Dear Lida M. Henry Parents and Guardians,

Principal, Dr. Mitzi Moreland and Program Specialist, Mr. Solomon Barber would like to welcome you back to school. We are very excited to begin the 2020-2021 school year. We hope you had a very enjoyable summer vacation that was filled with fun and excitement.

During the 2020-2021 school year, our focus of utilizing common core strategies to enhance student academics will continue. The overall strategies will consist of Critical Thinking, Collaboration, Communication and Creativity which is also known as the 4C’s. Students will be exposed to all core curricular areas (Language Arts, Math, Science and Social Studies/History).

Students will experience Science with the use of the Next Generation Science Standards (NGSS) and Science, Technology, Engineering, Arts and Math (STEAM) standards. Students will have opportunities to experience learning with the use of Project Based learning techniques (PBL). Throughout the school year, remember to ask your children about projects they may be completing this year.

Henry Elementary School is the only Visual and Performing Arts (VAPA) school in the district. Students are exposed to Drama, Theatrical performances, Choir, Music, Dance (such as ballet, tap, modern etc.) and various Art concentrations. Look forward to attending a major production this school year. Students of Henry Elementary School also participate in district competitions and productions, such as the Annual Art Fair and Putting on the Ritz.

Our staff of highly qualified teachers and professional staff members is extremely dedicated to student excellence. Our Positive Behavior Intervention Support model (PBIS) concentrates on 3 areas: Being Responsible, Being Respectful and Being Safe. Students are educated on the importance of these three support models. These models yield to a positive school culture that all are involved in creating and maintaining throughout the campus.

We are planning many activities this school year. Our Parent Teacher Association (PTA), we will be hosting a Fall Festival this November, there will be various off site fundraisers, awards of excellence assemblies, perfect attendance breakfast each month, Accelerated Reader recognition, Friday morning dance assemblies and much, much more.

We are looking forward to an exciting school year. Again, welcome back and let’s have an exciting year!

Sincerely,

Dr. Mitzi Moreland Mr. Solomon Barber

Principal Program Specialist

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I have read and reviewed the Henry Elementary Parent/Student Handbook with my child. We understand the rules and consequences for inappropriate behavior.

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Parent Signature Date Student Signature Date

Teacher Name

**RIALTO UNIFIED SCHOOL DISTRICT**

**Lida M. Henry**

**ELEMENTARY VAPA SCHOOL**

**“Henry Hawks”**

**470 E. Etiwanda Ave.**

**Rialto, CA 92376**

**(909) 820-7909**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MISSION STATEMENT**

The purpose of Henry Elementary Visual and Performing Arts school, the haven where our students soar to their highest potential, is to educate the whole child to be a responsible citizen equipped to persevere in a diverse and evolving global society, through a vital system distinguished by:

* Fostering a safe and challenging learning environment
* Exposure to a variety of VAPA experiences such as music, theater and art
* Opportunities to discover and express individual talents
* Commitment to student academic growth and achievement
* Encouraging family and community engagement
* Promoting social/emotional wellness and physical health

**Office Staff**

**Dr. Mitzi Moreland, Principal**

**Mr. Solomon Barber, Program Specialist**

School Office Hours: 7:00 a.m. - 4:00 p.m. Monday through Friday

School Secretary: Rocio Espinoza

Clerk Typist: Violet Borrego

Health Clerk: Jamie Ramirez

School Nurse: Alma Raarup

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

**Physical Education**

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

**Other School Based Activities**

* After-school programs will encourage physical activity and healthy habits.
* Support for the health of all students is demonstrated by providing health clinics, health screenings, and help to enroll eligible children in Medi-Cal and other state children’s health insurance programs.
* District will organize a local Wellness Committee composed of families, teachers, support staff, administrators and students plan, implement, and improve nutrition and physical activity in the school environment.
* The Nutrition Services Department will work with the Student Advisory Committees to open a line of communication regarding healthy eating.

**Nutrition Guidelines for All Foods on Campus**

* All foods and beverages sold or served during school hours shall meet nutritional standards and other guidelines set by the Federal and State Government and the School Board.
* Nutrition Services will take every measure to ensure that student access to foods and beverages meets federal, state, and local laws and guidelines. Nutrition Services will offer a variety of age appropriate healthy food and beverage selections for elementary schools, middle schools, and high schools.
* Food items served and sold shall reflect the cultural diversity of the student body.
* Nutritious and appealing foods such as fruits, vegetables, and whole grain products shall be available during the school day.
* Nutrition information for products offered in snack bars, a la carte, and vending machines is readily available.
* The sale of soft drinks, candy, and any non-compliant food items are not allowed from midnight to 30 minutes after school.
* Nutrition education is encouraged during classroom snack times, not just during meals.
* Advertising of foods or beverages must be consistent with the established nutrition environment standards.
* All food and beverage items sold or given away by school organizations must have prior School Board approval.

**Eating Environment**

* All schools will foster an environment that allows adequate time for eating while promoting positive behavior, good manners and respect for fellow students.
* All personnel will adhere tothe 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

**Henry Elementary VAPA School**

# Rialto Unified School District

## Family School Compact

**2020-2021**

Henry Elementary School ensures a positive and safe learning environment through community partnerships and a commitment to excellence.

**TEACHER PLEDGE:**

We understand the importance of the school experience to every student and our roles as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

* Provide a safe, positive and healthy learning environment for your student
* Teach concepts and skills appropriate to the individual needs of your student
* Regularly communicate with you regarding your student’s progress
* Communicate class work and homework expectations
* Encourage parent participation and volunteering in the school in appropriate activities
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT PLEDGE:

I realize that my education is very important. I also understand that my family and teacher want to help me to do my best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability:

* Be responsible for what I do and how I act
* Follow school and classroom rules
* Be a cooperative learner
* Read at least 15 minutes with an adult as part of my homework
* Ask for help when I need it
* Demonstrate pride in myself and my school
* Complete and return my homework on time
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT PLEDGE:

I realize that my child’s education is very important, and I understand that my participation in my child’s education will help his or her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

* Make sure my child gets an adequate night’s sleep and has a healthy diet
* Make sure that my child arrives to school on time everyday
* See to it that my child understands and follows school rules in order to promote a safe and healthy school
* Provide a quiet place as well as necessary materials needed for my child to study at home
* Read each day with my child (Kinder - 3rd = 20 minutes/Grades 4 and 5 = 30-45 minutes)
* Emphasize to my child the importance of learning and doing his or her best work
* Regularly communicate with my child’s teacher
* Show my interest in school by participating in school activities by attending Back to School Night, Parent-Teacher-Student Conferences, Open House and PTA events
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lida M. Henry Elementary VAPA School**

