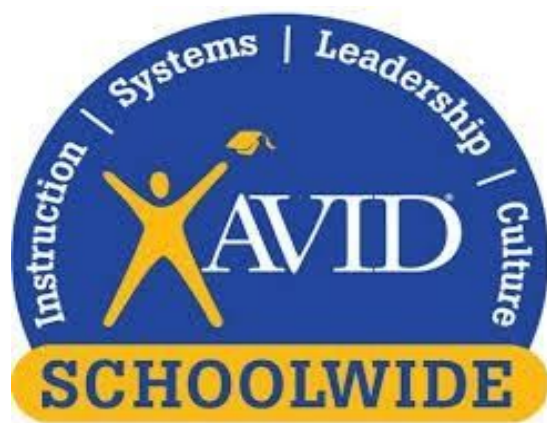


Lena M. Preston Elementary School

An AVID Elementary School

**Parent and Student Handbook
2020-2021**



Advancement Via Individual Determination

A College Preparatory Program

Preston Panthers are College Ready and College Bound

Principal, Mrs. Monica Radcliffe-Perez

1750 N. Willow Avenue
Rialto, California 92376
(909) 820-7932

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Preston Elementary School 2020-2021 School Calendar

August 10	First day of school for ALL students
August 12	R.U.S.D. Board Meeting
August 13	Minimum Day , Back to School Night
August 14	Minimum Day
August 26	R.U.S.D. Board Meeting
August 31	Minimum Day
September 7	Labor Day
September 9	R.U.S.D. Board Meeting
September 14	Minimum Day
September 23-25	Parent Conferences, Minimum Days
September 23	R.U.S.D. Board Meeting
October 5	Minimum Day
October 7	R.U.S.D. Board Meeting
October 21	R.U.S.D. Board Meeting
October 26	Minimum Day
October 30	End of First Trimester
November 4- November 13	Parent Conferences, Minimum Days
November 11	Veteran's Day
November 18	R.U.S.D. Board Meeting
November 23-27	Thanksgiving Recess
December 16	R.U.S.D. Board Meeting
December 18	Minimum Day
December 21 - January 11	Winter Recess
January 13	R.U.S.D. Board Meeting
January 18	Dr. Martin Luther King, Jr. Day
January 27	R.U.S.D. Board Meeting
February 8	Lincoln's Day
February 10	R.U.S.D. Board Meeting
February 15	President's Day
February 19	End of Second Trimester
February 24	R.U.S.D. Board Meeting
February 25-26	Minimum Days
March 4	Minimum Day , Open House
March 5	Minimum Day
March 10	Minimum Day , R.U.S.D. Board Meeting
March 11-19	Spring Recess
March 24	R.U.S.D. Board Meeting
March 29	Minimum Day
April 7	R.U.S.D. Board Meeting
April 21	R.U.S.D. Board Meeting
April 26	Minimum Day
May 5	R.U.S.D. Board Meeting
May 19	R.U.S.D. Board Meeting
May 24	Minimum Day
May 31	Memorial Day
June 3	Minimum Day , Last day of school for ALL students, End of Third Trimester
June 9	R.U.S.D. Board Meeting
June 23	R.U.S.D. Board Meeting

RUSD BOARD OF EDUCATION

President.....Nancy O'Kelley
Vice-President.....Dina Walker
Clerk.....Joseph W. Martinez
Member.....Joseph Ayala
Member.....Edgar Montes

Cabinet Members

Superintendent.....Cuauhtémoc Avila, Ed.D.

Lena M. Preston Elementary School's Vision and Mission Statements

Vision Statement:

Preston Elementary School will maximize students' academic, social, and cultural development, so students can acquire knowledge and skills to live meaningful and productive lives.

Mission Statement:

The mission of Preston Elementary School, an AVID community of excellence and unlimited possibilities, is to kindle passion in each student to become life-long learners who will achieve and maximize the full potential in their personal and global endeavors to safeguard their future, through a vital system distinguished by stable social and academic foundations, high expectations for student achievement, vast educational opportunities, academic integration and access of technology for all, and value and appreciation of cultural diversity.

