

George H. Dunn Elementary School

The Compass Which Guides Scholars

A Dual Language Immersion School

&

A Gold PBIS School



Family and Student Handbook

2025/2026



830 N. Lilac Avenue
Rialto, California 92376
(909) 820-7872

Mrs. Cristina Hernandez, Interim Principal
Mrs. Ricadorie Glaze, Assistant Principal
Mr. Tyler Lange, Program Specialist

Our Dolphins are Respectful, Responsible, and Safe

August 5, 2025

Dear Dolphin Parents and Guardians,

Welcome to the 2025/2026 school year at George H. Dunn Elementary School. We are dedicated to working with you to ensure your child has the best experience possible.

We are excited to begin a new school year and welcome everyone back from a relaxing summer break. This handbook will help answer many questions that you may have. Please read it thoroughly and discuss it with your child.

My staff and I look forward to the personal success of your student and we have many celebrations and events planned for the new school year! A few ways you can keep informed and updated is to visit our school website at <https://kec.rialto.k12.ca.us/Domain/15> Also, make sure to follow us on Twitter and Instagram **@DunnDolphins**. Please remember to join your student's classroom ParentSquare account. Via ParentSquare, you will receive parent newsletters, flyers, messages, and information regarding parent workshops and parent meetings.

It is imperative that students not be dropped off before 7:30 AM and that they are picked up on time or walk directly home following the dismissal bell. Unfortunately, we do not have student supervision before 7:30 AM and after 2:20 PM.

Dunn Elementary School is a proud College and Career, Dual Language Immersion (DLI) and Positive Behavioral Interventions & Supports (PBIS) School. We have been recognized by the state of California as a Gold Level PBIS School. We currently have a DLI class in Kindergarten, 1st grade, 2nd grade, 3rd grade, and 4th grade where our students will become bi-literate in English and Spanish by the time they leave our school.

It is our goal to work together to ensure personal student success and we strongly encourage you to be part of this process. We extend an invitation to you to join us in working with your child to maximize their ability to achieve and succeed in all of their efforts this school year.

Once again, welcome to the new school year! GO DOLPHINS!!!

Respectfully,

Mrs. Cristina Hernandez and Mrs. Ricadorie Glaze
Interim Principal Assistant Principal

5 de agosto de 2025

Estimados padres y tutores de la primaria Dunn,

Bienvenido al año escolar 2025/26 en la escuela primaria George H. Dunn. Estamos dedicados a trabajar con usted para garantizar que su hijo tenga la mejor experiencia posible.

Estamos emocionados de comenzar un nuevo año escolar y darles la bienvenida a todos después de unas relajantes vacaciones de verano. Este manual le ayudará a responder muchas preguntas que pueda tener. Léalo detenidamente y discútelo con su hijo.

¡Mi personal y yo anticipamos el éxito personal de su estudiante y tenemos muchas celebraciones y eventos planeados para el nuevo año escolar! Algunas formas en las que puede mantenerse informado y actualizado es visitar el sitio web de nuestra escuela en <https://kec.rialto.k12.ca.us/Domain/15> Además, asegúrese de seguirnos en Twitter e Instagram @DunnDolphins. Recuerde unirse a la cuenta de ParentSquare del aula de su estudiante. A través de ParentSquare, recibirá mensualmente boletines informativos, folletos, mensajes e información para padres sobre talleres y reuniones para padres.

Es imperativo que no dejen a los estudiantes llegar antes de las 7:30 a.m. y que los recojan a tiempo o caminen directamente a casa después de que suene la campana de salida. Desafortunadamente, no tenemos supervisión de estudiantes antes de las 7:30 a.m. y después de las 2:20 p.m.

La Escuela Primaria Dunn es una orgullosa escuela universitaria y profesional, de inmersión en dos idiomas (DLI) e intervenciones y apoyos de comportamiento positivo (PBIS). Hemos sido reconocidos por el estado de California como escuela PBIS de nivel Oro. Actualmente tenemos una clase DLI en jardín de infantes, 1° grado, 2.° grado, 3° grado, y 4° grado donde nuestros estudiantes serán alfabetizados en inglés y español al ascender a la escuela secundaria.

Nuestro objetivo es trabajar juntos para garantizar el éxito personal de los estudiantes y los alentamos encarecidamente a ser parte de este proceso. Le extendemos una invitación para unirse con nosotros para trabajar en conjunto con su hijo para maximizar su capacidad de lograr y tener éxito en todos sus esfuerzos este año escolar.

Una vez más, ¡bienvenidos al año nuevo escolar! ¡¡¡VAMOS DELFINES!!!

Respetuosamente,

Sra. Cristina Hernández y Sra. Ricadorie Glaze
Directora Provisional Subdirectora

Table of Contents

Topic	Page Number
Welcome Letter: English/Spanish	2-3
Table of Contents	4
Mission and Vision	5
School Parent Compact	6-8
Staff Roster	9
Teaching Personnel	10
Campus Map	11
Bell Schedule	12
School Policies: Hours, Visitors, Updating Contacts	13
School Policies: Chips, Breakfast/Lunch, Celebrations	14
School Policies: Bicycles, animals	14
Traffic Safety Procedures	15
Environmental Safety: Playground, Game Rules	16-17
School Attendance and Absences	18
Inter/Intra District Transfers	19
After School Program-Think Together	19
Health and Safety: Insurance & Services	20
School Site & English Lang. Advisory Councils	20
Parent/Teacher Conf. & Report Cards	21
Homework Philosophy	22
Schoolwide Expectation and PBIS	23-24
Student Code of Conduct	25
Dress Code and “Big Three”	26
Non-Discrimination Policy	27
Student Discipline/Suspension	27-31
RUSD Harassment & Threat Policies	31-33
Recommendation for Expulsion: ED Code 48915	33-35
Bullying and Cyberbullying Policy	35-39
Cell Phone Policy	40
Student Wellness Policy	41-43
Field Trips/Special Events Agreement	44
California Law-Safe Storage of Firearms	45-46
Physical Education Attire	47
RUSD Complaint Procedures	48-50
Bully Harassment Complaint Forms	51-52
RUSD Emergency Response Chart	53

DUNN ELEMENTARY SCHOOL MISSION

The mission of Dunn Elementary, the compass which guides scholars, is to motivate each student to explore risk-taking endeavors, and advance their skills and confidence to achieve extraordinary outcomes as 21st-century learners, as they navigate life in a diverse community through a vital system distinguished by:

- High standards for students in which academic progress is recognized as they prepare for higher education, meaningful careers, and future success.
- A safe, respectful, and responsible school community that embraces cultural diversity and individuality.
- Collaborative partnerships with families to build community.
- An engaging learning environment that motivates students by providing opportunities for learning beyond the classroom.

Students will...

- Each student will have the opportunity to access differentiated instruction to reach proficiency in grade-level standards.
- Each student will be a responsible, respectful, and productive member of their community while using problem-solving and critical thinking skills to establish and maintain positive relationships.
- Each student will be "future-ready" to succeed by being equipped with skills and knowledge that are relevant, adaptable, and applicable on a global scale.

