervention meeting and parent contact
- 5 days suspension with recommendation for expulsion, possible citation, and parent contact

### **Possession of Drugs/Under the Influence- Education Code 48900 subpart (c)**

- 3 days suspension with parent meeting and possible citation
- 5 days suspension with, parent meeting and possible citation
- 5 days suspension with recommendation for expulsion and citation

### **Selling or Offering any Controlled substances- Education Code 48900 subpart (d)**

- 5 days suspension with recommendation for expulsion; possible arrest/citation, parent contact

### **Robbery/Extortion- Education Code 48900 subpart (e)**

- 3-5 days suspension with citation/arrest and parent contact
- 5 days suspension with recommendation for expulsion, citation/arrest, and parent contact

### **Damaging School or Private Property- Education Code 48900 subpart (f)**

- Alternative Learning Center Placement with possible citation
- 3 days suspension with citation; parent contact
- 5 days suspension with citation/arrest; intervention meeting CWA, and parent contact

### **Drug Paraphernalia- Education Code 48900 subpart (j)**

- Alternative Learning Center Placement with possible citation
- 3 days suspension with citation; parent contact
- 5 days suspension with citation/arrest; intervention meeting CWA, and parent contact

### **Defiance/Disruption- Education Code 48900 subpart (k)**

- Classroom progressive discipline – must be documented
- 1-3 days ASWP
- 1-3 days ALC with possible parent contact
- 1-5 days suspension and parent contact

### **Minor Campus Disruption- Education Code 48900 subpart (k)**

- 1-3 days ASWP
- 1-3 days ALC and parent contact
- 1-3 days suspension and parent contact

### **Major Campus Disruption- Education Code 48900 subpart (k)**

- 1-3 days ALC and parent contact
- 1-3 days suspension and parent contact
- 5 days suspension with Intervention meeting CWA and parent contact

### **No Show to Detentions- Education Code 48900 subpart (k)**

- Reassign
- Teacher phone call to parents/guardians. Document in Zangle (Visits/Referrals)
- 1-3 days ASWP

### **No Show to ASWP- Education Code 48900 subpart (k)**

- Reassign
- 1-3 days ALC and parent contact

### **Use of Electronic Devices and Ipods- Education Code 48900 (k)**

- See page 15

### **Dress Code Violations- Education Code 48900 (k)**

- Change clothes
- 1-3 days ASWP and Parent Contact
- 1-3 days ALC and Parent Contact

### **Receiving Stolen Property- Education Code 48900 subpart (1)**

- Alternative Learning Center Placement with citation
- 3 days suspension with citation; parent contact
- 5 days suspension with citation/arrest; intervention meeting CWA, and parent contact

### **Truancy-Education Code 48900 subpart (v)**

- 1-3 days ASWP with possible citation for Daylight truancy
- 1-3 days ALC with possible citation for Daylight truancy
- 3-5 days ALC/Parent conference with possible citation for Daylight truancy/Begin SARB process

### **Sexual Harassment- Education Code 48900.2**

- 1-3 days ALC/ Red file and parent conference
- 1-5 days suspension / Red file and parent conference
- 5 days suspension / Red file and parent conference

### **Terroristic Threats- Education Code 48900.7**

- 5 days suspension with recommendation for expulsion; police involvement; possible arrest and parent conference

## **Other Important Information Students need to know:**

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

**The Right to Search Students with Metal Detectors:** The Board finds that the growing presence of weapons in the schools threatens the district's ability to provide the safe and orderly environment to which our students and staff are entitled. The Board also finds that random metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of the students and staff

**Use of Drug-Detection Dogs:** In an effort to keep the schools free of drugs, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law and Board policy. The dogs may sniff the air around lockers, desks, bags, items, or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within the close proximity of any student.