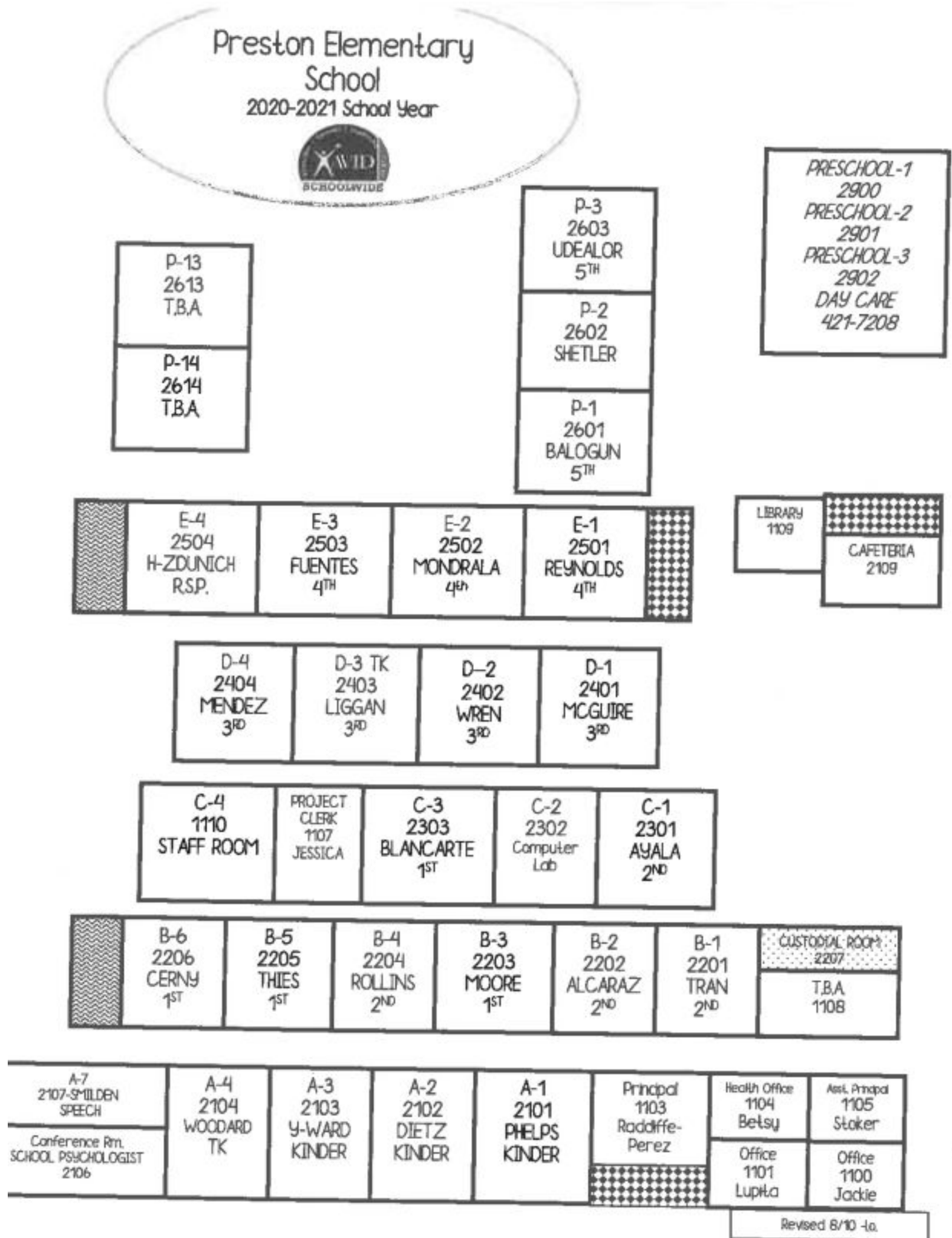


PRESTON ELEMENTARY SCHOOL PERSONNEL

2020-2021

Principal	Mrs. Radcliffe-Perez
Assistant Principal	Ms. Stoker
School Secretary	Mrs. Ordoñez
Categorical Project Clerk	Ms. Root
Clerk Typist II	Mrs. Orantes
Crossing Guard	Ms. Macias
Crossing Guard	Ms. Whiteside
Custodian II	Mr. Urista
Custodian I	Mr. McCall
Custodian I	Ms. Martinez
Health Clerk	Mrs. Delgado
Instructional Assistant II-BB	Ms. Jaurigue
Instructional Assistant II-BB	Mrs. Salas
Instructional Assistant II-SE (RSP)	TBA
Instructional Assistant II-SE (RSP)	Ms. Mendez
Instructional Strategist	Mr. Toivonen/Ms. Duran
Instructional Technology Assistant	Ms. Villalpando
Library/Media Technician I	Ms. Zahid
Noon Duty Aide	Mrs. Leyva
Noon Duty Aide	Ms. Mora
Noon Duty Aide	Mr. Montero
Noon Duty Aide	Ms. Solis Ramos
Noon Duty Aide	Mrs. Trujillo
Noon Duty Aide	TBA
RSP Teacher	Ms. Heller-Zdunich
School Nurse	Ms. Murray
School Psychologist	Mr. Theis
Speech Pathologist	Ms. Smilden
Therapeutic Behavior Strategist	Mrs. Hitchman-Gomez
Teacher	Mrs. Ayala
Teacher	Mrs. Alcaraz
Teacher	Mr. Balogun
Teacher	Mrs. Blancarte
Teacher	Mrs. Cerny
Teacher	Mrs. Dietz
Teacher	Mrs. Fuentes
Teacher	Mrs. Liggan
Teacher	Mrs. Mendez
Teacher	Mrs. Mondrala
Teacher	Ms. Moore
Teacher	Mrs. McGuire
Teacher	Mrs. Phelps
Teacher	Mrs. Reynolds
Teacher	Ms. Rollins
Teacher	Ms. Shetler
Teacher	Mrs. Thies
Teacher	Ms. Tran
Teacher	Dr.. Udealor
Teacher	Ms. Woodard
Teacher	Ms. Wren

School Map





BRIDGE ACADEMY

ELEMENTARY BELL SCHEDULE

MONDAY SCHEDULE

TUESDAY-FRIDAY SCHEDULE



TK & KINDERGARTEN:			
Live Instruction	8:15 AM	9:15 AM	60 Min
Independent Instruction	9:15 AM	2:15 PM	120 Min

TK & KINDERGARTEN:			
Live Instruction Morning	8:15 AM	12:15 PM	45 Min
Independent Instruction			90 Min
Live Instruction Afternoon	1:00 PM	2:30 PM	45 Min

FIRST GRADE:			
Live Instruction	8:15 AM	9:15 AM	60 Min
Independent Instruction	9:15 AM	2:15 PM	170 Min

FIRST GRADE:			
Live Instruction Morning	8:15 AM	12:15 PM	45 Min
Independent Instruction			140 Min
Live Instruction Afternoon	1:00 PM	2:30 PM	45 Min

SECOND & THIRD GRADE:			
Live Instruction	8:15 AM	9:15 AM	60 Min
Independent Instruction	9:15 AM	2:15 PM	170 Min

SECOND & THIRD GRADE:			
Live Instruction Morning	8:15 AM	12:15 PM	60 Min
Independent Instruction			110 Min
Live Instruction Afternoon	1:00 PM	2:30 PM	60 Min

FOURTH & FIFTH GRADE:			
Live Instruction	8:15 AM	9:15 AM	60 Min
Independent Instruction	9:15 AM	2:15 PM	180 Min

FOURTH & FIFTH GRADE:			
Live Instruction Morning	8:15 AM	12:15 PM	90 Min
Independent Instruction			60 Min
Live Instruction Afternoon	1:00 PM	2:30 PM	90 Min

Notes:

- Teacher will provide parents with scheduled time of morning and afternoon live instruction in Google classroom.
- Students are given assignments during the Independent Instructional sessions as needed based on their grade level.
- The Elementary Bell Schedule is subject to change when schools are able to offer the Hybrid Model or when schools are able to reopen at normal capacity.

Please check with your child's teacher for specific live instructional minutes DURING BRIDGE ACADEMY OR HYBRID LEARNING MODELS.

TRADITIONAL SCHOOL BELL SCHEDULE

Kindergarten A.M.			Minutes
AM Instruction	7:45	11:08	203
Lunch	11:08	11:48	40
TOTAL MINUTES:			203

Lena M. Preston
 An AVID Elementary School
 2020-2021 Bell Schedule

Kinder P.M./TK			Minutes
PM Lunch	10:26	11:06	40
PM Instruction	11:06	2:29	203
TOTAL MINUTES:			203

1st Grade			Minutes
Instruction	8:00	10:11	131
Recess	10:11	10:26	15
Instruction	10:26	11:30	64
Lunch	11:30	12:10	40
Instruction	12:10	1:15	65
Recess	1:15	1:30	15
Instruction	1:30	2:00	30
TOTAL MINUTES:			290



1st Grade			Minutes
Instruction	8:00	10:11	131
Recess	10:11	10:26	15
Instruction	10:26	11:30	64
Lunch	11:30	12:10	40
Instruction	12:10	1:01	51
TOTAL MINUTES:			246

2nd Grade			Minutes
Instruction	8:00	10:11	131
Recess	10:11	10:26	15
Instruction	10:26	11:42	76
Lunch	11:42	12:22	40
Instruction	12:22	1:15	53
Recess	1:15	1:30	15
Instruction	1:30	2:00	30
TOTAL MINUTES:			290

Inclement Weather Lunch Schedule
 (Grade 1: 11:30-12:00)
 (Grade 2: 11:42-12:12)
 (Grade 3: 11:54-12:24)
 (Grade 4: 12:06-12:36)
 (Grade 5: 12:18-12:48)

2nd Grade			Minutes
Instruction	8:00	10:11	131
Recess	10:11	10:26	15
Instruction	10:26	11:42	76
Lunch	11:42	12:22	40
Instruction	12:22	1:01	39
TOTAL MINUTES:			246

3rd Grade			Minutes
Instruction	8:00	10:11	131
Recess	10:11	10:26	15
Instruction	10:26	11:54	88
Lunch	11:54	12:34	40
Instruction	12:34	1:15	41
Recess	1:15	1:30	15
Instruction	1:30	2:00	30
TOTAL MINUTES:			290

3rd Grade			Minutes
Instruction	8:00	10:11	131
Recess	10:11	10:26	15
Instruction	10:26	11:54	88
Lunch	11:54	12:34	40
Instruction	12:34	1:01	27
TOTAL MINUTES:			246