We will

- Create a 21st-century learning environment that inspires scholars to achieve their personal goals.
- Staff will strive to meet the holistic needs of all students and go beyond traditional academic instruction to support their diverse needs and cultivate their abilities and aspirations.
- We will bridge school and community learning opportunities through a system of communication to foster collaboration, engagement, and a sense of shared ownership in the educational process.

SCHOOL VISION STATEMENT

Students and staff at Dunn Elementary will be welcomed, supported, and have their voices heard through clear, effective, communication, in order to build independent and valuable members in our community, who will be able to demonstrate problem-solving skills and show empathy.

SCHOOL-PARENT COMPACT

The school distributes to parents and family members of Title I, Part A students, a school-parent compact (Compact). This Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. This compact addresses the following legally required items, as well as other items suggested by parents and family members of Title I, Part A students:

- The school's responsibility is to provide high-quality curriculum and instruction (ESSA Section 1116[d] [1]).
- The ways parents and family members will be responsible for supporting their children's learning (ESSA Section 1116[d][1]).
- The importance of ongoing communication between parents and family members, and teachers through, at a minimum, annual parent-teacher conferences that will be conducted via Google Meet or through teleconferencing; frequent reports on student progress; and access to staff via Google Meet, or district email.; (ESSA Section 1116[d][2]).
- Parent-teacher conferences in elementary schools, at least annually, during which the Compact shall be discussed as it relates to the individual child's achievement (ESSA Section 1116 [d][2][A]).
- Frequent reports to parents and family members on their children's progress (ESSA Section 1116[d][2] [B]).
- Reasonable access to staff (ESSA Section 1116[d][2][C]).

How does the school address this?

- Dunn Elementary will use the district's adopted curriculum for ELA/ELD and Math, as well as the district's suggested scope and sequence to provide high-quality curriculum and instruction.

Parents will support their child(ren)'s learning by:

- Ensuring student attend school daily and on time
- Providing a quiet place for students to do their homework
- Encouraging students to read for 20 minutes daily
- Contacting teachers when they have academic and behavior concerns to set up a meeting time before or after instructional hours
- Attending all scheduled teacher/parent conferences

To support the importance of ongoing communication between parents and family members, Dunn Elementary will:

- Hold parent/teacher conferences at least once a school year in person, through teleconferencing, or via Google Meet (when requested)
- When asked, teachers will provide parents with progress reports
- Hold Coffee with the Principal in person or via Google Meet once a trimester (three times a year)
- Post monthly activities calendar on site's website and send flyer out via ParentSquare
- Post upcoming events on school marquee
- Send robocalls and ParentSquare messages to remind parents of upcoming events

The school engages Title I, Part A parents and family members to improve the achievement of their children in meaningful interactions with the school. This Compact supports a partnership among staff, parents and family members, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I, Part A parents and family members with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

- Dunn Elementary will host a Title 1 Parent Informational Meeting in person or via Google Meet.
- Dunn's Parent Councils (School Site Council and English Learners Advisory Council) will review the School Plan for Student Achievement (SPSA) throughout the school year, in person or via Google Meet.

The school provides Title I, Part A parents and family members with materials and training to help them improve the achievement of their children (ESSA Section 1116[e][2]).

With the assistance of Title I, Part A parents and family members, the school educates staff members in the value of parent and family member contributions, and how to work with parents and family members as equal partners (ESSA Section 1116[e][3]).

Dunn Elementary welcomes and values parent and family member contributions. Parents may reach out to teachers to ask how they can help.

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as resource centers, to encourage and support parents and family members in more fully participating in the education of their children (ESSA Section 1116[e][4]).

Dunn Elementary will have a specific place dedicated to providing a welcoming space for parents. Workshops and parent meetings will be held in the specific location.

The school distributes information related to school and parent programs, meetings, and other activities to Title I, Part A parents and family members in a format and language that the parents and family members can understand (ESSA Section 1116[e][5]).

Dunn Elementary will distribute information related to school and parent programs, meetings and other activities through one or more of the following: robocalls, monthly school activity flyers posted on the school's website, marquee, and/or messages and fliers via ParentSquare.

The school provides support for parent and family member involvement activities requested by Title I, Part A parents and family members (ESSA Section 1116[e][14]).

Dunn Elementary will provide opportunities for parent and family member involvement activities such as, but not limited to: Parent/teacher conferences, Back to School Night, School Site Council, English Learner Advisory Council, and parent workshops in person or through Google Meet or teleconference when available.

The school provides opportunities for the participation of all Title I, Part A parents and family members, including those with limited English proficiency, disabilities, and migratory students; and that the information and school reports are provided in a format and language that parents and family members can understand (ESSA Section 1116[f]).

All notices distributed by the school will be available in both English and Spanish. Other languages will be provided upon request.

This Compact was adopted by George H. Dunn on 3/5/2025 and will be in effect for the period of the 2025-2026 school year.

The school will distribute the Compact to all parents and family members of students participating in the Title I, Part A program on, or before: September 10, 2025.

Ignacio Avila, Principal
March 5, 2025

**GEORGE H. DUNN ELEMENTARY SCHOOL
2025/2026 Staff Roster**

ADMINISTRATORS

Interim Principal	Cristina Hernandez
Assistant Principal	Ricadorie Glaze
Program Specialist	Tyler Lange

OFFICE PERSONNEL

School Secretary	Angelica Agudo
Project Clerk	Myra Beltran
Clerk Typist	Vanessa Gomez
Health Clerk	Karina Garibay

CLASSIFIED PERSONNEL

AM Custodian	Steven Rivera
PM Custodian	Frank Gomez
4 Hour Custodian	TBD
Library/Media Technician	Evelyn Dinkha
Instructional Technology Asst	James Rivera
Bilingual Instructional Assistant	Judith Knox
Bilingual Instructional Assistant	Sylvia Gonzales
Bilingual Instructional Assistant	Juan Sandoval
Bilingual Instructional Assistant	Christian Rocha
Behavior Support Assistant	Chantel Walton-Marrero
Behavior Support Assistant	Tiffany DeCordova
Behavior Support Assistant	Maria Lopez
Behavior Support Assistant	Simone Mosley
Behavior Support Assistant	Donna McGuire
Behavior Support Assistant	Martha Macias
Behavior Support Assistant	Donnamarie Rodriguez Frescas
Behavior Support Assistant	Ashlyn Barron
Instructional Aide II	Evelyn Reyes
Instructional Aide I	Claudia Carbajal-Gomez
Instructional Aide I	TBD
Sp.Ed. Child Dev. Instr. Asst.	Linette Aure-Nguyen
Sp.Ed. Child Dev. Instr. Asst.	Mayra Morales
Child Dev. Instr. Asst.	TBD
Child Dev. Instr. Asst.	Lucila Garcia

