



**Milor High School**

**2020-2021**

**Parent / Student Handbook**



Greetings Mustang Families,

My name is Kyla Griffin and I am the proud principal of Dr. John H. Milor and Charles Zupanic High Schools. I hope you find yourself rested and refreshed as we begin this 2020-2021 school year. This is my 18th year as an Educator with experience spanning the nation from hometown of Detroit, Michigan to San Diego and now to Rialto. As your principal, I am looking forward to demonstrate my passion of servant leadership by working as a thought partner on our mission to our Mustang students remediate, accelerate and graduate. As we work together to provide specific supports unique to our Mustang students, I encourage you to emphasize the importance of completing all work in a timely fashion. Working together to create a “village” will ensure student success. As the new principal of Milor this school year, my goal is to have our students commit to the “Milor Values” that should be in the heart of our Mustang students on the court, on the field, in the quad, in the community and most importantly, in the classroom. The Milor Values are:

- M: “Motivated” Milor and Zupanic students are motivated to attend school daily and arrives on time, ready for the day’s learning experience.
- I: “Intelligent” Milor and Zupanic students strengthen their critical thinking skills by asking questions and using this knowledge to complete all classwork/homework assignments given by their teachers.
- L: “Loving” Milor and Zupanic students love learning, love literacy love their community and will love themselves by seeking out opportunities that will help them grow as productive citizens.
- O: “Organized” Milor and Zupnic students must practice sound time management skills in order to adhere to our accelerated credit recovery schedule.
- R: “Respectful Milor and Zupanic students respect themselves, each other and our school.

Collaboration is key to our Mustang student success. Our staff will collaborate through Professional Learning Communities “PLC”s every day in the morning. This time is utilized for department and all staff collaboration to discuss how we can enhance instructional focus and practices to benefit the learning needs of our Mustangs. I am committed to supporting and promoting the best teaching practices across all grade levels such as, active learning, problem solving and critical thinking, creativity, inter and intrapersonal reflection, effective communication, reading and collaboration in all classes. With this primary focus on instruction and student learning, we will continue to ensure that we offer the best opportunities and learning experiences for all students to be successful and to be well prepared for college and career.

In closing, we at Milor and Zupanic High School remain dedicated to advancing your child’s academic and personal development in a supportive, safe and challenging learning environment. I welcome your active participation in your child’s education and urge you to be proactive in communicating with the principal, counselor, and teachers. We look forward to seeing you at “Back to School Night on Thursday, August 29, 2019, from 5:00 p.m. – 7:00 p.m. By working together, we can ensure success for your child. “Together We Can Make A Difference”