4th Grade			Minutes
Instruction	8:00	10:31	151
Recess	10:31	10:46	15
Instruction	10:46	12:06	80
Lunch	12:06	12:46	40
Instruction	12:46	2:10	84
TOTAL MINUTES:			315

4th Grade			Minutes
Instruction	8:00	10:31	151
Recess	10:31	10:46	15
Instruction	10:46	12:06	80
Lunch	12:06	12:46	40
Instruction	12:46	1:01	15
TOTAL MINUTES:			246

5th Grade			Minutes
Instruction	8:00	10:31	151
Recess	10:31	10:46	15
Instruction	10:46	12:18	92
Lunch	12:18	12:58	40
Instruction	12:58	2:10	72
TOTAL MINUTES:			315

5th Grade			Minutes
Instruction	8:00	10:31	151
Recess	10:31	10:46	151
Instruction	10:46	12:18	92
Lunch	12:18	12:58	151
Instruction	12:58	1:01	3
TOTAL MINUTES:			246

ANY BELL SCHEDULE MODIFICATION OR CHANGE WILL BE UPDATED AND REFLECTED IN OUR HANDBOOK

DISTANCE LEARNING FACT SHEET



PRESTON ELEMENTARY SCHOOL

Principal's Updates



Mrs. Monica
Radcliffe-Perez

WELCOME BACK! We are so very excited for our 2020-2021 school year! I look forward to seeing each of you in your Google classrooms. Please reach out if you have any questions or concerns.

Contact



During Bridge Academy, all school offices will remain physically open

Principal's Email:
mradcliffe@rialto.k12.ca.us

Preston Elementary School:
1750 North Willow Ave, Rialto, CA
92376

General School Information :
(909) 820-7933

Distance Learning Plan



Preston Elementary School will begin the school year using the Bridge Academy or Distance Learning Instructional Model.

Bridge Academy

- Students receive materials, devices and hotspots for connectivity and participation
- Students receive instruction online by their assigned teacher. Instruction includes daily, live online interaction and independent academic activities
- Student work is graded and counted towards semester or trimester grade
- Attendance (online) is mandatory. Absences are processed the same as being physically absent from school
- Students and parents receive technical support for use of devices and hotspots
- Students in Special Education receive services, accommodations and modifications per their IEP

Covid-19 Updates



On **Friday, July 17, 2020**, California Governor **Gavin Newsom** took action related to the opening of schools for the upcoming school year. He announced that schools in Counties that are on the COVID-19 watch list will start the year with Distance Learning. In-person instruction may resume only when a county, currently on the watch list, is off the watch list, for 14 consecutive days.

San Bernardino County is on the COVID-19 watch list. Therefore, the Rialto Unified School District will start the 2020-2021 school year with Distance Learning. The new school year will begin on **Monday, August 10, 2020**.

Device Information



Material and Device/ Hotspot distribution will take place Monday, August 3– Wednesday, August 5: We will be open from 8:00-12:00 and again from 2:00-6:00 each day. Please return any library books and school band instruments at this time. **Enter from the SOUTH gate on Willow ONLY.

For continued updates on Distance Learning, specific to families, students, and staff, please visit the District website at www.rialto.k12.ca.us



IMPORTANT INFORMATION FOR PARENTS



OFFICE HOURS

The school office is open 7:00 a.m. to 4:00 p.m. (Monday through Friday)- Please call first, to see if we can address your concerns safely over the phone. **May be subject to change during Bridge Academy and/or Hybrid Learning Models**

ARRIVAL AND DEPARTURE (Traditional School Setting & Will Be Modified for Hybrid Learning Model)

Please be advised that students are not allowed on campus prior to 7:00 a.m. Students should plan to arrive at school no earlier than 7:15 a.m. Breakfast is served at 8:00 a.m. in the classroom, so the cafeteria is closed. There is **no** supervision on campus before 7:00 a.m.

All students must be picked up immediately after school unless they are attending after school tutoring, supervised sports practice, detention, or the THINK Together after school program. If a student is not picked-up on time and remains in the Main Office thirty minutes after their dismissal, the Rialto Police Department will be contacted.

CONTACTING YOUR STUDENT DURING SCHOOL HOURS

As an AVID school, quality classroom instruction is extremely important. Thus, classroom instruction will not be interrupted for the delivery of instructional materials, lunch, or music equipment. Thus all deliveries will be placed inside the classroom teacher's mailbox until the end of the day or until the teacher has time to retrieve the item. Any and all lunch deliveries will remain inside the Main Office until the student's assigned lunch break. At the start of the student's lunch, one of the Noon Duty Aides will inform the student of their lunch delivery. Nevertheless, classroom instruction will not be interrupted for classroom deliveries and or lunches.

EARLY RELEASE OF STUDENTS

When you send your student to school for the day, we want you to feel he/she is safe in our care; therefore we need your cooperation with a few simple procedures when picking up your student(s). When picking up your student before dismissal, you must go to the Main Office first to sign out your student. Only individuals listed on the student's Emergency card may pick up a student. No student will be released to anyone not on the student's emergency card. A picture identification card is required and the person must be at least 18 years old.

EMERGENCY CARDS

In case of illness or any emergency that should arise, we require at least two local emergency numbers for your student. In case there is no phone in the home, please leave a neighbor's number as a message number. In case of a serious emergency, it is imperative that we have current information. The people listed on the card are the only people that you authorize to pick-up your student. Any changes to the Emergency Card need to be made in person by the parent.

NOTICES HOME TO PARENTS

Please establish a procedure with your student to review all notices and reports sent home during the instructional day. All AVID students are required to clean out their backpacks and return any and all required materials the next day. Please look for the Monthly Parent Calendar or Newsletters or check our school website regularly because it will contain updated school information and calendared events. You may want to develop the habit of reading the Preston School Marquee each day as you drive by the school. It will remind you of upcoming minimum days and activities for on campus learning.

PARENTS OF KINDERGARTEN AND 1ST GRADE STUDENTS DURING ON CAMPUS LEARNING

Kindergarten and first grade students must be physically picked up by an adult. Kindergarten students are usually picked up from their classroom doors or from the cafeteria. All first grade students should be pick-up from their classroom teacher on the south lawn. To secure the safety of all students, please make contact with your student's teacher before walking off with your students

PARKING LOT PROCEDURES

- Parents are requested to follow all driving laws.
- Please do not leave cars unattended, especially with small children or pets waiting in the vehicle.
- Please be respectful of the school's instructional program by not honking your horn or playing loud music, as this is a distraction to classrooms.
- Please park in designated parking stalls. Failure to park in an assigned parking stall may result in a parking citation by Rialto Police Department.

Please note: The drive-thru gates are locked for student safety – times are listed below.

North Gate

Closed at 7:35a.m.

Opened at 2:20p.m.

Middle and South Gates

Closed from 7:00a.m.-8:10a.m., 1:30p.m.

Opened from 8:10a.m.-1:25p.m.

**On Minimum Days, Middle and South gates close by 12:30p.m.*

THE OFFICE TELEPHONE

The office telephones are for business use only. In the event of an emergency, a staff member within the Main Office will make contact with the parents or guardians of the student. Thus, please make sure your phone numbers and emergency numbers are current at all times. Often students become alarmed when their parents are late picking them up afterschool. All students should know at least one parent/guardian's phone number.