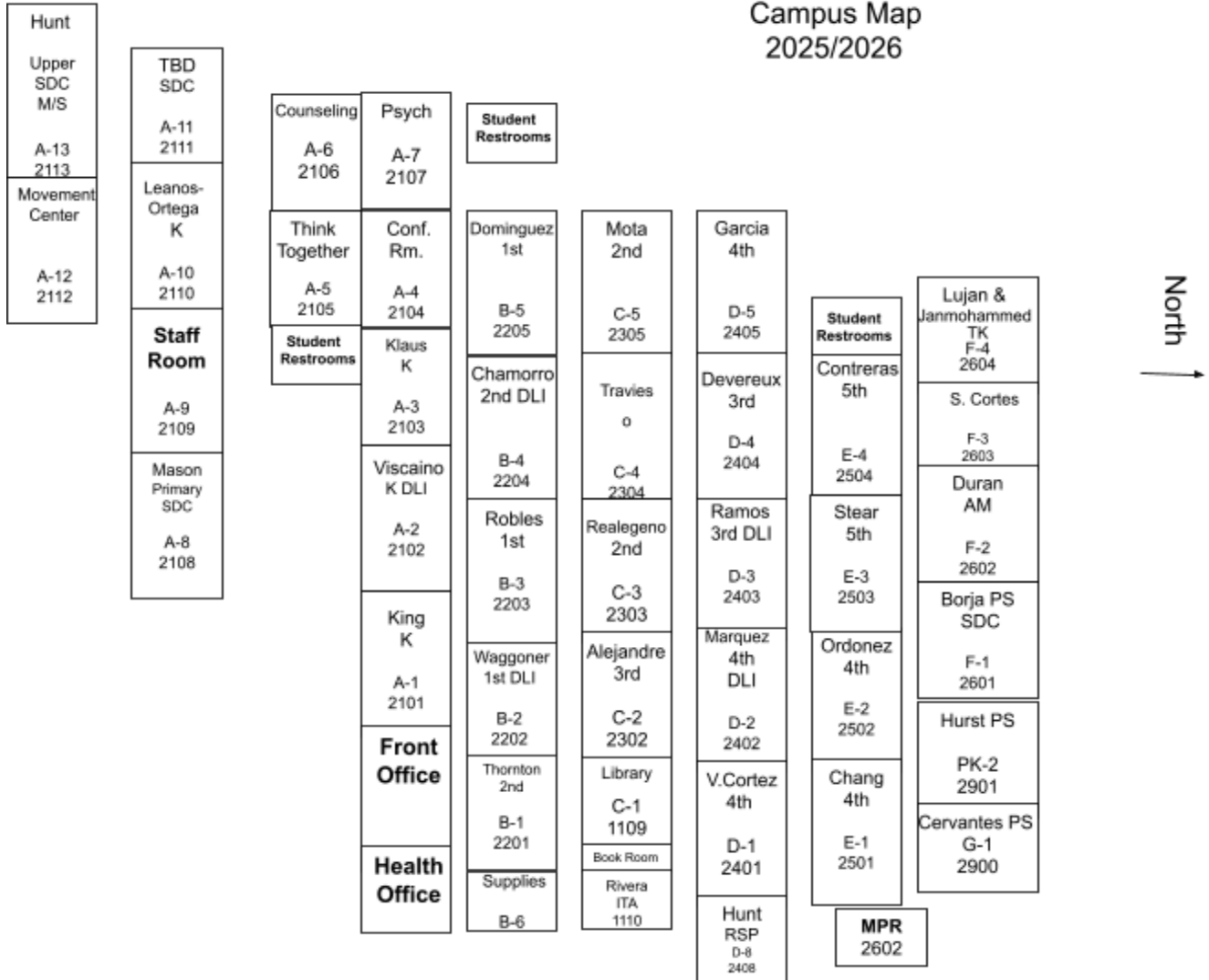
CERTIFICATED PERSONNEL

School Nurse	Cynthia Nwadike
School Psychologist	Bibiana Franks
Speech Pathologist	Ian Reid
Education Specialist	Ashley Hunt
Reading Specialist	Louise Street
Reading Specialist	TBD

TEACHING PERSONNEL

Teacher	Grade
Linda Hurst	Preschool/PM TK
Barbara Cervantes	Preschool
Celyna Lujan	TK AM
Maheen Janmohamed	TK PM
Mirella Leanos-Ortega	Kindergarten
Janice Klaus	Kindergarten
Marisa King	Kindergarten
Nelida Viscaino	Kindergarten DLI
Rachel Dominguez	1 st
Maribel Robles	1 st
Haydee Waggoner	1 st DLI
Karla Realegeno	2 nd
Veronica Mota	2 nd
AaronThornton	2 nd
Adriana Chamorro	2 nd DLI
Michaela Travieso	3 rd
Isabel Alejandre	3 rd
Andrew Devereux	3 rd
Ysidro Ramos	3 rd DLI
Sandy Chang	4 th
Sheila Ordoñez	4 th
Vivian Cortez	4 th
Daisy Marquez	4 th DLI
Miguel Contreras	5 th
Rubi Garcia	5 th
Christine Stear	5 th
Ana Borja	Preschool PEERS SDC Mod/Severe
Guadalupe Duran	TK/K Mild/Mod
Shelly Mason	Primary PEERS SDC Mod/Severe
Susana Cortes	Upper PEERS SDC Mod/Severe
TBD	2-5 PEERS Mild/Mod

Campus Map 2025/2026



George H. Dunn Elementary School

2025/2026 Bell Schedule

Regular Day

Kinder	
8:00-9:25	Instruction
9:25-9:40	Recess
9:40-10:40	Instruction
10:40-11:05	Lunch
11:05-11:20	Recess
11:20-12:45	Instruction
12:45-1:00	Recess
1:00-2:06	Instruction

1st Grade

8:00-9:25	Instruction
9:25-9:40	Recess
9:40-11:00	Instruction
11:00-11:25	Lunch
11:25-11:40	Recess
11:40-12:45	Instruction
12:45-1:00	Recess
1:00-2:06	Instruction

2nd Grade

8:00-9:25	Instruction
9:25-9:40	Recess
9:40-11:15	Instruction
11:15-11:40	Lunch
11:40-11:55	Recess
11:55-12:45	Instruction
12:45-1:00	Recess
1:00-2:06	Instruction

3rd Grade

8:00-10:00	Instruction
10:00-10:15	Recess
10:15-11:30	Instruction
11:30-11:55	Lunch
11:55-12:10	Recess
12:10-1:05	Instruction
1:05-1:20	Recess
1:20-2:06	Instruction

4th Grade

8:00-10:00	Instruction
10:00-10:15	Recess
10:15-11:45	Instruction
11:45-12:10	Lunch
12:10-12:25	Recess
12:25-2:16	Instruction

5th Grade

8:00-10:00	Instruction
10:00-10:15	Recess
10:15-12:00	Instruction
12:00-12:25	Lunch
12:25-12:40	Recess
12:40-2:16	Instruction

Minimum Day

Kinder	
8:00-9:25	Instruction
9:25-9:40	Recess
9:40-10:40	Instruction
10:40-11:20	Lunch
11:20-12:58	Instruction

1st Grade

8:00-9:25	Instruction
9:25-9:40	Recess
9:40-11:00	Instruction
11:00-11:40	Lunch
11:40-12:58	Instruction

2nd Grade

8:00-9:25	Instruction
9:25-9:40	Recess
9:40-11:15	Instruction
11:15-11:55	Lunch
11:55-12:58	Instruction

3rd Grade

8:00-10:00	Instruction
10:00-10:15	Recess
10:15-11:30	Instruction
11:30-12:10	Lunch
12:10-12:58	Instruction