At your service,



Kyla Griffin,

Principal

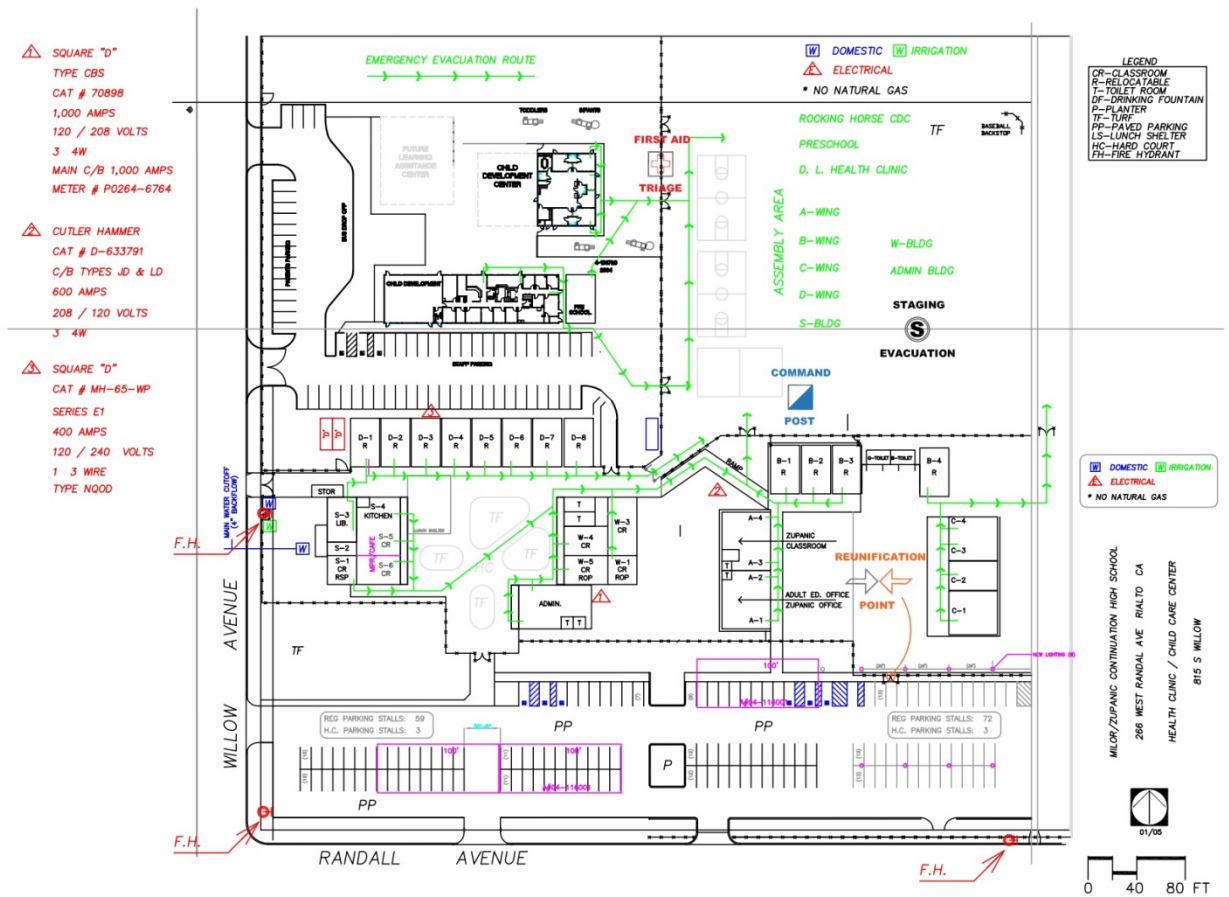
# Distance Learning Addendum

## Entry/Exit Point (staff):

- Staff will enter their respective site at 7:30 AM and complete a temperature check along with the health questionnaire prior to entering classrooms.
- Milor Staff will enter the staff lounge and take their temperature with Jenn
- Zupanic Staff will enter the Zupanic office and take their temperature with Edwin
- No more than 3 staff members in the staff lounge at one time
- Staff will exit site anytime after 2:30 PM

## Entry/Exit Point (student):

- Students will enter their respective sites at 8:25 AM and complete a temperature check with health clerk/CSO.
- No more than 3 students in the student restrooms at one time
- Students will exit site anytime between 12:35 PM to 1:10 PM.



### Secondary Schedule for Bridge Academy (Distance Learning)

Monday	Time	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:30 Collaboration	7:55 - 8:40	Teacher Prep Time			
8:45 - 10:00 Virtual Professional Development/Staff Meetings	8:40 - 9:55	P1	P2	P1	P2
	10:00 - 11:15	P3	P4	P3	P4
Live interaction/Progress monitoring - All students	11:20 - 12:35	P5	P6	P5	P6
	12:40 - 11:10	Teacher Lunch			
P1: 10:05 - 10:30 P2: 10:35 - 11:00 P3: 11:05 - 11:30 Teacher Lunch 11:30 - 12:00 P4: 12:00 - 12:25 P5: 12:30 - 12:55 P6: 1:00 - 1:25	1:10 - 2:30	Student Support: Individual Instruction, Tutoring, Labs, AP Teacher Prep, IEPs, RTI			
In addition to the 25 minutes of virtual monitoring per subject, students will be required to complete 15 minutes of Distance Independent Learning for each period	2:35 - 3:05	Teacher Prep Time			
1:25 - 3:05 Office Hours					