**STAFF ROSTER 2020-2021**

Administrators & Classified Personnel

Dr. Mitzi Moreland Principal

Solomon Barber Program Specialist

Rocio Espinoza Secretary

Violet Borrego Clerk Typist

Magali Nunez Categorical Project Clerk

Jamie Ramirez Health Clerk

Jose Gonzalez AM Custodian

Gerardo Alcala PM Custodian

Eduardo Cuevas Jr. PM Split Custodian

Ebony Hodges Psychologist

Cecilia Scott Speech Teacher

Alma Raarup Nurse

Gabriel Silva Library Technician

Alannah Roberson Instructional Technology Assistant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teacher Name** | **Grade** |  | **Teacher Name** | **Grade** |
| Pamela Jones | K |  | Julie Ruffin | 3rd |
| Maria Pulido-Stokes | K |  | Pamela Logwood-Lockhart | 3rd |
| Mary (Katy) Moetell | TK |  |  |  |
|  |  |  | Keith Shattuck | 3rd/4th |
| Sergio Infante | 1st |  |  |  |
| Sarah Matlock | 1st |  |  |  |
| Gina Hall | 1st |  | Delicia Shattuck | 4th |
|  |  |  | Joseph Alvarez | 4th |
| Esmeralda Garnica | 2nd |  |  |  |
| Mercedes Perez | 2nd |  | Andre Marshall | 5th |
| Lourdes Ortiz-Nunez | 2nd |  | Raymond Rubalcava | 5th |
|  |  |  |  |  |
| Cherylnn Turan | RSP |  | Layla Cherradi | SDC TK-2nd |
| Tyler Lange | SDC 3/4/5 |  | Jackie Long | DHH |
|  |  |  | Xiomara Reyes | Inst. Str. |
| Merrilee Taylor | VAPA |  | Paul Gattuso` | VAPA |
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**LIDA M. HENRY ELEMENTARY VAPA SCHOOL**

**OFFICE HOURS:**

7:00 AM – 4:00 PM Monday through Friday; except holidays.

**SCHOOL HOURS:**

Students (A.M. Kindergarten & grades 1-5) may arrive on campus after **7:15 A.M. and enter the cafeteria.** P.M. Kindergarten students begin class at **11:10 A.M. Lunch begins at 10:45 A.M. for P.M. Kindergarten students.**

**SCHOOL DISMISSAL**: On Regular School Days, Grades 1-3 dismiss at **1:59 P.M.**, Grades 4-5 dismiss at **2:06 P.M.** **On Minimum Days, grades 1-5 will be dismissed at 1:01 P.M. KINDERGARTEN IS NOT AFFECTED BY THE MINIMUM DAY SCHEDULE.**

**CONTACTING YOUR CHILD DURING SCHOOL HOURS**

**and STUDENT TELEPHONE USE**: If you have homework, lunch, money, jackets, etc. to be delivered to your child after school has started, **please leave** **these items in the office.** Telephone calls are not transferred to the classroom during instruction. Please note: The office telephone is for business use and emergency situations only.

**IMPORTANT PARKING LOT SAFETY PROCEDURES:**

1. Entering Campus – Respect the red-curb Fire Lane by not parking in the Red Zone. In order to ensure that all emergency vehicles will have immediate access to Henry School in case of an emergency, we need your support to ensure that cars no longer utilize areas that are not designated for parking, even for quick visits to the office or to pick up/drop off anyone. **Violators are subject to penal code citations.**
2. If you walk your child to the gate, **you may park in a designated parking space** or find a parking space on any surrounding street.
3. Anyone parking in a designated disabled space must display their disabled person placard from the Department of Motor Vehicles. Do not leave children unattended in cars, double park, or park behind cars already parked in designated parking spaces.
4. Students are required to cross the street at any designated crosswalk.
5. **School personnel will not allow students to cross the parking lot or street without an adult escort.**

All students who are walkers or bike riders will enter through the Etiwanda Street gate. Bike riders must wear required safety gear. All car riders may choose to drop-off students at the Etiwanda Gate or park in a designated parking space in the Henry School parking lot. **Students who arrive on campus after the tardy bell rings at 8:00 a.m. are considered tardy and will need a tardy pass from the office.**

**AFTER-SCHOOL STUDENT PICK-UP:**

All students in grades 1-5 who are walkers or car riders are to exit from the Etiwanda Street gate. Daily arrangements need to be made for each child to be picked up on time. Parents may park along Etiwanda Avenue **(please do not block driveways or double park).** All drivers are responsible for adhering to penal code regulations and are subject to citation if they are found in violation. If you are disabled and have a parking permit, please notify your child’s classroom teacher, and your child will be waiting for you at the bench located between the school office and the front of the school. Supervising personnel will be on duty before and after school at the Etiwanda Avenue gate.

Students must leave campus when school is dismissed, unless other arrangements have been made in writing between the parent and teacher or the student is registered to attend the Think Together Afterschool Program. Supervision is not available for students after school. Students are expected to go directly home at dismissal.

**BUS RIDERS:**

In order to ensure safety of all students, only buses will utilize the main parking lot for after school pick up unless you have a disabled person parking permit and notify the classroom teacher to make sure that your child waits at the bench located between the office and the

D-wing.

All bus riders in grades 1-5 are supervised and will line up in the hallway designated for their assigned bus route. All children will line up in an orderly manner while waiting for their bus to arrive. **We are not able to hold the buses in order to find a student on the bus.**

Due to the distance involved with bus transportation, it can take up to 30 minutes for students to be dropped off at their designated stop. If your child is not home within a reasonable amount of time, please call the school. If the child is not at school, please check with friends or neighbors. If you still do not have any results, you may want to call the appropriate authorities. If you find your child, please call the school. Otherwise, we will continue our search.

**BUS TRANSPORTATION:** School District guidelines state that bus transportation will be provided for kindergarten students living more than one mile from school and students in grades 1-5 living more than one and a half (1 1/2) miles from school. **Bus riders are to ride their designated bus only. All students must have a bus pass to ride to and from school. Kindergarten students are only released to adults (18 and over), or they will be returned to the school.**

The responsibility for discipline on the school bus rests primarily with the bus driver. It is our wish to make sure that your child is transported safely to and from school. The rules for bus riding are as follows:

1. Students shall be seated properly after boarding the bus and must remain seated while the bus is in motion. The driver may move students from one seat to another as his/her judgement dictates for safety purposes.
2. Orderly behavior is required at all bus stops and while loading or unloading.
3. All parts of the body must be kept inside the bus, including hair and clothing. Nobody may throw objects from the bus or inside the bus.
4. Vulgar and offensive language is not permitted.
5. Students crossing the street after unloading must follow the bus procedures which in some cases will include a crossing by the bus driver.
6. Unauthorized student riders are not permitted to ride the bus. This includes students without a bus pass, pre-school age children, parents, and visitors.