4th Grade

8:00-10:00	Instruction
10:00-10:15	Recess
10:15-11:45	Instruction
11:45-12:25	Lunch
12:25-1:04	Instruction

5th Grade

8:00-10:00	Instruction
10:00-10:15	Recess
10:15-12:00	Instruction
12:00-12:40	Lunch
12:40-1:04	Instruction

PS & TK NOT AFFECTED BY MIN DAYS

State PS AM	
7:45-10:45	Start/Dismissal

State PS PM	
11:45-2:45	Start/Dismissal

RUSD PS AM	
7:45-10:45	Start/Dismissal

RUSD PS PM	
11:45-2:45	Start/Dismissal

TK AM	
7:45-9:15	Instruction
9:15-9:30	Recess
9:30-11:10	Instruction
11:10-11:25	Instructional Recess
11:25-11:50	Lunch/Dismissal

TK PM	
11:10-11:35	Lunch/Arrival
11:35-1:10	Instruction
1:10-1:25	Recess
1:25-3:00	Instruction
3:00-3:15	Instructional Recess

PK SDC	
8:45-12:45	Start/Dismissal

Rialto USD Minimum Days

8/14/2025	
8/15/2025	8/18/2025
8/25/2025	
9/8/2025	
9/17/2025	
9/18/2025	9/22/2025
9/19/2025	9/29/2025
10/6/2025	10/20/2025
10/31/2025	
11/4/2025	
11/5/2025	
11/6/2025	
11/7/2025	
11/12/2025	11/17/2025
11/13/2025	12/1/2025
11/14/2025	12/8/2025
12/19/2025	1/26/2026
2/2/2026	2/27/2026
2/23/2026	3/2/2026
3/18/2026	3/9/2026
3/19/2026	3/30/2026
3/20/2026	4/13/2026
4/6/2026	4/20/2026
4/27/2026	5/4/2026
5/11/2026	5/18/2026
6/4/2026	

SCHOOL POLICIES & PROCEDURES



OFFICE HOURS

The school office is open Monday through Friday from 7:00 a.m. to 4:00 p.m.

HEALTH AND SAFETY

The health and safety of students and staff is the top priority. Please follow current guidelines.

VISITORS ON CAMPUS

Visitors are allowed on campus. Please stop by the office for a visitor's pass and be prepared to show your identification card.

NOTICES TO PARENTS

Please establish a procedure with your student to review all notices and reports sent home during the instructional day. You may want to develop the habit of checking the school website regularly for updated information, events, important dates, and parent surveys. All notices will be sent using Remind. Be sure that your email address in the ParentVue is current. In addition, please sign up to receive text messages through our Parent Square app.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

All school personnel members are mandated reporters of suspected child abuse. Child abuse includes any form of physical, emotional, or mental abuse inflicted on a child.

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

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

EMERGENCY CONTACT UPDATES

It is absolutely necessary that we have emergency contact names and phone numbers with current family and medical information in our school files in Parent Vue. This information will assure that our staff will meet the needs of your child in any emergency situation. Please notify the office immediately, in person by bringing ID and up to date information so that together we can make those changes on our ParentVue system. This helps to prevent delays in contacting you if your child becomes sick, is injured, or has any other emergency.

Note: Only those people listed on the emergency contact list will be allowed to take students from the school before dismissal and they must present a valid form of identification...NO EXCEPTIONS.

BAGS OF CHIPS

Students are not allowed to bring medium to large bags of chips on campus. Medium to large bags create problems in the hallways, cafeteria, and playground. Students may only bring a small bag of chips which can be eaten during lunch without sharing with other students. All food must be eaten in the cafeteria and not taken to the playground. Please remind your student that this food was given to him/her exclusively, and while it is kind to want to share, please do not share food. There are many students with dietary restrictions and we need to respect this.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is provided free of charge for all students in the classroom at the start of the school day. Breakfast begins at 8:00 a.m. and ends by 8:15 a.m. Two entree lunches in addition to a salad bar are available daily for students. The cost for lunch is FREE once the Online Verification Process is complete. The District requires all households to electronically verify their students' emergency contact information and provide household size and income. This information must be collected by the District to secure funding for our students and provide all students with a meal at no cost.

Class Celebrations: It is up to the teacher's discretion whether or not to hold a celebration in class which may align to a holiday or birthday. If a celebration is planned by the teacher, it is to be held at lunch or during the last 10 minutes of the school day, or during dismissal. Parents/guardians are not allowed in the classroom for birthday celebrations. They may drop off items for celebrations in the front office. The Rialto Unified School District Student Wellness Policy has developed nutritional guidelines that align with the tough federal nutrition standards.

The reasons for this policy include health concerns and the loss of instructional time. It may not seem like much instructional time is lost for recognizing a birthday, but when you multiply the time by 30 or more students, and that not all treats sent follow the nutritional guidelines set forth by RUSD Nutrition Services Department, it adds up to the equivalent of one or more days of lost instruction. Several of our students have health concerns related to food, including allergies, diabetes, and sensitivities to dyes. For more information review the RUSD Student Wellness Policy found on the district website.

BICYCLES

Bicycle riders must be in grades 3-5 and obey the rules, and wear helmets. Please caution your child on proper safety rules, i.e. bicycle safety. Bicycles are to be walked on and off school grounds at all times. Chain locks must be provided and the bicycles are to be parked in the bike racks during school hours. The school will not be responsible for lost or stolen items.

SKATEBOARD, SCOOTERS, ROLLERBLADES

Skateboards, Rollerblades, and Scooters are not allowed on campus. ANY skateboard or scooter brought to school will need to be locked up in the bike racks.

DOGS/ANIMALS ON CAMPUS

Due to health and safety reasons, ALL dogs and animals are prohibited from being on campus except for Guide, signal or service dogs. This policy includes weekends.

TRAFFIC SAFETY PROCEDURES

Safety of our children, families and staff is imperative. Dunn has a student drop off/pick up procedure. The following are important safety rules concerning student drop off and pick-up because we know that traffic congestion can be slow. For this reason, **we close our parking lot in the morning at 7:45 a.m. until 8:05 a.m., and again from 1:45 p.m. until 2:15 p.m. to streamline the flow of street traffic.** Students enter the campus via the gate located on Etiwanda Avenue. Please help us keep our students and community safe by adhering to the following procedures and practicing patience:

- **Stay alert.** Please keep your speed slow, your music low (or off), and stay off cell phones while driving through the parking lots and on the streets around the school.
- **Be kind and respectful to one another.** We all share the same space. Our children attend school and will do so for several years. Please continue to model the kind and respectful behavior you want to develop in our Dunn children.
- **Use Designated Drop-Off/Pick-Up Zones:** Please use the designated areas for dropping off and picking up your children. Do not stop in the middle of the street or block crosswalks. This creates dangerous situations for students and other drivers.
- **Remain in your Vehicle (Parking Lot):** If you are using the parking lot to pick up or drop off, please stay in your vehicle and move forward in a safe manner. If you need to walk your child to the entrance, kindly park along the curb on Etiwanda or Lilac Avenues.
- **Follow Staff Instructions and Traffic Flow Signs:** Staff members such as crossing guards and RUSD Safety Officers are present to ensure safety and efficiency. Please follow their directions and adhere to all posted signs and traffic rules.
- **Follow Crosswalk and Sidewalk Safety:** Please use designated crosswalks and sidewalks when walking with your child. Encourage your children to do the same, and model safe pedestrian behavior. Do not cross mid-street; this is dangerous.
- **Early Arrival and Late Pick-Up:** Students should not arrive before 7:30 a.m. because supervision is not available before then. Pick-up must be completed by 2:26 p.m. to ensure your child's safety.
- **During inclement weather the parking lot will remain open:** Please follow all safety rules and exercise patience while staff ensures the safe drop-off and pick-up of all our students.