### Hybrid Model Schedule-Secondary

Monday	Time	Tuesday	Wednesday	Thursday	Friday
	8:25 am - 8:40 am Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast	8:25 - 8:40 Temperature checks and Grab & Go breakfast
7:30- 8:30 PLC 8:45- 10:00 Professional Develop. Staff meetings	8:40 am - 9:55 am Live at school site 75mins + 5 pass=80 mins	P.1 M-Z	P.2 M-Z	P.1 A-L	P.2 A-L
Live Interaction/Progress Monitoring All students	10:00 am- 11:15 a m Live at school site 75mins + 5 pass=80 mins	P.3 M-Z	P.4 M-Z	P.3 A-L	P.4 A-L
P1. 10:05- 10:30 P2. 10:35 – 11:00 P3. 11:05 – 11:30 Lunch 11:30 – 12:00 P.4 12:00 – 12:25 P.5 12:30 – 12:55 P.6 1:00 - 1:25	11:20 am- 12:35 am Live at school site 75mins + 5 pass=80 mins	P.5 M-Z	P.6 M-Z	P.5 A-L	P.6 A-L
	12:40 pm - 1:10 pm	<b>Grab &amp; Go lunch for AM students and dismissal</b>	<b>Grab &amp; Go lunch for AM students and dismissal</b>	<b>Grab &amp; Go lunch for AM students and dismissal</b>	<b>Grab &amp; Go lunch for AM students and dismissal</b>
	1:15 pm- 1:45 pm Online 30 mins 50 mins independent work	P.2 A-L	P.1 A-L	P.2 M-Z	P.1 M-Z
<i>In addition to the 25 mins of virtual progress</i>	1:50 pm- 2:20 pm Online 30 mins 50 mins independent work	P.4 A-L	P.3 A-L	P.4 M-Z	P.3 M-Z

## **Staff Transition Period Times**

- Practice safe social distancing
- 3 staff members in the staff lounge at one time

## **Student Transition Times**

- Practice safe social distancing guidelines
- 3 students in restrooms at one time

## **Isolation rooms**

- Three isolation rooms: S-5; B-1; or the Wellness Center.
- Report there until someone is able to pick them up or until we have been granted verbal permission to allow them to walk home.

## **Guidelines for Staff**

- Wash your hands frequently and avoid touching your face. Provide opportunities for students to wash their hands.
- Wear a mask or face covering when social distancing is not feasible. This is expected for all staff in all district and school buildings.
- Be mindful of your own, students' and co-workers' health and safety concerns.
- Remain flexible with attendance as you address the needs of individual students, while meeting learning standards and professional expectations.
- Accommodate individual learning needs, especially for those students that face higher health risks.
- Assign seating to support contact tracing. Students should face forward and be appropriately spaced.
- Communicate with your immediate supervisor if you are unable to perform your essential functions in person at your work location.

## **Guidelines for Students**

- Prepare for a unique school year and remain engaged in your learning, no matter the format.
- Wash your hands frequently and avoid touching your face.
- Wear a mask or face covering while on the bus, in common areas, during transition times, in classrooms, and when arriving and dismissing from school. Occasional allowances may be made under the discretion of the teacher with appropriate distancing.
- Sit in assigned seats in classrooms and on the bus to promote social distancing and contact tracing.
- Plan on activities as scheduled, adhering to approved social distancing and safety measures.
- Bring a personal water bottle to school each day.

## **Guidelines for Parents**

- Monitor your child each morning for symptoms and do not send them to school if they exhibit any of the following:

- Fever greater than 100.4 degrees
- Cough, shortness of breath, or difficulty breathing
- Chills or muscle aches
- Sore throat
- Can't smell/loss of sense of taste
  
- If exposed to someone who has tested positive for COVID-19 in the last two weeks
  - Reinforce the expectation for frequent hand washing, mask-wearing, and social distancing.
  - Monitor your child's use of technology in the home.