**ATTENDANCE**: Regular on-time attendance is a **MUST** for children to make adequate academic progress. At Henry Elementary VAPA School, we have a **Perfect Attendance** incentive program. **Perfect attendance is defined as a student that has no “absences”, no “tardies”, and no “early dismissals.”** **On Friday Dance Party day, students are still expected to arrive to school on time.** We realize from time to time children become ill and they should stay home when they are ill. When your child is absent from school, please **send a note** the day he/she returns to school giving the child’s full name, days absent, reason for absence and the teacher’s name or **call** the school office at **820-7909**. As of July 1, 1998, schools are funded on the basis of the student’s **actual** presence at school, so your child’s regular attendance is very important. Please try to schedule medical and dental appointments after school or during vacation breaks. If your child must be absent for an appointment, please bring him/her to school for the remaining portion of the day. If your child is going to be absent for unavoidable reasons for 5 days or more, please request an independent study contract. Contracts must be signed by the teacher, parent and student, as well as approved and signed by administration at least one week prior to your child’s absence. **Notification shorter than one week may result in denial of independent study, possibly causing your child to be dropped from school and you must re-enroll your child. Full day absences can be recovered through the Saturday Step-Up Program.**

**INDEPENDENT STUDY CONTRACT:**

If you are planning to take your child out of school for 5 days or more, please contact your child’s teacher or the school office in advance and request an Independent Study Contract. If your child is ill for an extended time, please contact the office, due to the fact that they may be eligible for home hospital services. All Independent Study Contracts must be approved prior to the requested date of leave and approved/signed by the classroom teacher, parent, student, and administrator. Upon approval, the teacher must have a minimum of three days in order to prepare student assignments. Approved contracts must be returned by the agreed upon date or the work will not be accepted. The student’s absences will remain unexcused. The amount of credit given for work returned will be at the discretion of the teacher, and it could be less than the number of approved contract days. If the student does not return by the agreed upon date, they may be dropped from the school roster and will require the student to be re-enrolled.

**EARLY RELEASE OF STUDENTS (before 1:30 p.m.)**: If you need to take your child out of school during the school day, please go to the school office to sign your child out of school. If your child returns to school that same day, please sign him/her back in. **Photo identification is required for a student to be released to an authorized adult. Parent/guardians or persons authorized on the** **emergency card must come into the office to sign out the student**. No student without your consent will be released to anyone **not** on the emergency card or disaster card. **Please keep the information on the emergency card current**. **If you make ANY change in your child’s normal routine, please send a note with your child to give to your child’s teacher when he/she comes to school that morning.**

**TARDY POLICY*:*** *The line-up bell rings at 7:55 a.m. and at 8:00 a.m. students will be escorted from the blacktop to their classrooms by their teacher. Students who arrive on campus after 8:00 are considered* ***tardy******and must have a tardy slip from the office or the classroom teacher.***

**DID YOU KNOW THAT YOUR CHILD IS ALSO A TRUANT WHEN HE/SHE IS LATE?**

Education code Section 48260 defines a “truant” as:

“Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant…”

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

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

**EMERGENCY CARDS**: A current emergency card will be kept on file for each student enrolled at the school. The information on the card will only be used by school personnel and will not be released to the public. **Please keep the school informed of any changes on the emergency card. Any changes need to be made in person, not over the phone.** Students will only be released to adults (18 years of age or older) whose names are on the child’s emergency or disaster card. **The student Emergency Card** will be used in case of a school emergency or natural disaster. Please make sure the card is filled out completely and returned to the school. Students will only be released to adults listed on their Emergency Card.

**EMERGENCY PREPAREDNESS:** Both fire and disaster drills (earthquake drills) are practiced regularly. A site Disaster Plan is adhered to which is in alignment with the District Disaster Plan. During an actual emergency, no student will be released to anyone without proper identification and who is not on the Emergency Card(s). Please keep current information on the card.

**TOBACCO-FREE WORKPLACE:** District Policy KGA mandates that effective July 1, 1995, smoking or other use of tobacco products shall be prohibited in all District facilities and vehicles and at all times on District grounds. This applies to all employees, students, visitors, and other persons at any activity, or athletic event on property owned, leased, or rented by or from the District.

**HEALTH OFFICE AND MEDICATIONS:**

Our school nurse is at Henry Elementary School one day per week and is on call for emergencies. We have a Health Clerk who provides first aid for minor injuries. If your child needs to take medicine during school hours, the following California State Health Department guidelines must be followed:

1. Physician’s recommendation for medication must be signed and kept on

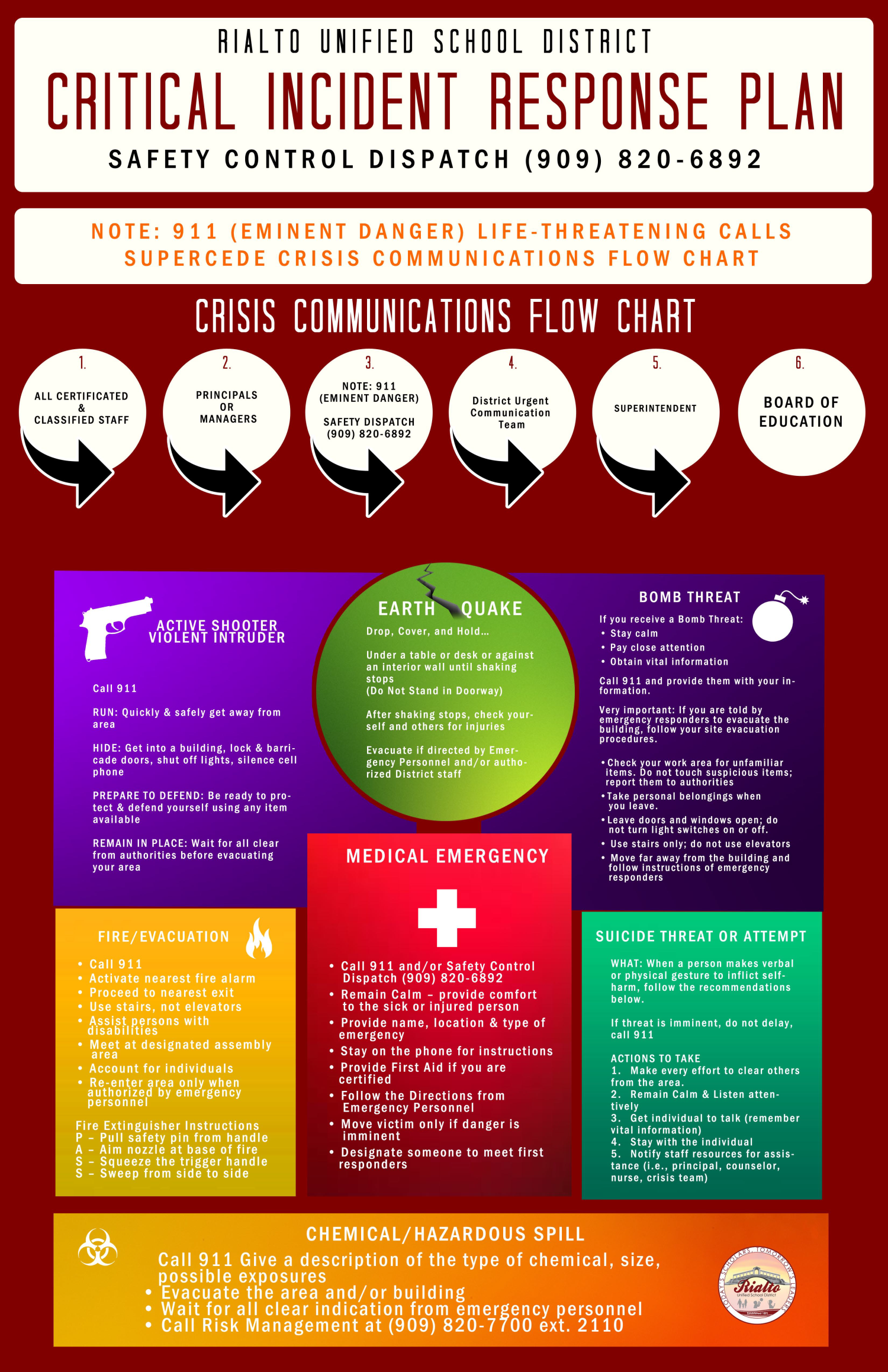
file in the school office and resubmitted yearly.

1. Only prescription medication can be administered.
2. The prescription must be in the child’s name.
3. Medicine must be in original container with prescription label attached.

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

**CONTAGIOUS DISEASES:** Any contagious diseases must be reported to the school office as soon as known or suspected.

**HEAD LICE (PEDICULOSIS):** Anytime a child in a classroom is found to have head lice, that child may not return to school until that condition has been cleared through the school health office. The Health Clerk’s hours are from 8:30 a.m. to 2:00 p.m., Monday through Friday.



**RIALTO UNIFIED SCHOOL DISTRICT**

**Board of Education**

**Policy Code: J, H, C, and D 10-24-90 Revised**

**Date of Adoption: 04-05-78 06-04-97 Revised**

**STUDENT MEDICATIONS**

1. Medications will be given to a student only as a result of a written request from a physician and parent/guardian.
2. Over-the-counter medications such as aspirin, shall not be administered by school personnel unless there are signed requests from a physician and parent/guardian and medication is in a properly marked container.
3. Medical conditions that require frequent monitoring, testing, and treatment may be performed by designated site personnel, licensed nurse or the student depending on the physician’s orders.
4. Injections required on an emergency basis will be administered by school staff upon written requests from the parent/guardian and a physician.
5. Non-emergency situations requiring an injection will be performed by a licensed nurse upon written request of a physician and parent/guardian.

**CAFETERIA SERVICES: BREAKFAST AND LUNCH PROGRAM**: 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 school front office. Monthly breakfast and lunch menus will be made available in the front office.

Breakfast is served to students in the cafeteria starting at 7:15 AM. Breakfast ends at 7:45 A.M. **Students are not allowed to bring soda to school or family size bags of chips**.

**CAFETERIA RULES:** Each child eating hot lunch must line up alphabetically and must enter in a single-file line. Everyone is expected to maintain a quiet demeanor and is required to pick up their own trash. Students must not share food with their classmates or peers. Throwing food will **NOT** be tolerated. According to the State of California Lunch Program only Henry staff members are permitted in the school cafeteria during the school day. Food is not allowed to be taken outside of the school cafeteria per Nutrition Services and State of California regulations.

1. Students are to wait in line in a quiet and orderly manner.

2. Students will use indoor voices.

3. Students will be polite and use table manners.

4. Students will clean their area before being dismissed.

5. Students will raise their hand and wait to be called upon. When called upon, students are

to throw trash into the containers, stack trays, and return to their seat.

**STUDENT LUNCH DROP OFF:**

If you are bringing a lunch for your student, please make sure it is dropped off to the front office by 10:30 A.M. Your child needs to be aware that you are bringing them a lunch so that they can pick it up before their scheduled time.

**LOST AND FOUND (located near the cafeteria door)**: Lost and Found is located near the school cafeteria. If your child has lost an article of clothing or a lunch box, please have your child check the Lost and Found for the lost item. Please label all articles of clothing, backpacks, and lunch boxes with your child’s name. All unclaimed items will be donated to the Rialto Child Assistance in December and June.

**SCHOOL COMMUNICATIONS:**

Always check with your child to see if there is a notice that has been sent home for parents. These notices may contain important information regarding minimum days, no school, school pictures, special events, etc. The school publishes a **monthly school calendar**. The school calendar will list minimum days, conference days, and other important information. Parents of students receiving awards at the trimester awards assemblies will be notified by the teacher. The district’s Blackboard telephone communication system is also utilized when needing to notify parents of additional information.

**CALENDAR:** At the time of registration or before the first day of school, each parent will receive a calendar indicating the days in which school is in session for the year, designated minimum days, holidays, Parent-Teacher Conference Days, Back to School Night and Open House.

**HOMEWORK:**

Your child’s teacher will provide you with their homework procedure for the year. Homework is given with the understanding that it will enhance classroom learning and provide students with reinforcement of material learned in class. Homework is required as stated in the policy of the Board of Education. Homework should take approximately 30 minutes for Kindergarten, 30-60 minutes for grades 1-3 and up to 90 minutes for grades 4 and 5. Students should be read to or read independently for a minimum of 20 minutes beyond their homework time. If your child is absent, you may contact the office and make arrangements with your child’s teacher to obtain homework. If homework is not completed, teachers may provide the child with an extra opportunity during recess to complete any unfinished homework.