ENVIRONMENTAL SAFETY

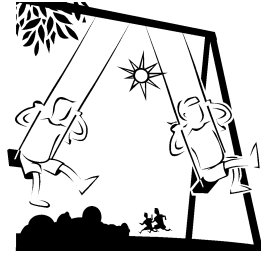
Due to concern for the safety of students and staff with specific allergies, students are not permitted to bring aerosol dispensers (i.e. spray cans, body sprays, etc.) on campus, or to use such products in excess during school hours.

Reference: Administrative Regulation 314-Business and Non-instructional Operations-Environmental Safety
If a student is found with these products, parent/guardian will be contacted to address the concern.

PLAYGROUND SAFETY EXPECTATIONS/RULES

On the blacktop:

- Walk
- Follow school rules in tetherball
- No dodgeball without adult supervision
- No basketballs, footballs, or other playground equipment brought from home



On the playground equipment:

- Walk
- One person at a time on the slide and slide **down**
- No flipping or swinging around the bars
- Count slowly to 25 on the swings and stay out of the way
- Wait in front of the swings
- **Step** off the swings when you are finished

On the grass:

- Do not play any games that involve touching people. That includes tag, chasing, and wrestling.
- Stay away from the fences – play where the yard duty aides can see you.
- Leave rocks, sticks, etc. on the ground. No throwing of rocks, sticks for any reason.

In the restroom:

- Keep the restrooms clean. Flush toilet paper and seat liners when you are finished using them.
- No playing, hiding or loitering in or near the restrooms.
- Report any problems that you see to an adult right away.
- Boys need to stay away from the girls' restroom area and girls need to stay away from the boys' restroom area.

WHEN THE BELL RINGS:

- STOP playing.
- Step out of tetherball circles.
- Come down off the play structure.
- FREEZE.
- Come off the grass onto the blacktop.
- When the whistle blows, WALK to line up.

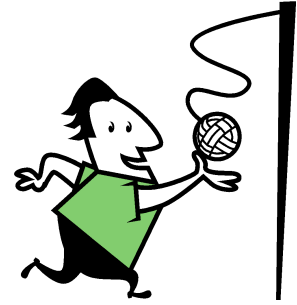
TETHERBALL RULES

Play: The first player at the court serves first. After the first game, the winner serves first. One player stands in each court. The server starts the game by hitting the ball out of his hand. Their opponent may strike the ball at

any time it passes them. Players must try to hit the ball. As the ball travels, each player tries to hit it to wind it around the pole. The player who first winds the ball completely around the pole wins the game. During the game each player must stay in their own playing zone.

The following are against the rules:

- Hitting the ball with any part of your body other than the hands or forearms.
- Holding or catching the ball.
- Touching the pole with any part of the ball.
- Hitting the rope.
- Standing outside of the playing zone (circle)
- Stepping on the line.
- Throwing the ball
- Climbing the pole.



The next person in line is the “judge” and decides if any rules were broken. All decisions of the judge are final. **No exceptions!**

BASKETBALL RULES

- There is a maximum of 5 students on each team.
- If there are more than 10 students wanting to play, they must go to a new court.
- No rough play.
- Only 1 person leaves the court to get the ball when it goes out of the court.
- Players must dribble the ball, pass the ball or shoot the ball.
- No holding the ball and running with it.



SOCCER RULES

- Students in grades K-3 may practice goal kicks into the net or pass the ball back and forth.
- Students in grades K-3 may not play a full on game of soccer without adult supervision to ensure safety and kind words for all
- Students in grades 4-5 may practice goal kicks into the net, or pass the ball back and forth, and they may play a game as long as they practice safety, and kind words.
- In the event that students are not playing safely or practicing kind words during a game, students may be prohibited from playing for a period of time.

SCHOOL ATTENDANCE AND ABSENCES



ATTENDANCE

The importance of regular attendance cannot be overemphasized! Students who attend school regularly and who are on time enhance their learning experience and develop a stronger sense of responsibility. When your student is absent or late, they miss important instructional concepts and lessons. Educational research indicates a direct relationship between student attendance and student achievement.

PARENT/GUARDIAN RESPONSIBILITY

Encourage students to attend school every day and be on time

Monitor completion of assignments in a timely manner

Work cooperatively with school personnel to solve attendance problems that may arise

ABSENCES

Please call the Main Office when your student is absent from school at (909) 820-7872. You can also send an email to the teacher explaining the absence. Illness or injury, a doctor or dental appointment, attendance at a funeral of an immediate family member, or a medical quarantine are the only acceptable "excused absences" identified in the Education Code. We encourage you to schedule your student's doctor and dental appointments around school hours or when school is not in session.

TARDINESS

Students who arrive late are defined as trancies by CA Ed Code. Education Code Section 48260 defines "truant" as: "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant."

Education Code Section 48260.5 states that districts, upon a student's initial classification as a truant, must notify the student's parent or guardian, by any reasonable means, of the following:

1. That the student is truant.
2. That the parents or guardian is obligated to compel the attendance of the student at school.
3. That the parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to *Education Code Section 48290*.

SCHOOL ATTENDANCE REVIEW TEAM (SART)

When students have excessive absences, tardiness, or have been truant, they are subject to a SART referral. The Student Attendance Review Team (SART) panel will determine the consequences of poor attendance and discuss the conditions of an attendance contract. If conditions fail to be met, a recommendation will be made to the Student Attendance Review Board (SARB).

SCHOOL ATTENDANCE SUPPORT PANEL (SASP)

If students continue to have excessive absences and or tardiness or have been truant after the SART process, they will be subject to a SASP referral. Parents are required to have students in school by law. When this law is violated, parents and students may be required to report to the SASP panel.

The parent/student can be held financially liable. The SASP panel will determine the consequences of poor attendance.

INTER/INTRA DISTRICT TRANSFERS

Students attending Dunn Elementary on an INTER/INTRA District Transfer Agreement may have it revoked during the school year and/or not approved for the next school year if he/she does not maintain satisfactory attendance throughout the year. Satisfactory Attendance means a student is “on time” and “in school” 90% of the time. Students with 10% or more absences and/or tardiness may be returned to the home school.

AFTER SCHOOL PROGRAM - THINK TOGETHER

An after school program, run and staffed by THINK TOGETHER is in place at Dunn. It is run independently of Dunn Elementary and parents need to contact the coordinator directly for information and enrollment. The program includes homework time, academic and physical enrichment and healthy living components. Enrolled students report directly to THINK Together staff after school and remain for a minimum of 3 hours. **Students must be picked up no later than 5:45 p.m.** The Site Coordinator, Ms. Jazmin Flores, can be reached by calling (909) 910-2810 or by emailing: jazmin.flores1@thinktogether.org. Applications for the after school program are available online via the Dunn website or in person from the Think Together staff.