## **Operational Guidelines**

- Building/classroom cleaning - Daily cleaning and sanitizing will occur at the facility by the custodial staff following district health and safety guidelines. Physical Facilities team members will provide continued guidance and support for schools. Hand sanitizer bottles have been procured for every classroom and department. Posters showing symptoms prohibiting entrance will be displayed on the doors of all district facilities (included below).
- Transition times and areas - Schools will identify high traffic areas and utilize signage and/or floor markings to minimize congestion. They will also establish protocols for any visitors and non-regular staff including at a minimum temperature checking and the wearing of masks or face coverings.
- Transportation - Bus drivers will wear masks or face coverings when students are present. Drivers will sanitize their buses multiple times each day.
- Nutrition Services - Breakfast and lunch will be provided each school day in a “grab and go” format. Eating areas throughout the school will be designated.
- Faculty meetings - We will review and consider modifying staff gatherings, utilizing smaller group meetings, online meetings, or other means of communicating with team members.
- Special needs - School staff should provide reasonable accommodations to meet individual student learning needs, while considering the health and safety needs of others.

## **Monitoring Guidelines**

- Each school and department should implement monitoring measures to assist students, staff and visitors in checking for symptoms.
- Thermometers have been provided to utilize as part of the school plan.
- Monitor staff and student symptoms and absenteeism.
- Encourage staff and students to stay home if they feel sick. Parents should check their children for symptoms each day before school. If staff or students display symptoms of illness at school, they will be sent home.
- If symptoms of COVID-19 are present, follow the protocol from the school nursing team and/or contact the San Bernardino County Health Department, 800.782.4264.

- Students and employees showing COVID symptoms should not return to school or work until they have followed all of the criteria established by the local health department or their health care provider.
- Each school will identify a quarantine area for students who are sick and unable return home.

## **Training Guidelines**

- The leadership team, in consultation with our nursing team, will continue to communicate safety guidelines and protocols, and provide training and support for employees and students.
- Teachers will be supported through their teacher team, district professional learning opportunities, and academic learning coaches.
- School personnel at each school site will be available for questions or specific concerns.

## 2020/2021 Milor Bell Schedule

8:00 - 8:35.....	PLC
8:40 - 9:28 .....	Period 1
9:33 - 10:21 .....	Period 2
10:21 - 10:33 .....	NUTRITION
10:38 - 11:26 .....	Period 3
11:31 - 12:19 .....	Period 4
12:19 - 12:49 .....	LUNCH
12:54 - 1:42 .....	Period 5
1:42 - 2:30 .....	Teacher-PREP

### Minimum Day schedule

8:00 - 8:35.....	PLC
8:40 - 9:15 .....	Period 1
9:20 - 9:52 .....	Period 2
9:52 - 10:04 .....	NUTRITION
10:09 - 10:41 .....	Period 3
10:46 - 11:18 .....	Period 4
11:18 - 11:48 .....	LUNCH
11:53 - 12:25 .....	Period 5
12:25 - 2:30 .....	Teacher-PREP

### MILOR HIGH SCHOOL

#### MINIMUM DAYS/COLLABORATION DAYS

**Thursday, September 3, 2020 – Back to School Night**  
**Friday, October 9, 2020 – End of 1<sup>st</sup> quarter**  
**Friday, December 18, 2020 – End of 2<sup>nd</sup> quarter**  
**Friday, March 26, 2021 – End of 3<sup>rd</sup> quarter**  
**Thursday, June 3, 2021 – End of 4<sup>th</sup> quarter**



## **Board of Education**

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

## **Superintendent of Schools, RUSD**

Cuauhtémoc Avila, Ed.D.

## **District Personnel**

Darren McDuffie Ed.D, Lead Strategic Agent: Strategic, Congruence, and Social Justice  
Elizabeth Curtiss, Lead Innovation Agent  
Mohammad Z. Islam Associate Superintendent, Business Services  
Edward D'Souza, Ph.D., Lead Academic Agent, Math/Science  
Bridgette Ealy, Lead Special Services Agent  
Rhea McIver Gibbs, Lead Personnel Agent  
Rhonda Kramer, Lead Personnel Agent  
Eva Serrato, Academic Agent, Math/Science and College and Career Pathways  
Syeda Jafri, Director, Director, Communication Services

## **Rialto Unified School District Beliefs**

We believe that...