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

**HOMEWORK RESPONSIBILITIES**

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

**PARENT PARTICIPATION AND VOLUNTEERS:**

There is a significant positive impact on student achievement when schools and parents work together. You can become involved in your child’s education in a number of ways, which include:

* Provide a quiet place for your child to complete homework.
* Check your child’s homework.
* Model reading for your child; read all school communications and read daily to your child.
* Take your child to the library.
* Volunteer in the classroom, on study trips, etc.
* Join **PTA, School Site Council, English Language Advisory Committee**
* Attend school functions: **Parent-Teacher Conferences, Back to School Night,**

**Open House, Awards Assemblies, parent education activities, etc.**

**WHAT TO DO IF YOUR CHILD IS HAVING A PROBLEM AT SCHOOL**: In the event that you develop concerns over a problem occurring at school, **please make an appointment to discuss the situation with the classroom teacher.** If the problem should continue,please make an appointment or call the principal or assistant principal.

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

**PARENT INVOLVEMENT:** We are proud of our school and welcome visitors and parent volunteers to our classrooms. The law now requires all parent volunteers working with students in the classroom to be fingerprinted and pass a TB test. Following this screening, you will be approved to volunteer in the classroom for the current school year. Parents must coordinate with the classroom teacher to schedule a time to volunteer. Please contact the school office for an application, if you are interested in volunteering. All persons wishing to visit a classroom for any reason must sign in at the school office and receive a **Visitor’s Pass**. If you are planning an unannounced visit, you may observe in the classroom for a maximum of 30 minutes. Longer visits need to be arranged with the teacher at least 24 hours in advance. If a classroom is testing, parents will be asked to either wait or come back at a later time.

**PTA (PARENT-TEACHER ASSOCIATION):**

All parents are invited to join our PTA. The Membership fee is $6.00. The PTA supports the school by providing various activities which can include study trips, awards, ribbons, trophies, book fairs, classroom libraries, and many other special extras. Please support the school through your PTA membership. Contact your child’s teacher if you are interested in joining the PTA.

**PARENT-TEACHER CONFERENCES:**

Parents will be asked to attend at least one parent-teacher conference during the school year to discuss their child’s progress. Please make every effort to attend these conferences. Teachers will schedule parent-teacher conferences on minimum days. We encourage you to contact your child’s teacher; call the school at 820-7909 to schedule a parent-teacher conference at any time during the school year.

**REPORT CARDS:**

Report cards are sent home three times a year, once at the end of each trimester. After six weeks of every trimester, progress reports will be sent home for students not meeting grade level standards or regarding behavior concerns.

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

Letter Grade A: Student has met ALL grade level content standards at an above average level of competency. *(The student is able to grasp, apply, and extend the key grade/subject level concept(s), and skill(s).*

Letter Grade B: Student has met MOST grade level content standards at an above average level of competency. *(The student, with limited errors, grasps and applies the key concept(s), process(es), and skill(s) for the grade/subject level.)*

Letter Grade C: Student has met MOST grade level content standards at an average level of competency. *(Student has achieved mastery of many grade level skills, but is considered only minimally proficient in meeting grade/subject level standards. Work is satisfactory for promotion, but inconsistency limits true mastery of concepts).*

Letter Grade D: Student has met SOME grade level content standards at a below average level of competency. *(The student has not met grade level/subject standards, but demonstrates partial proficiency in some areas. The student is beginning to grasp and apply some key concept(s). process(es), and skill(s) for the grade level, but produces work that contains many errors.*

Letter Grade F: Student has met FEW grade/subject level content standards at a far lower level of competency. *(The student is not meeting grade/subject level standards and work indicates a lack of understanding of the fundamental skills needed for success with grade level material.)*

**STUDENT CODE OF CONDUCT**

**SCHOOL SAFETY RULES:**

The school rules are included in this packet. Please read and review these rules with your child. All students at Henry Elementary School are expected to behave in a way that is conducive to a safe and orderly learning environment. Each classroom teacher establishes rules and conduct guidelines for their class; however, the school rules are enforced throughout the school by all staff members.

**Education Code, Section 85291.5 gives administrators the authority to adopt rules and procedures so that a safe environment may be created for student and staff.**

* The first morning bell rings at 7:55 A.M. Students are to be in their classrooms ready to learn at 8:00 A.M. After the 8:00 A.M. bell rings, they are considered tardy.
* Students and adults will respect people and property.
* The use of obscene/vulgar language and gestures are not permitted.
* Fighting, including play fighting is not permitted.
* Students must keep hands, feet, and objects to themselves.
* No personal property is permitted, except for school supplies or by permission from school staff (including make-up).
* Students are to dress according to school dress code. (see Dress Code)
* Students are to maintain proper hygiene: bathe regularly, wear clean clothes, and have

clean hands and hair.

* Students in grades 3-5 may ride bicycles to school. (State law requires the use of a helmet)
* Bikes, Skate boards and scooters must be walked while on campus or held and padlocked in the bike rack.
* Hair may not be sprayed with any color that might attract undue attention and/or cause a distraction to the educational process.
* Make-up is not to be worn at school.
* Fake/acrylic nails are not to be worn at school.
* Each school site allows for outdoor use of articles of sun-protective clothing that meet the following guidelines:

1. Hats may be worn during passing periods, lunch time, outdoor assemblies, outdoor Physical Education, and to/from school;
2. Sun-protective hats must have brims of one to three inches, all the way around the head. Crowns shall be no more that two inches above the head, made of a soft material and foldable. Hats and tie strings must be white, tan, gray, or black. The hat must be unadorned except with the approved school logo.
3. These sun-protective items may not be worn during class time or in school buildings.

**GENERAL PLAYGROUND RULES:**

1. All students are to play in designated areas of playground and field.
2. Balls and jump ropes are not permitted on sidewalks.
3. Students are not permitted in the areas in front, behind, between portables, or on portable walkways before school, during recess periods, or without teacher permission.
4. Students are not to play in restrooms.
5. Students are not to play between school buildings.
6. Students must have a pass to leave class or designated playground areas.
7. The only objects allowed to be thrown are rubber balls. (no rocks, sticks, sand, wood chips, etc.)
8. Contact sports are not permitted.
9. Playground equipment going over the fence is to be reported to the teacher on duty.
10. No running on blacktop, through hall areas, between buildings or on play structure.