WALKING TO AND FROM SCHOOL

Pedestrian Safety Includes:

- Crossing at the crosswalk with the crossing guard if available
- Crossing where there are intersections with stop signs or lights
- Students are never to cross in the middle of the street or walk on private property

LOST AND FOUND



LOST AND FOUND DURING ON CAMPUS LEARNING

Jackets, sweaters, and other items of clothing found around campus, are taken to the Lost and Found box inside the cafeteria. All other items should be turned in to the Main Office. Items will be held for one month prior to being donated to a charitable organization. Students should be sure to check the cafeteria before or after school if they have lost anything.

Parents please help us get lost items to the rightful owner by putting first and last name on the inside of all articles of clothing.

Items that should not be brought to school are: toys of any kind (except for sharing and pre-approved by the teacher), electronics such as iPods, radios, cameras, video games, etc. Instruction will not be compromised to locate lost or misplaced electronic devices.



RIALTO

UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

Assessment,
Research, Data
Analysis, and
Educational
Technology

Paulina Villalobos
Agent: Academic
Technology
(909)879-6014
ext. 2871

August 4, 2020

Dear Parents and Guardians,

We are excited to share that Rialto Unified School District is rolling out Remind district-wide! If you are not already familiar with [Remind](#), it is a classroom communication tool that makes it easy to stay involved with your child's learning. Remind is free to use, and you will be able to receive and send messages on any device!

As part of this rollout, official accounts will be created for all the educators, parents, and students at RUSD. You will receive an email or text message By this **Friday, August 7, 2020**. All you need to do is follow the steps in the message to set up your account. [Here is a video demo](#) to see how Remind works.

If you would like to get a head start, here are the directions to download the Remind app:

Signing up for smartphone notifications

1. Download the Remind app on your Android or iOS device. Click here for a link to the apps: rmd.me/a

Please note, the app is not required. You can continue to reply directly to Remind messages via SMS text or email.

If you have any questions, please feel free to contact Paulina

SCHOOL ATTENDANCE AND ABSENCES



ATTENDANCE

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

ABSENCES

Please call the Main Office when your student is absent from school at 909-820-7933. You can also send a written note 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 try and schedule your student's doctor and dental appointments around school hours or when school is not in session. If this is not possible, please remember your students must be signed out from the Main Office.

TARDINESS DURING ON CAMPUS INSTRUCTION (MAY BE SUBJECT TO CHANGE DURING HYBRID MODEL)

If a student is later than 15 minutes to class, an adult is required to walk the student inside the Main Office to receive a tardy pass. If a student has been marked tardy more than five times during a trimester, the student's parent or guardian will be required to walk the student into the Main Office to obtain a tardy pass to *class for each instance thereafter. The parent/guardian escort will be required for every tardy after the fifth tardy of the trimester.*

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 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 REVIEW BOARD (SARB)

If students continue to have excessive absences and or tardiness or have been truant after the SART process, they will be subject to a SARB 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 SARB panel. Parent/Student can be held financially liable. The SARB panel will determine the consequences of poor attendance.

SART AND SARB WILL CONTINUE DURING ALL INSTRUCTIONAL MODELS INCLUDING BRIDGE ACADEMY, HYBRID, & TRADITIONAL



Bridge Academy Attendance

Parent Expectations

- Encourage your student(s) to participate in assigned classes every day
- Monitor student engagement in daily scheduled classes and completion of assignments in a timely manner
- Inform teacher/school by phone or email of a student's absence no later than 11:00 a.m. on the day of the absence
- Inform school if something is occurring that prevents your student from attending Bridge Academy regularly. Issues related to access to technology or internet connectivity should be referred to administration immediately.
- Work cooperatively with school personnel to solve attendance problems that may arise

Attendance is required by law, which includes Bridge Academy (Distance Learning). There is a direct correlation between student attendance and academic success. Teachers will be taking attendance daily in Synergy. Please monitor your child's attendance through ParentVue.



Perfect Attendance Awards

The Rialto Unified School District is placing a hold on Perfect Attendance Awards from March 12, 2020, until further notice, due to the Coronavirus (COVID-19) pandemic.

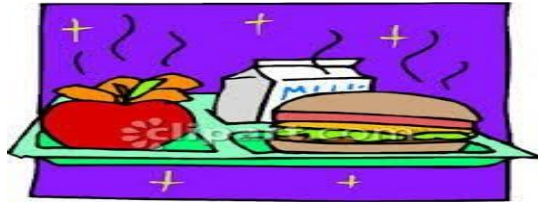
The district strongly encourages daily attendance, but not at the risk of our students' and staff's health and well-being. Students will be held harmless during this period in relation to Perfect Attendance.

If a student misses a day of instruction (in-person or via distance learning) during this time period, their cumulative Perfect Attendance status will not be affected.

Examples of Cumulative Perfect Attendance Awards:

- Perfect Attendance from Kinder through 5th grade
- Perfect Attendance from Kinder through 12th grade
- Perfect Attendance from 6th through 8th grade

NUTRITION SERVICES



FREE BREAKFAST AND LUNCH PROGRAMS

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

UNIVERSAL BREAKFAST PROGRAM DURING ON CAMPUS LEARNING – PLEASE SEE BRIDGE ACADEMY AVAILABLE MEALS INFORMATION FOR VIRTUAL LEARNING

All students will receive a free breakfast every morning in the classroom. Breakfast is served at 8:00am in the classroom during the first 10 minutes of class time. The Universal Breakfast Program is for all students at no cost to parents.

KINDERGARTEN LUNCH PROCEDURES DURING ON CAMPUS LEARNING This section will be updated with more appropriate information when we transition to Hybrid Learning.

Kindergarten (AM Session)

Session A students will be given lunch at 11:08 a.m. daily inside the cafeteria. Parents are requested to:

1. When parking in the lot; park in a designated stall.
2. Wait for their student outside the cafeteria.
3. Sign out students at the cafeteria doors before taking them home.
4. Pick up their AM Session kinder student NO LATER THAN 11:48a.m. AM Session students must be signed out by parent or guardian. Students picked up after 11:48a.m. must be signed out in the Main Office.

*PM Session students may be taken to the Cafeteria between 10:26a.m.-11:06a.m. and be signed-in prior to being dropped off for lunch.

STUDY TRIPS

If your students are participating in a study trip that requires you to provide a sack lunch for the day, you may purchase (or receive, if on free lunch status) a sack lunch from the District Food Service department. The cost of the sack lunch is the same as the daily cost for lunch (\$ 2.00 for adults) and is payable in advance, and is non-refundable in the event your child is unable to attend the study trip. Siblings who are not scheduled to participate may not go on study trips with parents.

Birthday Celebrations

All foods and beverages sold or served during school hours shall meet nutritional standards and other guidelines set by the Federal and State Government, as well as the **Rialto Unified School District Student Wellness Policy**. Some approved snacks may be purchased through the Nutritional Services Department. All planned birthday celebrations must be pre-approved by the classroom teacher. All birthday celebrations, if approved by the teacher, will be held at the end of the day and NO food items will be handed out. Please provide a non-food item, such as goody bags, should you wish to celebrate.

Meal Service Fact Sheet August 2020

RIALTO Child Nutrition



Welcome Back



Hello, I am Fausat Rahman-Davies, Lead Agent for Child Nutrition. We are excited to be continuing to make fresh, scratch made meals with love for our students. Meals will be served in a drive-thru "Grab & Go" style very similar to our summer program. We will be offering drive-thru meals at 15 of our school sites plus, 15 bus stops will be utilized as walk up options.

It is my belief that it takes a village to feed and raise a child. Thank you for being part of my village.