- Everyone has unique talents
- There is boundless power in all of us
- All people have equal inherent worth
  - Diversity is strength
  - Each person deserves respect
- High expectation inspires high achievement
  - Risk is essential to success
- Common and individual interests are reciprocal
  - Integrity is critical to trust
  - Honest conversation leads to understanding
- A strong community benefits all of its members
- Everyone can contribute to the good of the community
  - Music is the universal language

## **Rialto Unified School District Mission Statement**

The mission of the Rialto Unified School District, the bridge that connects students to their aspirations for the future, is to ensure each student achieves personal and career fulfillment within a global society, through a vital system distinguished by:

- High expectations for student achievement
- Safe and engaging learning environments
- Effective family and community involvement
- Learning opportunities beyond the traditional school setting
  - Appreciation of cultural diversity

## **Mission Statement of Milor High School**

The Mission of Milor High School, the land of the Mustangs, where innovative opportunities to succeed abound, is to guide students in selecting a fulfilling career path in order to become successful citizens in a changing society, through a vital system distinguished by:

- High quality instruction and high expectations
- Preparing students for lifelong learning
  - Safe and positive environment
  - Flexible learning opportunities
  - Social and emotional support

## **Rialto Unified School District's 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 organizations, 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 Program 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.

## **Anti-Discrimination Policy**

The District is committed to a work and education environment that is free of unlawful discrimination on the basis of ethnic group identification, religion, physical or mental disability, sex, color, or age. Civil rights guarantees and equal access laws shall be adhered to in all educational programs or activities and personnel/employment practices (Board Policy Code 0410)

## **Complying with TITLE IX**

No person in the United States, shall, on a basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, or be so treated on the basis of sex.

## Williams Settlement

Important information about Instructional Materials and School Facilities State law requires the following:

1. School facilities must be clean, safe and maintained in good repair.
2. Students must be given adequate instructional materials to use in the classroom.
3. Students must be given adequate instructional materials to take home for homework.
4. A teacher assigned to teach a class must have the appropriate Commission on Teacher Credentialing authorization for the assignment.

### **SCHOOL CONTACT INFORMATION**

**School phone: (909) 820-8110**

**Office Hours: 7am – 4:00pm**

<u>Administration</u>		<u>Extension</u>
Principal	Kyla Griffin	1103
Assistant Principal	David Yang	1104
Principal' Secretary	Jennifer Sowell	1103
Clerk Typist III/Registrar	Edwin Carranza	1102
Clerk Typist II/Attendance	Yvette Barella	1114
<u>Counseling</u>		
Grades 10-12	Damon Lesure	1106
<u>Health/Support Services</u>		
Nurse	Yvette Murray	1105
Health Clerk	Bree Bosworth	105
Psychologist	Aaron White	103
Library Tech II	Lisa Natoli	107
School Resource Officer	Jason Sanders	104
Security Officer	Sean Easley	104
Lead Nutrition Svcs Worker	Cynthia Alvarez	421-4264

### **GENERAL INFORMATION**

**Accidents/Emergency Cards:** The RUSD Board of Education and Milor High School does not and cannot assume any responsibility for accidents or injuries to students while on the school grounds or participating in school-sponsored off-campus activities. In case of an accident to a student, the school nurse or other staff member trained in first aid will render services until the parent(s) or family medical advisor can be summoned. The emergency card listing your preference of family medical advisors and others to be contacted in case of accident or illness is extremely important to your son or daughter in case of an emergency. (Board Policy 5141)

**Baked Goods or Homemade Food Products:** Homemade food or baked goods are prohibited on campus and may not be distributed to the student body because doing so may place the District at risk. All food consumed by students must be a shelf staple, store-bought pre-packaged food item. In the event of a lawsuit, the District must be able to show that the food preparer used reasonable care during preparation. Written standards, procedures and inspection results are the keys to this defense. Such controls would be difficult to enforce in the privacy of one's home.