11. Kicking of playground balls is permitted on the field only.

1. Students are to freeze when the bell rings. When the whistles blows, students must walk

directly to their classroom line.

1. No playing or drinks after the bell rings. Balls and other playground equipment must be

held.

1. No jumping off or standing on picnic tables and swings.
2. No jumping off the play structure.

**TOYS/WEAPONS:**

Toys are not to be brought to school except with teacher permission. We have found that problems frequently occur and can result in items being lost, stolen, or broken. Toys include but are not limited to: dolls, cars, radios, stuffed animals, electronic pets, sports cards, footballs, electronic games, etc. If toys are brought to school with teacher permission, they are to remain in the classroom and are not to be taken out during recess. If toys or personal items (including cell phones) are lost or stolen, they do not become the responsibility of the school. Cell phones are not to be on during the school day. Students are not to make or receive telephone calls or text messages during the instructional day (including recess).

**DISCIPLINARY PROCEDURES**

**GENERAL PROCEDURES & POSSIBLE CONSEQUENCES**

Student awareness of expectations

Teacher warning/counseling

Teacher/parent conferences

Loss of privileges

Detention/Parent contact (May include a conference with the parent, teacher and/or principal)

Removal from class (In-house suspension)

Suspension from school (To include a conference with the parent and an administrator before returning to school)

Expulsion

**SUSPENSIONS:**

Although suspension is to be used as a last resort, there are some situations in which a student may be suspended for the first offense. These include:

Fighting

Profanity/vulgarity

# Sexual Harassment

Possession or indulging in smoking, drinking, or any other controlled substance

Theft/extortion/robbery

Vandalism/arson

Weapons/explosives

**EXPULSIONS:**

Students may be suspended or expelled for the following reasons as outlined in Education Code 48900:

* Stealing, damaging, or attempting to steal or damage property of others.
* Causing or threatening to cause physical injury.
* Possession, selling, or furnishing of weapons, knives, firearms, explosives, or other dangerous objects.
* Use or possession of tobacco, alcohol, or drugs.
* Committing an obscene act, or engaging in profanity/vulgarity.
* Consistently exhibiting disruptive behavior or defiance of authority.

The school has jurisdiction:

* On school grounds
* Going home and/or coming to school
* During lunch (on or off campus)
* During, while going to, or while coming from a school sponsored activity.

According to California Education Code 48900, possession of a firearm, imitation firearm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item, can lead to suspension or expulsion. Although “Ninja” Nunchakus and brass knuckles are sold as toys, the California Education Code considers them to be weapons. Students can be suspended and/or expelled for possession of “Ninja” Nunchakus and/or brass knuckles on school grounds.

**GROUNDS FOR SUSPENSION AND EXPULSION:**

**Education Code 48900**

A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or Principal of the school in which the pupil is enrolled determines that the pupil has:

48900 (a1) Caused, attempted to cause, or threatened to cause physical injury to another person.

48900 (a2) Willfully used force….

48900(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the cause of possession of any such object the pupil 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.

48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

48900(e) Committed or attempted to commit robbery or extortion or attempted to commit robbery or extortion.

48900(f) Caused or attempted to cause damage to school property or private property.

48900(g) Stolen or attempted to steal school property or private property.

48900(h) Possessed or used tobacco or any 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.

48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

48900(j) Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined as section 11014.5 of the Health and Safety Code.

48900(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.

48900(l) Knowingly received stolen school property or private property.

48900(m) Possession of an imitation firearm; “Imitation firearm” means a replica of a firearm so similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

48900(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

48900(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.

48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

48900(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 education 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.

48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel

**Education Code 48900.3 Hate Violence** (gr. 4-12)

In addition to the reasons specified in Sections 48900 and 48900.2, a student in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled 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)

**Education Code 48900.4 Intentional harassment, threats, intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, a student enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that 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 reasonably 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.)

**Education Code 48915(a)**

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

1. Causing serious physical injury to another person except in self-defense
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of Marijuana other than concentrated cannabis
4. Robbery/extortion
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee

**Zero Tolerance**

**48915(c)** The principal/superintendent shall immediately suspend, pursuant to the Section 48911, and shall recommend the expulsion of a pupil who he or she determines has committed any of the following acts at a school or school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an

act of possessing a firearm if the pupil had obtained prior written permission to possess the

firearm from a certificated school employee which is concurred in by the principal or

designee of the principal. This subdivision applies to an act of possessing a firearm only if

the possession is verified by an employee of a school district

2. Brandishing a knife at another person

3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section

11053) of Division 10 of the Health and Safety Code

**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**

**SEXUAL HARASSMENT (STUDENTS)**

Board Policy JGEB (CSBA 5145.7) Adopted Feb. 10, 1993 (Revised September 1999)

The Rialto Unified School District Board of Education (hereinafter “District”) recognizes that harassment on the basis of sex is a violation of the law. The 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.

**Education Code 48900.2** **Sexual Harassment**

In addition to the reasons specified in Section 48900, a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as defined in EC 212.5.

For the purpose of this chapter, the conduct described in EN Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or perverse to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive (Add Stats. 1992 Ch. 909)

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any student who is truant, tardy, or otherwise absent from school activities. (Amend Stats. 1989, Ch., 1306).

## SEXUAL HARASSMENT POLICY

The district recognizes that harassment on the basis of sex is a violation of law and is a form of gender discrimination. Students and employees have the right to work and study in an environment that is equitable to all and free of sexual harassment. (Policy Code JGEB, ACAB)

Sexual harassment consists of (1) unwelcome sexual advances; (2) requests for sexual favors; and (3) other verbal or physical conduct of a sexual nature in all educational settings including, but not limited to:

1. Decisions involving academic status, honors, programs and activities for students.
2. 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.
3. Verbal harassment, such as derogatory comments, jokes, or slurs.
4. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement.
5. Visual harassment, such as derogatory or offensive posters, cards, calendars, cartoons, graffiti, drawings, or gestures.

**BULLYING:**

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

or dehumanizing gesture, by an adult or student, that is severe or pervasive enoughto create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; is carried out repeatedly and is often characterized byan imbalance of power; or unreasonable interference with the individual’s schoolperformance 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 internetbullying 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 peacefully.

● 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

*(give location where listing of designated staff and students is posted)*

● 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 are expected to immediately intervene when they see a bullying incident occur.