HEALTH AND SAFETY



STUDENT ACCIDENT INSURANCE FORMS

The Rialto Unified School District does not automatically cover medical or dental expenses for a pupil injured at school or in school activities. Special student insurance is available at the beginning of each year and when all new students register; coverage is optional. This optional insurance may cover certain student-related injuries that occur during the school day. Applications for low-cost medical and/or dental insurance are available in the school office. If this is not purchased, parents are responsible for medical costs.

MENTAL HEALTH SERVICES FOR STUDENTS

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

Crisis Walk-In Clinic, 909-421-9495 *850 East Foothill Blvd., Rialto, CA 92376*

211 San Bernardino County, 2-1-1

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

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

Rialto Unified Safety Office, 909-820-6892

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

SCHOOL SITE COUNCIL AND ENGLISH LEARNER ADVISORY COUNCIL

There are several ways parents can get involved on campus. SSC (School Site Council), ELAC (English Language Advisory Committee), DAC (District Advisory Council), and DELAC (District English Language Advisory Council). These school support groups are made up of parents and school staff. Our parent groups are very active and effective. If you would like to be a part of any of these groups, please call the Main Office. Regularly scheduled meeting dates are listed on the monthly calendar.

PARENT-TEACHER CONFERENCE & REPORT CARDS

PARENT-TEACHER CONFERENCES

Parents will be asked to attend at least one parent-teacher conference during the school year to discuss their child's progress. Please make every effort to attend these conferences. Teachers will schedule parent-teacher conferences. We encourage you to contact your child's teacher via ParentSquare or district email; call the school at (909) 820-7872 to schedule a parent-teacher conference at any time during the school year.

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

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

REPORT CARDS

Report cards are given out three times a year, once at the end of each trimester. After six weeks of every trimester, progress reports will be sent home for students not meeting grade level standards or regarding behavior concerns. California Education Code 49069 allows parents to access student records, report cards will be mailed home.

Decisions regarding promotion in grades K-5 are based on meeting expected grade-level standards. Student acquisition of grade-level standards shall be described using five performance or achievement levels.

RIALTO'S NEW STANDARDS BASED LEARNING PROGRESSIONS

(1) **Insufficient Evidence of Proficiency (IE)**- The student shows no evidence of proficiency related to the new concept or skill even with teacher assistance.

(2) **Emerging Proficiency (EP)**- The student is in the very early stages of proficiency of this new concept or skill. At this point, the student needs significant support from the teacher to understand what is being asked of him/her. The student is not ready to independently complete tasks or answer questions relating to this concept or skill. (rarely)

(3) **Approaching Proficiency (AP)**- The student is occasionally/frequently grasping the concept or skill. It is also possible that the student is able to show proficiency at some times, but is not yet consistent in his/her proficiency. (frequently)

(4) **Proficient (P)**- The student is able to complete tasks or answer questions relating to the skill independently. He/she consistently shows grade level proficiency with this concept or skill. The student performance matches grade level expectations. (consistently)

HOMEWORK PHILOSOPHY



Your child's teacher will provide you with information outlining the homework, classwork, and classroom discipline expectations for the year. Homework is given with the understanding that it will enhance learning and provide students with reinforcement of material learned. Homework is required as stated in the Board of Education policy. Homework should take approximately 15 minutes for Kindergarten, 30 minutes for grades 1-3, and up to 30 minutes for grades 4 and 5. Students should be read to or read independently for a minimum of 20 minutes beyond their homework time.

Homework is a combined effort. The chart below gives you an idea about how homework should work:

Teacher Responsibility	Student Responsibility	Parent Responsibility
To communicate clearly to both students and parents what is expected and when.	To bring daily necessary materials to class.	To set a time and place for the students to do homework.
To monitor and record assignments.	To know what assignments are due.	To check with the student to see if assignments are completed.
To assure it is acceptable to ask questions.	To complete all assignments.	To review on a regular basis the student's work and have he/she explain the assignment and what is being learned.
To keep the student informed about progress.	To seek help from the teacher if an assignment is not understood.	To feel free to check with the teacher or principal if the student does not have assignments.

TEXTBOOKS AND MATERIALS

Students are provided with textbooks and school supplies at no charge. We expect our students to be responsible for the care and safekeeping of materials provided. If any school-issued item is lost or damaged, it will need to be paid for by the student.

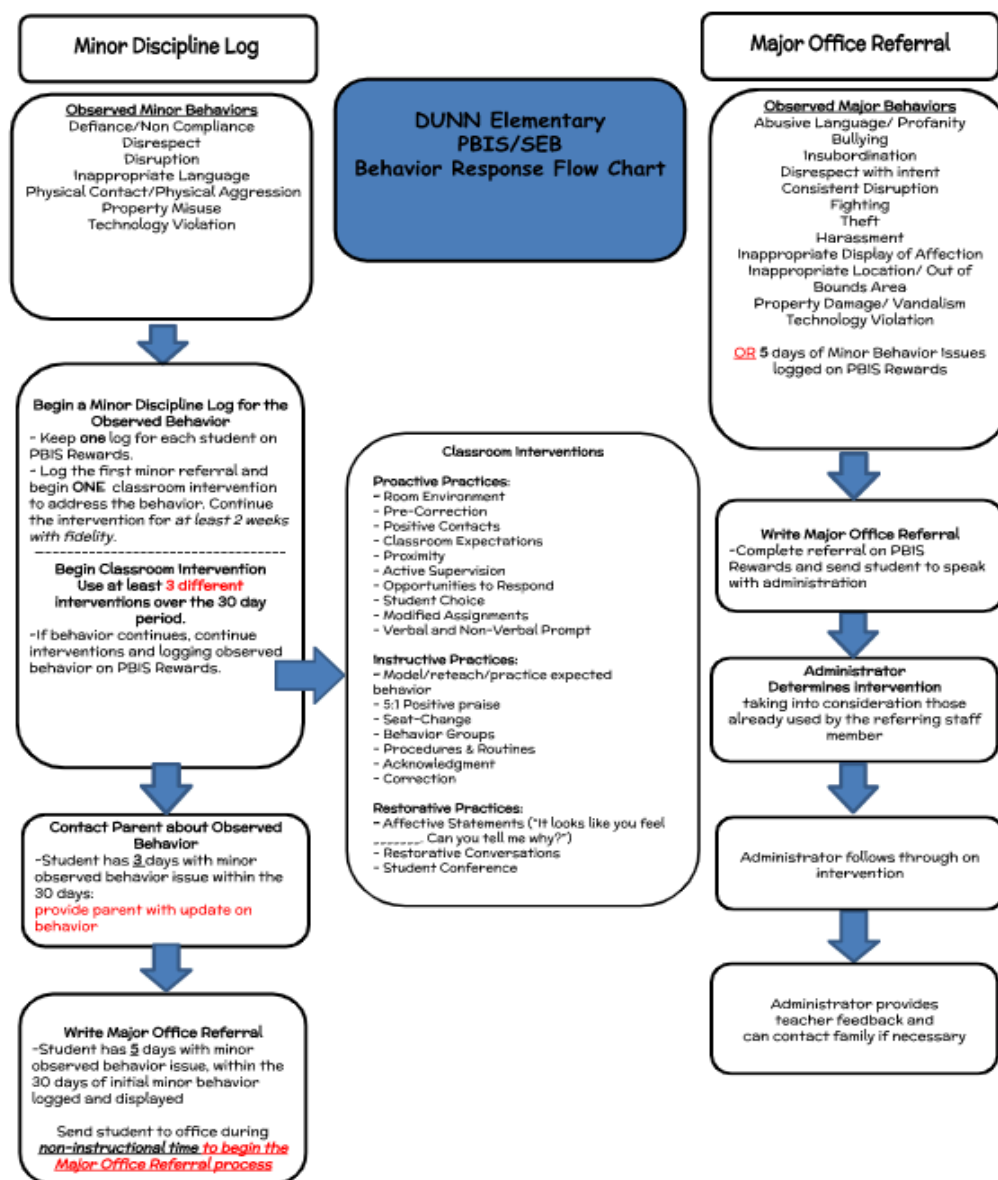
DUNN SCHOOL WIDE EXPECTATIONS
Be Respectful, Be Responsible, Be Safe