**Uniform Complaint Procedure:** It is the goal of the Fontana Unified School District to ensure compliance with applicable state and federal regulations. For more information regarding Uniform Complaint Procedures or assistance with the process, please call 357-5900 or contact:  
Fontana Unified School District, PO Box 5090, Fontana, CA 92335-5090



# Uniform Complaint Procedures

## FONTANA UNIFIED SCHOOL DISTRICT

### **GOAL**

It is the goal of the Fontana Unified School District to ensure compliance with applicable state and federal regulations. The district has adopted policies and procedures for the investigation and resolution of complaints alleging failure to comply with applicable state and federal laws.

### **RESPONSIBILITY FOR UNIFORM COMPLAINT PROCEDURES**

The Associate Superintendent of Human Resources will monitor compliance with provisions outlined in the District's Uniform Complaint Procedure Process. Complaints or allegations regarding noncompliance with applicable state and federal guidelines should be submitted in writing to the Associate Superintendent of Human Resources.

### **SCOPE OF COMPLAINT PROCEDURES**

This procedure applies to the following programs administered by the State Department of Education:

- Adult Education
- Consolidated categorical Aid Programs
- Migrant Education
- Vocational Education
- Child Development Programs
- Child Nutrition Programs
- Indian Education
- Special Education Programs

This procedure also applies to complaints which allege unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, in any program or activity conducted by the District.

### **WHO MAY FILE A COMPLAINT?**

A complaint may be filed by any individual, including a duly authorized representative, interested third party, public agency, and/or organization. Individuals who may file complaints include District students, employees, and parents or guardians. Investigations are conducted in a manner that protects against retaliation and confidentiality of parties and the facts to the greatest extent possible.

### **FILING A COMPLAINT**

A written complaint alleging unlawful discrimination shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, or by one who believes an individual or any specific class of individuals has been subjected to prohibited discrimination and evidence relevant to the complaint can be presented during the process. A complaint alleging unlawful discrimination shall be filed with the Associate Superintendent, Human Resources, 9680 Citrus Avenue, P. O. Box 5090, Fontana, CA 92335-5090, no later than six months from the date the complainant first

obtained knowledge of the facts of the alleged discrimination. A complainant may file a written request for an extension of time for filing a complaint of unlawful discrimination with the State Superintendent of Public Instruction. The District has 60 days from the date the complaint is received to investigate and render a decision.

### **APPEALS**

Any complainant(s) may appeal a District decision to the State Superintendent of Public Instruction by filing a written appeal with the Superintendent within 15 days of receiving the District decision. The complainant shall specify the reason(s) for appealing the District decision. The appeal shall include:

- A copy of the complaint; and
- A copy of the District decision.

### **CIVIL LAW REMEDIES**

Please be advised that you are not required to exhaust the District Uniform Complaint Procedure prior to pursuing civil law remedies in Superior court. Statutory authority for such actions includes, but is not limited to, the following:

1. California Education Code Section 200, et. Seq. prohibition of sex discrimination.
2. California Government code section 11135 prohibition of discrimination in programs funded by the State.
3. Title VI Civil Rights Act of 1964 (42 U.S.C. section 2000d) prohibition of race, color, or national origin discrimination.
4. Title IX Education Amendments of 1972 (20 U.S.C. sections 1681, et. Seq.) prohibition of sex discrimination.
5. Sections 504, Rehabilitation Act of 1973 (29 U.S.C. section 794) prohibition of disabled persons.
6. Americans with Disabilities Act (42 U.S.C. sections 12101, et. Seq.) prohibition of discrimination against disabled persons.

### **DIRECT STATE INTERVENTION**

A complaint may be filed directly with the California Department of Education, without first exhausting the District Uniform Complaint Procedure, if one or more of certain conditions exist (Title 5 California Code of Regulations Section 4650). For more information regarding the right to direct state intervention, please contact Howie DeLane, Categorical Complaints Management Unit, California Department of Education, P. O. Box 944272, Sacramento, CA 94244-2720; telephone (916) 657-3630.