Cafeteria ❤️ Classroom ❤️ Community

Contact Us



151 S. Cactus Ave., Rialto, CA 92376

Phone: (909) 820-7761

Website: www.rialto.k12.ca.us

Social Media: @rialtonutrition



Food Safety

Lunches are intended to be eaten immediately or should be stored in the refrigerator within 2 hours.

Reheat all foods to an internal cooking temperature of 165 degrees. Discard any leftovers within 3 days.

Hot foods should be kept hot (135 degrees or higher) and cold foods (milk & cheese 41 degrees or below) kept cold.

Meal Distribution Plan

Meals are only for currently enrolled Rialto USD students. Please be prepared to offer name, school site, student ID or class schedule for meal service. Our program has been restructured to offer meal service distribution twice per week. **Students will receive breakfast, lunch and snacks for 2 days on Tuesday's and 3 days on Thursday's.**

Service time is 11:30am- 1:15pm

Week 1- Meals will be served on Monday, August 10th and Thursday, August 13th.

Week 2 and until further notice meals will be distributed every Tuesday and Thursday.

Meal Accommodations

If your student requires special diet accommodations, they will need to have a medical statement on file with us. If they have a medical statement on file, you will need to let us know which site you will be picking up their meals from.

Medical statements can be found on our Nutrition website.



Covid-19 Updates

STATE: On **Friday, July 17, 2020**, California Governor **Gavin Newsom** took action related to the opening of schools for the upcoming school year. He announced that schools in Counties that are on the COVID-19 watch list will start the year with Distance Learning. In-person instruction may resume only when a county, currently on the watch list, is off the watch list, for 14 consecutive days.

COUNTY: San Bernardino County is on the COVID-19 watch list. Therefore, the Rialto Unified School District will start the 2020-2021 school year with Distance Learning. The new school year will begin on **Monday, August 10, 2020**. Updates continue to be communicated via, phones/text message and website: www.rialto.k12.ca.us

For continued updates on Distance Learning and the Meal Service Program, specific to families, students, and staff, please visit the District website at www.rialto.k12.ca.us

This Institution is an equal opportunity provider.



***TO ENSURE THE SAFETY OF OUR SCHOLARS AND STAFF NO CLASSROOM VISITATION OR VOLUNTEERS ON CAMPUS DURING BRIDGE ACADEMY & HYBRID LEARNING MODELS**

CLASSROOM VISITATION AND PARENT VOLUNTEERS DURING TRADITIONAL SCHOOL MODEL (MAY BE SUBJECT TO CHANGE)



SIGN IN PROCEDURES

We are proud of our school. We enjoy and appreciate having parents visit the classrooms. Please make prior arrangements with the classroom teacher. **ALL GUESTS ON CAMPUS MUST SIGN IN AND OBTAIN A VISITOR'S PASS AT THE MAIN OFFICE, PRIOR TO VISITING THE CLASSROOM OR WALKING THROUGH OUR CAMPUS.**

PARENT VOLUNTEERS

Parent volunteers are very important to the instructional program at Preston Elementary School. We hope that you will contact your student's teacher about serving as a parent volunteer during the school year. When volunteering at school, please stop by the Main Office and sign-in and receive your volunteer pass. This gives us a record of volunteer time and enables the Main Office to find you in case of an emergency.

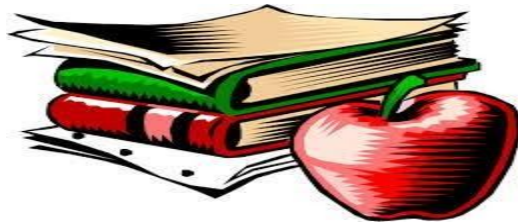
How to become a Parent Volunteer

Pick up a Parent Volunteer Application from the Main Office or from the Rialto Unified School District Office. The law requires that each Parent Volunteer have their fingerprints registered. You may have this done at the Rialto Unified School District, Personnel Department, located at 182 East Walnut Ave. (A money order in the amount of \$20.00 made out to Rialto Unified School District will need to be submitted at the time of fingerprinting.) The law requires that all adults working with students maintain a Tuberculin Test (TB) clearance on file. If you do not already have a current (TB) clearance, and would like for the Health Clinic to conduct your (TB) clearance, there is no appointment needed. You may stop by on the 2nd and 4th Tuesday of the month, from 1:30p.m.-3:30p.m. The cost for this \$15.00 (cash only). The Principal's signature must be on the form in order to initiate the process of a Volunteer Application.

School Support Groups

There are several ways parents can get involved on campus. PTA (Parent Teacher Association), SSC (School Site Council), ELAC (English Language Advisory Committee), DELAC (District English Language Advisory Council), and DAC (District 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. Regular scheduled meeting dates are listed on the monthly calendar.

HOMEWORK PHILOSOPHY



Your child's teacher will provide you with information outlining the homework, classwork, and classroom discipline expectations for the year. Homework is an important part of the educational program. Homework will be assigned on a regular basis, usually Monday-Thursday. There may be long-term or short-term assignments designed to emphasize critical thinking skills, practice skills taught in the classroom, develop good study habits and responsibility. **Homework and projects submitted to the Main Office by parents and guardians during the instructional day will remain in the teacher's mailbox until the end of the school day or until the teacher has time to retrieve the item.**

HEALTH AND SAFETY



ACCIDENTS OR ILLNESS AT SCHOOL WHILE ON CAMPUS

Our School Nurse is only at Preston for emergencies or testing purposes. We have a Health Clerk who provides first aid for minor injuries and checks students who become ill at school. The Health Clerk will call the School Nurse and call parent/guardian if a serious injury has occurred. If you cannot be reached, we will attempt to contact the persons you have listed on the Emergency Card. **(Please make sure that all names and telephone numbers are accurate and up to date. Remember to put the name and telephone number of all persons that can be contacted in case you cannot be reached.)** Emergency contacts must also have current identification prior to picking up a student from the health office. If a child has a fever of over 100.4 and is symptomatic, the child will be sent home for observation. **It's recommended that the child remain home until fever free without medications for at least 3 days.**

STUDENT ACCIDENT INSURANCE

The Rialto Unified School District does not automatically provide medical or dental insurance for a pupil injured at school or in school activities. Applications for low-cost medical and/or dental insurance are available in the Main Office.

MEDICATION

State law forbids any student to have medication in his/her possession on school property. This includes any over-the counter medications such as aspirin, allergy pills, cough syrup, etc...as well as any prescribed medications. The school is not allowed to administer any type of medicine to a student that is not prescribed by a doctor. **The form “Physician’s Recommendation for Medication”(Form S64) must be completed by the doctor and returned to the Main Office prior to the Health Clerk administering any medication to your student.** If your student needs to take medicine during school hours, the medicine must have a written doctor's prescription, be in a prescription bottle, and the parent must complete the legally required form. You may obtain the form from the Health Clerk or from the Main Office.

The parents/guardians of the student assume responsibility for informing the school of any changes in the student’s health or changes in medication. Phone requests for the administration of over the counter medication such as aspirin or Tylenol will not be granted.

PEDICULOSIS (LICE)

Pediculosis is defined as lice or lice eggs (nits). The symptoms of lice are itching and/or the presence of lice and nits on hair, particularly on the head and neck.

Students with pediculosis shall be excluded from school until treatment has been accomplished. Parent must bring student to our Health Office for clearance. The District will approve only three days of absence due to pediculosis. All other days will be unexcused. Students are randomly screened during the school year to prevent school wide outbreaks.