● People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

**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.

**Uniform Complaint Procedure:**

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 (including sexual harassment) or six(6)months from the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his/her designee.

2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate and allows all involved parties to present evidence.

3. The investigation of the complaint will be initiated and completed within sixty (60) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.

4. The Senior Director of Personnel Services’ determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant’s right to appeal the LEA’s Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).

5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services’ decision through the appeal process by notifying the Board within five(5) days of the Director’s decision. Any complainant may appeal the District’s decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District’s decision. The appeal must include a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA’s decision.

6. Nothing in the District’s complaint procedure will preclude the complainant from pursuing other available civil remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

7. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.

8. If you are alleging that you are a victim of discrimination, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the District’s complaint procedures free of charge, please contact the Senior Director of Personnel Services, Rialto Unified School District, 182 E. Walnut Avenue, Rialto, CA 92376, (909) 820-7700 Ext. 2431.

**Dress Code Guidelines:**

Dress should be suitable and comfortable for normal school activities and should reflect pride and respect. Health and safety are good guides to acceptable school attire. The following is a list of apparel that is **NOT appropriate for school**:

1. Clothing which exposes undergarments, posteriors or private body parts.
2. Sandals or shoes without backstraps. Footwear should be appropriate for normal activities; street shoes should have hard, comfortable soles and back support. Tennis shoes are appropriate. The following are not appropriate: Flip flops, bedroom slippers, soft-soled leather moccasins, footsies, and combat or steel-toed boots.
3. See-through blouses, bare midriffs, strapless or backless tops, spaghetti strap tops.
4. Sleeveless undershirts worn as an outside garment – muscle shirts, tank tops.
5. Bandanas, rags, hair nets, stocking caps, or wave caps.
6. Clothing that advertises suggestive, derogatory, insulting pictures or writing.
7. Clothing that refers to any type of drug, alcohol, tobacco, or act that is illegal or harmful to one’s health.
8. Any article of clothing which is any way suggestive or can be construed to have a “double” meaning.
9. Apparel with emblems, printing, logos (i.e. Raiders, LA, Red Skins, etc.) or color that creates animosity between groups and/or individuals.
10. Any article of clothing, hairstyle, wig or head covering (no “do-rags”), jewelry (such as body piercing – nose rings, tongue studs, etc.) that attracts undue attention or that is indicative of gang affiliation so as to disrupt the peaceful interaction of students or classroom instruction.
11. Sun-protective hats with a brim all the way around are acceptable dress code apparel. Other types of hats are not to be worn while at school. Hats may not be worn during class time or inside school buildings.
12. Make-up, including lip stick, lip gloss, glitter lotion, colored hair spray, and long or fake fingernails. These things distract and interfere with instruction and could be a safety hazard to others.

**In cases of questionable dress, not covered above, the administration’s decision regarding inappropriate dress will prevail.**

In the event that a student is in violation of the dress code, a call will be placed to the parent to ask the parent to bring a change of clothing. If the school is unable to reach the parent, or the parent is unable to provide alternate apparel, the school will look for an alternative clean garment to loan the student from our “clothes closet” in the health office.

**Top Wear:**

1. When hands are raised, the abdomen may not be revealed (no baby tees, crop tops, halters tops, etc.).
2. When arms are extended along your side, the shirt tail may not extend below the fingertips.
3. Tops are to be worn to fit. Excessive material is considered oversized.

4. Undergarments may not be revealed.

1. Sleeveless tops may not have large open sleeves. Shoulder straps must be at least 2 inches wide.
2. Shirts that are too tight or revealing are prohibited.
3. See-through clothing is not permissible (no bare midriffs, strapless or backless tops).

8. Sleeveless undershirts worn as an outside garment are not permitted.

**Bottom Wear:**

1. 1. Shorts, skirts, and pants must not reveal undergarments.

2. Shorts, skirts, and pants are to be worn to fit, not sagging. Waistline must be

fastened at the waist.

3. No short shorts.

4. Skirts and shorts must be mid-thigh to top of the knee in length.

5. See-through garments are not permitted.

6. Pant length cannot be longer than the heel of the shoes.

7. Skirt slits must be no higher than mid-thigh.

Footwear:

Footwear should be appropriate and safe for normal activities. The following footwear is not allowed:

1. Backless shoes. (Shoes must have hard, comfortable sole and heel back support.)
2. Shoes must be laced and worn in the intended manner for which they were made.
3. Laces are not to drag on the ground.
4. Sandals/flip-flops/slides/flaps (shoes without back support)
5. Bedroom slippers
6. Platform shoes or shoes with soles thicker than 2 inches
7. Shoeskates/Heelies

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**HENRY ELEMENTARY TETHERBALL RULES**

To begin play, each player will take one side of the circle. The second player to enter the court will serve (each time a new player enters the court they will serve).

Play will begin when the first person waiting in line lifts up the ball and allows it to fall against the pole. Both players must wait until the ball bounces three times; the player whose side it falls on, after the third bounce, will hit it first.

Each player must remain in his/her own playing zone.

Each player may hit the ball once each time the ball comes into his/her playing zone.

If a player “fouls” (see below), the other player gets one penalty hit (throwing the ball into the air and hitting it once). A penalty hit may be blocked.

The player who first winds the rope completely around the pole wins the game. Straight outs are allowed.

After a player wins his/her third consecutive game, both players will exit the tetherball court (the person that lost and the person that won their third consecutive game), and two new players will enter.

If a player commits three “fouls” during a game, they are automatically out, and the next person in line will enter the court.

The first person in line is the referee (person that will call all fouls during a game).

FOULS:

1. Stopping the continuous play by holding or catching the ball.
2. Touching the pole with any part of the body.
3. Hitting or grabbing the rope.
4. Throwing the ball.
5. Crossing the zone line (white line the divides the court in half)

AUTOMATIC OUTS:

1. Arguing or fighting
2. Refusing to get out
3. Three fouls during a game

**HENRY ELEMENTARY SWINGSET RULES**

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1. Always swing with your body facing the north.
2. When you are waiting to count on a swing, you must stand and wait outside the swing box on the north side (behind the cement curb). The person in line will count to twenty-five on the swinger. Each time the swinger’s feet come forward, that equals one count.
3. No one is allowed to push another person while they are swinging.
4. Only one person may swing on each swing at anytime.
5. The swinger must hold on to the swing chains with both hands at all times.
6. No twisting, spinning, standing up, placing your stomach on the swing, or throwing empty swings at anytime.
7. No students other than the swingers should be inside the swing box area at anytime.
8. Exiting the Swing:
   * No jumping off the swing
   * The swinger must bring the swing to a complete stop before releasing the swing chains to step off
   * Always exit the swing area on the north side
9. When the freeze bell rings, stop swings immediately, and move to the outside of the swing box to the north (behind the cement curb). When the signal is given to line-up, each student will walk to their line.
10. Play with safety in mind and have fun.