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Positive Behavioral Interventions and Supports (PBIS) is a team-based systematic approach to teaching behavioral expectations throughout George H. Dunn Elementary School. The team approach is what truly makes this system work and we really need every family's support to help us be successful. Instead of using a patchwork of individual behavioral management plans, we have moved to a school-wide discipline system that addresses school expectations. It is based on a proactive model which teaches the behaviors, reinforces and recognizes students who are able to model these behaviors, and has systems in place to support students who have a difficult time or may present with more challenging behaviors. We ask that you review expectations and make yourself familiar so that you can support these goals.

PBIS emphasizes a proactive approach; teaching students strategies and supporting appropriate student behavior. Students who are “caught” demonstrating safe, responsible and respectful behavior are given PBIS Rewards points. These points can be exchanged for student incentives, such as student store purchases, school-wide events, raffles, and more!

There are times that students may struggle to follow these matrices. Those students who have a difficult time following the expectations and/or who have violated student conduct codes will be addressed as on the flowchart below:



PARENT ROLE IN PBIS

Home and school communication are vital to a student's success. Please continue to maintain high expectations for your child at home, reinforcing what is implemented at school. Also, it is important to remind your child of the school expectations each morning before arriving at school. Thank you for your continued support and partnership. Please visit our school website for more information about PBIS: <https://kec.rialto.k12.ca.us/domain/14>

STUDENT CODE OF CONDUCT

Student Dress and Grooming Expectations

**Board Policy Manual
Rialto Unified School District**

Policy 5132: Dress And Grooming Original Adopted Date: 08/25/1999 Last Revised Date: 10/09/2019 Last Reviewed Date: 10/09/2019	Status: ADOPTED
---	---------------------------

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

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

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

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

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

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 0415 – Equity)

(cf. 5145.2 – Freedom of Speech/Expression)

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

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

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

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

(cf. 5144 - Discipline)

Gang-Related Apparel

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

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

Uniforms

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

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

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

Rialto Unified School District

DRESS CODE

The mission of the Rialto Unified School District (RUSD), the bridge that connects students to their future aspirations, is to ensure each student achieves personal and career fulfillment within a global society.

RUSD believes that high expectations for students and a safe and engaging learning environment prepares students for academic success and their future. The student dress code should serve to support all students in developing a body-positive self-image. All students are expected to adhere to RUSD Student Dress and Grooming Board Policy 5132, which includes, but is not limited to, the three expectations.

“Big Three”

1. Clothing must cover and conceal undergarments; 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.

Student Discipline/Suspension

Education Code 48900

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

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

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

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

(c) 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.

(d) 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.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

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

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

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

(k) (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.

(m) 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.

(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 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this 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, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

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

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

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that

a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

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

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

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

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and 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

SEXUAL HARASSMENT POLICY

The Rialto Unified School District believes that students have the right to attend school in an environment, which promotes an equal educational opportunity free of sexual harassment. In keeping with this policy, the District will not tolerate sexual harassment by or to any of its students. Forms of sexual harassment include but are not necessarily limited to, the following:

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

If a student believes that he/she has been a victim of sexual harassment, the student should report the incident to the principal immediately. A formal complaint may be filed using the District's Sexual Harassment Complaint Form.

Upon receipt of the form, the principal shall thoroughly investigate the complaint. No student shall suffer any reprisals for reporting any incidents or making any complaints.

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

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

Hate Violence EDC 48900.3

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

Harassment EDC 48900.4

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

Terroristic Threat EDC 48900.7

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

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of

actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Recommendation for Expulsion: Education Code 48915

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

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (D) Robbery or extortion.
- (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

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

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

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

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

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

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

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

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

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

(g) 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.

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

BULLYING AND CYBERBULLYING POLICY

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

The California Department of Education (CDE) has developed and made available to school districts a policy model 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 Student Code of Conduct for Rialto Unified School District.

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

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

The **Rialto Unified School District** expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly

investigated. This policy applies to students on school grounds, while traveling to and from a school-sponsored activity, during the lunch period, whether on or off-campus, and during a school-sponsored activity.

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

Definition of Harassment and Bullying

Harassment or bullying of students or staff is an extremely serious violation of the ***Student Code of Conduct***. It can also be a violation of criminal law. The District will not tolerate unlawful bullying and harassment on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off-campus, or sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

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

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

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

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

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

- Sending mean, vulgar, or threatening messages or images;
- Posting sensitive, private information about another person;

- Pretending to be someone else in order to make that person look bad; and
- Intentionally excluding someone from an online group.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. (*Ed. Code 32261 Legislative findings, declarations, and intent; Ed. Code 48900, 48900.2, 48900.3, 48900.4, 48915(a) and 48915(c)*).

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

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

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that 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 mediators.
- 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 is 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.

Conflict Resolution

The **Rialto Unified School District** believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the **Rialto Unified School District** will incorporate conflict resolution education and problem-solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The **Rialto Unified School District** will provide training to provide the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off-campus.

**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 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 communication 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 a school activity.

REPORT IT

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

INVESTIGATION

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

TRANSFER REQUEST

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

DISTRICT LIAISON

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

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

Elementary and Middle School

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

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

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

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

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

Dunn's Cell Phone Policy

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry

cell phones to school. However, phones must be turned off and stored out of sight during school hours. Teachers also have the right to collect all phones at the beginning of the school day and return them to students at the end of the school day. Phones may not be used to talk, take pictures, play games, record, or text during school hours, including recesses.

If a student violates the cell phone policy, they will have the following consequences:

- **1st Infraction** - Students will have their cell phone taken away and returned at the end of the day.
- **2nd Infraction** - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- **3rd Infraction** - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

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.