(BP 5141.33)

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

SCHOOLWIDE EXPECTATIONS AND OPPORTUNITIES

ACADEMICS

At the end of each trimester, the classroom teachers will recognize all students who have demonstrated exceptional academic performance, perfect attendance, and citizenship. However, each teacher and or grade levels have established classroom reward and incentive systems to support all students with modeling positive behavior on campus.

- **Gold Honor Roll**- A student must secure straight A's in all academic areas on their report card
- **Blue Honor Roll**- A student must secure all A's and B's in all academic areas on their report card
- **Perfect Attendance**- Placed on hold at this time
- **Leader of the Pack**- The student is identified by the classroom teacher for outstanding school wide citizenship including being Safe, Respectful and Responsible.

WHAT TO DO IF YOUR CHILD IS HAVING A PROBLEM WHILE AT SCHOOL OR DURING BRIDGE ACADEMY OR HYBRID LEARNING

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.

EMERGENCY PREPAREDNESS DURING HYBRID OR TRADITIONAL SCHOOL MODEL (MAY BE SUBJECT TO CHANGE)

Preston Elementary School practices monthly fire drills and quarterly earthquake or disaster drills, and all persons present must follow established drill procedures. During an actual emergency situation, a central student release station will be established, and no student will be released to anyone without proper and sufficient identification from the person requesting the student and/or until emergency authorities declare it safe to do so. Often the site participates in presentations by the Rialto Fire and Police departments. Thus, you may observe service vehicles on campus. If you have any questions or concerns please contact the Main Office.

MANDATORY REPORTING OF SUSPECTED CHILD ABUSE

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








RIALTO UNIFIED SCHOOL DISTRICT CRITICAL INCIDENT RESPONSE PLAN

SAFETY CONTROL DISPATCH (909) 820-6892

**NOTE: 911 (EMINENT DANGER) LIFE-THREATENING CALLS
SUPERCEDE CRISIS COMMUNICATIONS FLOW CHART**

CRISIS COMMUNICATIONS FLOW CHART



 <h3>ACTIVE SHOOTER VIOLENT INTRUDER</h3> <p>Call 911</p> <p>RUN: Quickly & safely get away from area</p> <p>HIDE: Get into a building, lock & barricade doors, shut off lights, silence cell phone</p> <p>PREPARE TO DEFEND: Be ready to protect & defend yourself using any item available</p> <p>REMAIN IN PLACE: Wait for all clear from authorities before evacuating your area</p>	 <h3>EARTH QUAKE</h3> <p>Drop, Cover, and Hold...</p> <p>Under a table or desk or against an interior wall until shaking stops (Do Not Stand in Doorway)</p> <p>After shaking stops, check yourself and others for injuries</p> <p>Evacuate if directed by Emergency Personnel and/or authorized District staff</p>	 <h3>BOMB THREAT</h3> <p>If you receive a Bomb Threat:</p> <ul style="list-style-type: none"> Stay calm Pay close attention Obtain vital information <p>Call 911 and provide them with your information</p> <p>Very important: If you are told by emergency responders to evacuate the building, follow your site evacuation procedures</p> <ul style="list-style-type: none"> Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities Take personal belongings when you leave Leave doors and windows open; do not turn light switches on or off Use stairs only; do not use elevators Move far away from the building and follow instructions of emergency responders
<h3>FIRE/EVACUATION</h3>  <ul style="list-style-type: none"> Call 911 Activate nearest fire alarm Proceed to nearest exit Use stairs, not elevators Assist persons with disabilities Meet at designated assembly area Account for individuals Re-enter area only when authorized by emergency personnel <p>Fire Extinguisher Instructions P - Pull safety pin from handle A - Aim nozzle at base of fire S - Squeeze the trigger handle S - Sweep from side to side</p>	<h3>MEDICAL EMERGENCY</h3>  <ul style="list-style-type: none"> Call 911 and/or Safety Control Dispatch (909) 820-6892 Remain Calm - provide comfort to the sick or injured person Provide name, location & type of emergency Stay on the phone for instructions Provide First Aid if you are certified Follow the Directions from Emergency Personnel Move victim only if danger is imminent Designate someone to meet first responders 	<h3>SUICIDE THREAT OR ATTEMPT</h3> <p>WHAT: When a person makes verbal or physical gesture to inflict self-harm, follow the recommendations below</p> <p>If threat is imminent, do not delay, call 911</p> <p>ACTIONS TO TAKE</p> <ol style="list-style-type: none"> Make every effort to clear others from the area Remain Calm & Listen attentively Get individual to talk (remember vital information) Stay with the individual Notify staff resources for assistance (i.e., principal, counselor, nurse, crisis team)
<h3>CHEMICAL/HAZARDOUS SPILL</h3>  <p>Call 911 Give a description of the type of chemical, size, possible exposures</p> <ul style="list-style-type: none"> Evacuate the area and/or building Wait for all clear indication from emergency personnel Call Risk Management at (909) 820-7700 ext. 2110 		

PRESTON SCHOOL RULES AND EXPECTATIONS



BE SAFE, BE RESPECTFUL, BE RESPONSIBLE!

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT






Preston Elementary has implemented Positive Behavior Intervention and Support (PBIS) to encourage positive behavior of all students on campus. Thus, during the 2020-2021 school year, the PBIS Team and school staff will continue to collaborate to maintain and communicate clear measurable expectations within the following areas: classroom, playground, cafeteria, restrooms, hallways, and entries and exits, as well as during Bridge Academy & Hybrid School Models. Hence, parents and guardians may be contacted by school staff to assist with supporting students who fail to comply with established school-wide expectations. Expectation information will be provided to our students.

- ☐ All students are to follow the directions of adult personnel and respect the school wide norms and expectations.
- ☐ All students are to comply with the school’s dress code whether on campus, during Bridge Academy, or Hybrid learning models.

Rialto Unified School District

School- wide Expectations	Virtual Classroom
We will be Respectful!	<ul style="list-style-type: none"> Limit food and drink around technology. Use approved websites. Practice positive digital citizenship. Wait your turn to speak in a virtual chat so others can be heard.
We will be Responsible!	<ul style="list-style-type: none"> Use your school’s issued technology device for academic purposes only. Rialto students always practice academic honesty. Complete assigned work from your teacher to the best of your ability. Be sure to contact your teacher through google classroom or email when you have questions.
We will be Safe!	<ul style="list-style-type: none"> Wash your hands before and after using laptops or device. Limit the sharing of technology. Return the device issued to you and the charging device in the condition you received it.