**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.

**Henry Elementary Expectations**

**House of Safety**

**House of Respect**

**House of Quora**

**House of Responsibility**

**I can be trusted to do what is right or to do the things that are expected or required of me.**

**I can be trusted to make important**

**decisions and**

**handle important duties.**

I can admire someone or something that is good, valuable and important.

I will treat any situation in an appropriate way.

**I will be aware of my surroundings and make the right decisions so that we have a school free from harm and**

**danger.**

**We will learn:**

 To be safe on

campus at all times.

 To respect others.

 To be responsible Henry Students.

 To be good citizens.

**Administrator Managed**

Aggressive/Threatening behavior

Possession of/throwing dangerous objects

Vandalism/destruction of property

Harassment/Bullying

Extortion

Theft

Belligerence/Defiance/Disrespect

Possession of banned substance

Possession of a weapon

Property damage

Admin provides feedback to teacher in a timely manner.

Continue teacher management

Y

E

S

N

O

Henry Elementary Behavior Management Flow Chart

**Teacher Managed**

Disruption

Defiance

Disrespect

Misuse/Abuse of Property

Inappropriate Language-Not directed to anyone

Physical Contact (Minor)

Lack of Preparedness

Teasing/Make fun of (incidental)

Losing and abusing class materials

Chronic out of seat and/or shouting out

Abusing restroom and drinking permissions

Arguing

**Minor**

**Major**

Use teacher consequences

Send to office or call office to have student removed

If behavior is unchanged, assign concrete consequence, initiate parent contact and document in parent communication log.

Write referral and send with student (or separately to the office ASAP.)

Write teacher referral

Administration promptly determines consequence and contacts parents

Administration follows through on consequences.

**Henry Elementary 3 Expectations - Be Safe, Be Respectful, Be Responsible**

Others involved: \_\_\_\_None \_\_\_Peers \_\_\_Teacher \_\_\_Staff \_\_\_Substitute \_\_\_Unknown \_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Means of Correction by Teacher PRIOR to Referral:

\_\_\_\_\_Conference with Student \_\_\_\_\_Re-Direct/Re-Teach \_\_\_\_\_Reviewed Expectations \_\_\_\_\_Parent Contact

**Actions taken by office: Please enter Date(s)**

\_\_\_\_\_\_Admin/Student Conference \_\_\_\_\_\_Parent Contact \_\_\_\_\_Counseled By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Time Out/Recess Detention \_\_\_\_\_\_Social Skills Lesson \_\_\_\_\_\_Admin/Parent/Std/Teacher Conference

\_\_\_\_\_\_Check-In/Check-out \_\_\_\_\_\_Behavior Contract \_\_\_\_\_\_Intervention by Resource Personnel

\_\_\_\_\_\_conflict Mediation \_\_\_\_\_\_Recommend expulsion \_\_\_\_\_\_Referral to Outside Agency/Law Enforcement

\_\_\_\_\_\_Suspension #days\_\_\_\_\_ \_\_\_\_\_\_In-House Suspension #days \_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_ Minor: \_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_

IEP: Yes \_\_\_ No \_\_\_ 504: Yes \_\_\_ No \_\_\_ Referred By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes/Description of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Henry Elementary School PBIS Referral Sheet**

\_\_a1 Phys Aggression

\_\_a2 Assault/Force

\_\_b Knife/Dang Object

\_\_c Cont Substance

\_\_d Look alike drug

\_\_e Robbery/Extortion

\_\_f Property Damage

\_\_g theft/Attempt Theft

\_\_h Tobacco/Nicotine

\_\_i Profanity/Obscenity

\_\_j Drug Paraphernalia

\_\_k Disruption/Defiance

\_\_l Rec Stolen Property

\_\_m Imm Firearm

\_\_n Sexual Assualt

\_\_o Harass Std Witness

\_\_p Soma

\_\_q Hazing

\_\_r Bullying (2, 3, or 4)

\_\_2Sex Harrassment

\_\_3 Hate Violence

\_\_4 Haras/threat

\_\_ Aid/Abet Phys Injury

\_\_ Terror Threats

(school/Staff)

**Problem Behavior(s)**

**Violations of Education Code(s) 48900**

**Violations of Education Code(s) 48915**

\_\_A Caused Serious Phys Injury

\_\_B Knife (locking/fixed blade)

\_\_C Possess Cont Subst

\_\_D Commit/Attempt Robbery/Extortion

\_\_E Assualt/Battery—School Employee

\_\_C1 Possess/sell/furnish firearm

\_\_C2 Brandish knife

\_\_C3 Sell Controlled Substance

\_\_C4 Commit/Attempt Sex Assualt/Commit Sex Battery

\_\_C5 Possess Explosive Device

\_\_ Obtain Peer Attention

\_\_ Obtain Adult Attention

\_\_ Obtain Items/Activities

\_\_ Avoid Peers

\_\_ Avoid Adults

\_\_ Avoid Tasks/Activities

**Perceived Motivation:**



**BULLYING/HARASSMENT COMPLAINT FORM**

(Students May Report Anonymously)

Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please identify yourself as a:

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer \_\_\_\_\_ Other \_\_\_\_\_

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

Verbal Abuse Physical

(name-calling, racial remarks, belittling, etc. (hitting, kicking, shoving, twisting limbs, spitting,

Can be done over the phone, in writing, or destroying personal belongings)

in person, over the phone, text, email)

Extortion Hazing

(verbal or physical bullying for money (Having to participate in an act of physical or emotional

or personal items) harm to be part of a group, or are a victim of a group)

Indirect Bullying Cyberbullying

(Rejection, exclusion, ignoring, alienating, or (Using technology to harass, threaten, or target another

isolating to purposely cause emotional distress) person – text, IMs, email, Facebook, videos, MySpace,

Twitter, etc.)

Bullying/ Harassment on the basis of: Race, color or nationality Gender Disability 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.

Revised 6/12/2013

**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 Henry Elementary School.

**DISTRICT LIAISON**

Department of Student Services

*Lead Agent, Students Services or*

*Agent, Child Welfare & Attendance*

*260 S. Willow Ave., Rialto, CA 92376*

(909) 873-4336