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

Physical Education

- Physical activity will be integrated across curricula and throughout the day. Physical movement can be made a part of science, math, Social Studies and Language Arts.
- Physical Education courses will promote an environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge of nutrition and health.
- Time allotted for physical activity will be consistent with State Standards.
- A daily recess period will be provided in grades P-5.
- Physical Education includes the instruction of individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Equipment is available for all students to participate in Physical Education. Facilities on school grounds will be safe and well maintained.
- The school provides a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically gifted and/or interested in athletics.
- Students will work toward performing within their “fitness zone” in order to achieve and maintain physical active lifestyles.

Other School Based Activities

- After-school programs will encourage physical activity and healthy habits.
- Support for the health of all students is demonstrated by providing health clinics, health screenings, and help to enroll eligible children in Medi-Cal and other state children’s health insurance programs.
- The School District will organize a local Wellness Committee composed of families, teachers, support staff, administrators, and students. They will 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.

This institution is an equal opportunity provider.
Revised/Approved 1.19.18



DUNN
ELEMENTARY SCHOOL

Field Trips/Special Events Agreement

****This is in addition to our school Parent and Student Handbook and classroom expectations:***

The following guidelines have been developed for students regarding participation in our field trips/special events. This is in accordance with RUSD Board Policy 5131 (Conduct), which states, "The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, at school activities, or using District transportation."

The criteria below needs to be met in order for students to attend school field trips/ special events such as PBIS activities, Knott's Berry Farm, extracurricular activities, and any other school field trips/special events.

1. Any one of the activities may be denied when a student continues to commit habitual disciplinary misconduct (i.e. frequently late, disruption of classroom learning, disrespect to others, poor behavior on previous field trips, or other behavioral concerns which may be excessive based on staff observations or PBIS referrals).
2. Any one of the activities may be denied if a student commits a suspendable offense and/or has major referrals. Each additional suspension or major referral will result in the loss of additional activities. *Please be aware that five (5) minors will add up to one (1) major referral.
3. In 5th Grade, if there are sufficient reasons, as indicated by PBIS referrals, staff observations, and/or any discipline form(s) showing a pattern of misconduct and/or safety concerns, the student will lose the privilege of attending the end-of-year promotion field trip, as well as any field trips/ special events that are exclusive to the 5th grade students.
4. Dunn School-wide Expectations should be closely followed throughout the year. These include: Be Respectful, Be Responsible, and Be Safe.



Norberto Perez
Chief Lead Agent
Expanded Learning Programs
& Safety Innovation

Bryan Harper
Safety Operations Supervisor

Victor Ramirez
Safety Operations Supervisor

Alex Rodriguez
Emergency Operations
Specialist

Magali Nuñez
Secretary III

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

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

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

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

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

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

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



Norberto Perez
Chief Lead Agent
Expanded Learning Programs
& Safety Innovation

Bryan Harper
Safety Operations Supervisor

Victor Ramirez
Safety Operations Supervisor

Alex Rodriguez
Emergency Operations
Specialist

Magali Nuñez
Secretary III

- 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

Physical Education Attire (Middle and High School)

RUSD Board Policy 5132 states that students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Accordingly, the district has set standards for the physical education clothing in alignment with his Board Policy that students are expected to wear attire that is suitable for the physical activity and promotes safety.

As such, students are required to change clothing appropriate to the physical activity for hygiene, safety and movement efficiency purposes. The following options will assist to meet the expectations of dressing in “suitable” physical education attire:

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

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

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.

Physical Education Attire (Middle and High School)

RUSD Board Policy 5132 states that students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Accordingly, the district has set standards for the physical education clothing in alignment with his Board Policy that students are expected to wear attire that is suitable for the physical activity and promotes safety.

As such, students are required to change clothing appropriate to the physical activity for hygiene, safety and movement efficiency purposes. The following options will assist to meet the expectations of dressing in “suitable” physical education attire:

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

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

RIALTO UNIFIED SCHOOL DISTRICT COMPLAINT PROCEDURES

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

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

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

Filing a Complaint under the Uniform Complaint Procedure

1. The complaint must be filed with the Senior Director of Personnel Services not later than six (6) months from the date of the alleged violation(s) of federal or state laws or regulations or the date of alleged discrimination or illegal harassment, intimidation, and bullying (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 thirty (30) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The Senior Director of Personnel Services' determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant's right to appeal the LEA's Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).
5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services' decision through the appeal process by notifying the Board within five (5) days of the Director's decision. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA's decision.
6. Nothing in the District's complaint procedure will preclude the complainant from pursuing other available civil remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.
7. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.
8. If you are alleging that you are a victim of discrimination, harassment, intimidation or bullying, 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.
9. The Uniform Complaint Procedures shall be used to address any complaint alleging the District's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities and for failure to comply with the requirements for the development and adoption of a school safety plan.

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.



BULLYING/HARASSMENT COMPLAINT FORM

(Students May Report Anonymously)

Date Filed: _____ Name of student being bullied/ harassed: _____

Address: _____ Phone #: _____

Please identify yourself:

☐ 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 or Gender Identity

☐ 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



FORMULARIO DE QUEJA POR ACOSO/INTIMIDACIÓN

(Estudiantes pueden reportar anónimamente)

Fecha presentada: _____ Nombre: _____

Dirección: _____ Teléfono#: _____

Por favor identificarse usted mismo como:

Estudiante _____ Padres/tutores _____ Empleado _____ Voluntario _____ Otro _____

Por favor marcar el tipo de acoso que ha ocurrido (puede marcar más de uno):

Abuso verbal ☐

(Insultos, comentarios racistas, menospreciar, etc.

Se puede hacer por teléfono, por escrito, en persona, por texto, email).

Físico ☐

(Golpear, patear, empujar, torcer extremidades, escupir o destruir pertenencias personales).

Chantaje ☐

(Verbal o acoso físico por dinero o artículos personales).

Humillación o ritos de iniciación ☐

(Tener que participar en un acto de perjuicio físico o emocional siendo parte de un grupo, o son la víctima de un grupo).

Acoso indirecto ☐

(Rechazo, exclusión, ignorar, distanciar o aislar para deliberadamente causar ansiedad emocional).

Ciber acoso ☐

(Usar tecnología para acosar, amenazar o centrarse en otra persona – por texto, IM, email, Facebook, videos, MySpace, Twitter, etc.)

Acoso/Intimidación sobre la base de:

☐ raza, color, nacionalidad ☐ discapacidad

☐ género o identidad de género

☐ otro

Escuela: _____ Fechas del alegado acoso o intimidación: _____

Personas que se alegan haber cometido el acoso o intimidación:

Descripción del incidente: si es posible, usar fechas, horas, lugares, nombres, etc., específicos. Usar la parte de atrás del formulario o páginas adicionales si es necesario.

Nombres de testigos: _____

¿Ha reportado esto a alguien más?: Si _____ No _____ Si es sí ¿a quién? _____

Firma de persona que presenta queja: _____ Fecha _____

Aviso: Al completar este formulario se iniciará una investigación del alegado incidente de acoso o intimidación descrito en este formulario. Toda la información es confidencial excepto por lo que se debe compartir como parte de la investigación. Presentar una queja auténtica de acoso o intimidación no afectará el empleo futuro, calificaciones, aprendizaje o entorno de trabajo o asignación de trabajo del demandante o informante. Al firmar el formulario usted está verificando que su declaración es verdadera y exacta según su opinión.

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