Preston Elementary School-wide Behaviors

These behaviors will help keep us safe, respectful, and responsible.	Classroom 	Hallways 	Playground 	Restrooms 	Cafeteria 
Be Respectful	<ul style="list-style-type: none"> Maintain a positive attitude SLANT Be kind to people and property 	<ul style="list-style-type: none"> Use inside voices (Level 1) 	<ul style="list-style-type: none"> Wait patiently for your turn Include others Use the structure on assigned days only 	<ul style="list-style-type: none"> Respect the privacy of others Use the restroom for its intended purpose only 	<ul style="list-style-type: none"> Use inside voices Say "Please" and "Thank You"
Be Responsible	<ul style="list-style-type: none"> Use school tools appropriately Complete and turn in assignments on time Keep your materials organized 	<ul style="list-style-type: none"> Walk with a purpose 	<ul style="list-style-type: none"> Follow directions Use equipment properly Freeze after the whistle is blown 	<ul style="list-style-type: none"> Use the restroom at appropriate times Take care of your business 	<ul style="list-style-type: none"> Keep the tables and floor clean Stay in ABC order
Be Safe	<ul style="list-style-type: none"> Respect personal space Follow directions Be mindful of your actions 	<ul style="list-style-type: none"> Walk to your destination 	<ul style="list-style-type: none"> Walk on the blacktop Respect personal space Play Preston approved games 	<ul style="list-style-type: none"> Wash your hands Wait patiently Walk in the restroom 	<ul style="list-style-type: none"> Walk at all times Wait to be dismissed

PLAYGROUND RULES/EXPECTATIONS:(SUBJECT TO CHANGE DURING HYBRID INSTRUCTION)

1. Play where you can see the person on duty and where they can see you.
2. Remain on the playground for the entire recess. No one is allowed in the Main Office without a hall pass.
3. Only authorized games may be played at recess. Students are to follow standard game rules as taught by the teacher.
4. All balls and equipment are to be used properly and safely.
5. Use only school equipment at recess. No toys or equipment from home are allowed.
6. Yellow balls and soccer balls are to be kicked only in the grass or at the backboards. Basketballs and red rubber balls are never to be kicked.
7. Do not play or congregate in restrooms.

8. No running on the blacktop except in the authorized game areas.
9. No throwing of rocks, sticks, sand, or other dangerous objects.
10. No drinks or trips to the restroom after the bell and the teacher's whistle blows. Plan to take care of these personal needs before the bell.
11. Bell rings and the teacher's whistle blows; report to your classroom lines. (1ST – 3RD recess procedure: Listen for whistle, get off equipment, freeze, Line up when class is called).
12. Prohibited Items: students are not permitted to bring matches, cigarettes, lighters, radios, toy guns, knives, laser pointers or any item which could be considered a weapon or dangerous object.

CAFETERIA BEHAVIOR EXPECTATIONS(SUBJECT TO CHANGE DURING HYBRID INSTRUCTION)

1. Follow rules and directions.
2. Walk at all times.
3. Use inside voices.
4. Use kind words.
5. No playing.
6. Say, "Please and thank you".
7. Clean up your trash.
8. Stay in ABC order.

CAFETERIA PROCEDURAL EXPECTATIONS: (SUBJECT TO CHANGE DURING HYBRID INSTRUCTION)

1. Stand quietly in line at the cafeteria door.
2. No sharing/trading of food or snacks
3. Follow the directions of supervising adults at all times.
4. Finish your food in the cafeteria. No food or drink allowed on the playground.
5. Do not throw food.
6. Stay seated until given permission to leave. Changing seats is not allowed unless authorized by a supervising adult.
7. Large bags of chips will not be allowed within the cafeteria (During lunch the large bags of chips become a distraction for your student and other students within the cafeteria. Often students attempt to share the chips and other students have gotten sick from eating items such as "Takis" and "Hot Cheetos".

LIBRARY EXPECTATIONS

1. Use your inside voice at all times.
2. No food, drinks, or gum chewing in the library.
3. Space markers must be used by all students.
4. Be kind to all books and materials

DRESS CODE EXPECTATIONS WHILE ON CAMPUS AND DURING VIRTUAL LEARNING

Student dress and personal appearance are important to school conduct. The style of dress and grooming must be appropriate to the age and size of the student without extremes that become disruptive influences in the classroom.

1. Masks and or Face Shields must be worn at all times while on campus.
2. Garments advertising alcoholic beverages, suggestive phrases or pictures, or violent slogans/pictures are not allowed at school.
3. The following garments are not to be worn at school:
 - Spaghetti strap tank tops (Tank-style tops are allowed, but straps must measure 2 inches wide and not show excessive amounts of skin, underarm skin, or hair.)
 - Caps or hats inside the classroom/buildings
 - No undergarments may show. Any garment which exposes more flesh than is prudent and proper.
 - No see-through clothing
 - Tube tops, short tops (Mid-section must be covered at all times when arms are raised overhead.)
 - Bare midriffs, halter-tops, strapless or backless tops
 - Off the shoulder garments or low cut tops
 - Fake glasses, oversized jewelry (spiked, overly dangly, etc.)
 - Tutus
 - White tank style undershirts
 - Inappropriate shoes (Shoes without a back strap, “Heelys”, wedges, cleats, any shoes with a high heel, etc.)
 - No excessively tight clothing
 - No torn clothing above the knee
 - No pajamas
4. All garments must be worn fastened with appropriate undergarments; no gang related clothing allowed at school.
 - Clothing must not be baggy or saggy
 - Pants and shorts must be worn at the waist
 - Pants, shirts and shorts must be size appropriate
 - Clothing does not fall off without a belt, is not too long or too large to impede movement
 - Belts must be threaded through all belt loops
 - No hairnets
 - No t-shirts with violent or gang-related pictures
 - No short shorts
 - No cut-off pants with knee socks
5. Extreme clothing that is distracting/disruptive to the educational process or unsafe may not be worn
6. No colored hair or excessively dyed hair

Students – Dress and Grooming – Rialto USD Board Policy AR 5132 (a)

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with district policy and regulations. These school dress codes shall be regularly reviewed. (cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which show drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn unless they meet district guidelines for sun-protective clothing.
4. Each school site shall allow for outdoor use during the day articles of sun-protective clothing that meet the following guidelines:
 - a. Hats and/or sunglasses may be worn during passing periods, lunch time, outdoor assemblies, outdoor Physical Education, and before/after and to/from school.
 - b. Sun-protective hats must have brims of one to three inches, preferably all the way around the head. Crowns shall be no more than two inches above the head, made of a soft material and foldable. Hats and tie strings must be white, tan, gray or black. They must be unadorned except with the approved school logo. Hats in the school colors adorned with an official school logo or initial may be worn on days designated by the principal and/or only during specific time periods and locations.
 - c. Sun-protective clothing may not be worn during class time, in school buildings, or covered areas. Each site shall adopt a local policy based on AR 5127 related to the definition and use of sun-protective clothing at that site that shall annually be approved by the Superintendent or designee. Interpretation of regulations regarding sun protective clothing shall be made by the principal or administrative designee.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
6. Gym shorts may not be worn in classes other than physical education.
7. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
8. Any clothing, make-up, hair style or hair accessories that attract undue attention and/or implies group affiliation is not permitted. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066) (cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardian at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Uniforms

In schools where a school wide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

The principal or designee shall also repeat this notification at the end of the school year so that parents/guardians are reminded before school clothes are likely to be purchased.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

The Superintendent or designee shall establish a method for recycling or exchanging uniforms as students grow out of them.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

ENVIRONMENTAL SAFETY

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

Reference : Administrative Regulation 3514-Business and Non-instructional Operations -Environmental Safety

If a student is found with these products, parent/guardian will be contacted to address the concern.

ELECTRONIC EQUIPMENT

Music players, games, or tablets of any kind or size are not to be brought to school. However, students in grades fourth and fifth may earn the privilege to bring selected technology to school to complete structured assignments. Special permission slips will be sent by the classroom teacher prior to *Bring Your Own Technology Days* (BYOT days). Students will be held responsible for securing their technology. The instructional day will not be interrupted to look for or investigate missing technology.

Student and Parent Signatures

*Please sign below and return to your teacher.
I read this with my mom or dad. I agree to follow
the rules when I use the computers at school.*

Student: _____

Name: _____

Date: _____ Student ID#: _____

*My child and I have read and understand
this document.*

*We agree to follow the rules stated in this
policy.*

Parent Signature: _____

Print Name: _____

Date: _____

What You Can Do With a Computer at School

There are many things you can do with the computers at school. You can:

- Take a test on a book you read.
- Use web pages your teacher has picked out for you.
- Type stories, create pictures, and more!

Danger!

Sometimes when you use a computer at school, something you don't like might show up. If this happens, tell your teacher right away!

Rules for Using School Computers

- When I use a computer at school, I will only do what my teacher has told me to do.
- I will not damage the computers at my school.
- I will not tell my password to anyone, not even my friends.**
- I will not type my name or anything about myself on the computer without asking.
- If I see something that makes me feel bad, I will tell my teacher.



- If I use a picture or words from a webpage, I will show where I got it from.

What Happens if You Break the Rules?

Always ask before using the computer at school. If you do not follow these rules, your teacher may not allow you to use the computer anymore!

Ready?

Take this home and talk about it with your mom or dad. Then write your name on the back.

Parents: Please see other side for more information.

CELL PHONE POLICY

The district's cell phone/electronic devices policy has not been finalized as of August 10, 2020.

When the students return to campus for hybrid learning during the 2020-2021 school year, the expectations of the policy will be communicated to students, parents, and staff. Our handbook will be updated to reflect the policy when available.

Mobile Communication Devices: Board Policy/Administrative Regulation 5131.8

BICYCLE RULES

Students may ride their bicycles to school under the following conditions:

- It is strongly encouraged that the bicycle has a lock and is locked in the designated area
- Bicycles, scooters, and skateboards must be stored in Preston's designated area during the school day.
- A helmet must be worn at all times while riding a bicycle, scooter, or skateboard to and from school.
- The student agrees to follow all safety rules while coming to and going home from school.
- The school is not responsible for any lost or stolen bicycles, scooters, skateboards, etc.
- If students fail to comply with the established bicycle rules, they will not be allowed to ride their bicycle to school, nor will they have access to the bicycle rack to secure their property.
- Failure to follow established rules will result in a possible school related consequence.

If your student is leaving early, do not allow him/her to ride their bicycle that day.

SCHOOL & CLASSROOM DISCIPLINE EXPECTATIONS

We feel it is necessary that student's learn to develop self-discipline in order to further their learning. We ask that you discuss with your student(s) the importance of, and need for, good behavior and a good attitude while at school. PBIS will be used school-wide to support all students. We will not tolerate fighting, disrespect toward others, obscene language, actions, or destruction of school property. Students who continuously defy school and classroom rules will be sent to the discipline office to receive appropriate consequences.

Preston teachers utilize the PBIS model of fair progressive discipline within their classroom. On the first day of school the classroom teachers will send home information regarding their classroom procedures and expectations regarding their student's classroom behavior. This letter will also outline their class work, homework and disciplinary expectancies for the classroom. A Preston Positive Behaviors Intervention and Supports (PBIS) Assembly will be held to go over school-wide expectations, California Education Code for suspensions, expulsions, and school procedures will be explained.

Students must learn in all situations to seek the help from an adult, if necessary, to settle disagreements in an acceptable manner.

FIGHTING OF ANY KIND, FOR ANY REASON, NO MATTER WHO STARTS IT, WILL NOT BE TOLERATED AND MAY RESULT IN A POSSIBLE SUSPENSION OR EXPULSION, FOR ALL INVOLVED, FROM PRESTON ELEMENTARY SCHOOL.

GROUND FOR SUSPENSION AND EXPULSION

The California Education Codes lists reasons for suspensions/expulsions:

(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. **(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)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. **(l)** Knowingly received stolen school property or private property. **(m)** 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 pre-initiation 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 his or her physical or mental health. (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance. (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. (2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her 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.

EDUCATION CODE 48915

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife, explosive or other dangerous object of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (D) Robbery or extortion.
- (E) Assault or battery upon any school employee.
- (c)(1) Possessing, selling or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

EDUCATION CODES 48900.3 & 48900.4

In addition to the grounds specified in Sections 48900 and 48900.2, a student in any grades 4-12 may be suspended from school or recommended for expulsion if the superintendent or principal of the school determines that:

The student caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 33032.5 (Added by Stats.1994, c 1198)

The student has intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

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.

BULLYING AND CYBERBULLYING POLICY

The Rialto Unified School District is committed to providing a safe working and learning environment; The District and Preston take 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 seriously; and will not condone retaliation in any form when bullying has been reported. District policy continues to require all schools and personnel to promote among students and staff mutual respect, tolerance, and acceptance.

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

Rialto Unified School District Bullying (Cyberbullying) Prevention

(Policy model) (Ed. Code 48900(a), (k), (o), (r), (s))

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

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

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

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

Definition of Harassment and Bullying

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

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

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

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

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

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

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

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

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

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

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

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

- District-wide training provided for students, staff, parents, and concerned community members about bullying awareness and prevention strategies.
- All staff, students and their parents will receive a summary of this policy prohibiting bullying; at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff 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 (*policy model*)

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 skill 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, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption. This policy applies while on school grounds, going to or coming from school, at school activities, or using district transportation.

Board Policy 5131

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

REPORT IT

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

INVESTIGATION

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

TRANSFER REQUEST

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

DISTRICT LIAISON

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



BULLYING/HARASSMENT COMPLAINT FORM

(Students May Report Anonymously)

Date Filed: _____ Name: _____

Address: _____ Phone #: _____

Please identify yourself as a:

Student _____ Parent/Guardian _____ Employee _____ Volunteer _____ Other _____

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

Verbal Abuse

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

Physical

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

Extortion

(verbal or physical bullying for money
or personal items)

Hazing

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

Indirect Bullying

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

Cyberbullying

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

Bullying/ Harassment on the basis of:

Race, color or nationality

Disability

Gender or Gender Identity

Other

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.

**2020-2021 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.

Parent Involvement

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

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420.5 - School-Based Decision Making)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5145.6 - Parental Notifications)

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

(cf. 0500 - Accountability)

Title I Schools

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

(Education Code 11503)

(cf. 6171 - Title I Programs)

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

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

(cf. 3100 - Budget)

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

Non-Title I Schools

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

Legal Reference:

EDUCATION CODE

Non-Title I Schools

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

Legal Reference: EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

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

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>
Policy RIALTO UNIFIED SCHOOL DISTRICT
adopted: September 22, 1999 Rialto, California
revised: November 20, 2006

Student Wellness Policy

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

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

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

Mission

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

Responsibilities

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

Nutrition Education

- Nutrition education that is ethnically appropriate will be integrated into other areas of the curriculum such as math, science, language arts and Social Studies.
- The staff responsible for nutrition education will have the opportunity to participate regularly in professional development activities to deliver an effective nutrition education program as planned.
- Nutrition education curriculum will meet the standards set by the Health and P.E. Framework.
- Nutrition education will involve sharing information with families and broader community to impact students and the health of the community positively, including sharing information on the District website.
- 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. **No equipment from home is to be brought to school.**
- The school provides a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically gifted and/or interested in athletics.
- Students will work toward performing within their “fitness zone” in order to achieve and maintain physical active lifestyles.

Other School Based Activities

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