**Bicycles/Skateboards:** Bicycles and skateboards should be secured in the bicycle/skateboard racks by personal padlock in the secured gated area in the front of the school. The RUSD and school will not be

responsible for bicycles or skateboards which are lost, stolen or damaged. Due to liability concerns, bicycles, skates, skateboards, roller blades, etc., are not to be ridden on campus. To comply with the California Bicycle Helmet Law and reduce the number of bicycle-related head injuries, all students are strongly encouraged to wear a bicycle helmet while riding to and from school. (California Vehicle Code Section 21204/21212)

**Charges/Fines:** Students are charged for lost or damaged books (costs vary). Lost I.D./library cards and bar codes removed from books are assessed \$5. Payment can be made by *cash or money order* only (no checks are accepted). (Board Policy 3260)

**Classroom Visits:** Parents have the right and are encouraged to visit their student's classroom(s). Parents may obtain a Visitor's pass from the front office. Parents are asked to call at least 24 hour prior to when they would like to visit and wear a visitor's pass at all times while on campus. A courtesy notification will be made for the teacher(s).

**Closed Campus:** "In order to keep students in a supervised, safe and orderly environment, the Board of Education established a closed campus policy at all district schools." Milor High School is a closed campus. Students are to remain on campus for the length of the school day unless authorized release has been given. "Students who leave school without authorization shall be classified truant and subject to disciplinary action." (Board Policy 5112.5) All visitors must check in with the receptionist and be given a valid visitor's pass before entering the campus. (Board Policy 1250)

**Cell Phones:** The district's cell phone/electronic devices policy has not been finalized as of August 10, 2020. When students return to campus for hybrid learning during the 2020-2021 school year, the expectations of the policy will be communicated to students, parents, and staff. Our handbook will be updated to reflect the policy.

*Mobile Communication Devices: Board Policy/Administrative Regulation 5131.8*

**Hall Passes/Library Passes/Passing Periods:** Each student is responsible for passing quickly to each class to avoid being tardy. The passing period is 5 minutes in length. No student shall be allowed to travel on the campus during class time unless he/she has a valid hall pass. Teachers will only give hall passes for emergency reasons. Students should take care of all personal needs during the passing period and lunch. Students need to have a pass when entering the library during class time.

**Health Office:** Milor High School provides a part-time school nurse and Health Clerk. With the exception of emergencies, students who are ill should request an authorized hall pass from the teacher and report to the Health Office. In case of an accident to a student, the school nurse or other staff member trained in first aid will render services until the parent(s) or family medical advisor can be summoned. The emergency card listing your preference of family medical advisors and others to be contacted in case of accident or illness is extremely important in case of an emergency.

**Homework Assistance:** Teachers have regular times scheduled to provide academic support and tutoring to students enrolled in their classes. They may also schedule times for students to receive assistance whenever necessary. Students are encouraged to discuss and arrange such times with their teachers.

**Insurance:** A group student accident insurance plan is available on a voluntary basis to every student registered in the Rialto Unified School District. The specific plan specifies that the insurance agent assumes all administrative processes. (Education Code 49470, 49472) Applications for insurance are available from the front office.

**Internet Acceptable Use Policy:** The network is provided for employees and students to conduct research and communicate with others on academic topics. Individual users of the district computer networks are responsible for their behavior and communications on those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Violations of the district policy described in the Student Acceptable Use Policy for Internet and E-Mail Access will result in access privileges suspended or revoked as well as other disciplinary or legal action.

**Laptops: Students are prohibited from tapping into local wireless networks (School or Private Networks) to gain access to the internet. Students may use school computers that are connected to the internet on a protected network. Appropriate discipline will be enforced.**

**Medication:** Please notify the school nurse if your doctor has prescribed medication for your son/daughter to take during the school hours or school activities. State law requires that in such circumstances no student shall be given medication (including inhalers AND “over the counter” medication such as Tylenol, cough suppressants, etc.) except upon written request from a California licensed physician/healthcare provider who has the responsibility for the medical management of the student. A request form is available from the Health Office and must be completed by the student’s physician, signed by the parent/guardian, and returned to the nurse at Milor High School. All prescribed medication must be given to the nurse who will have it dispensed as directed by the physician. Students are not permitted to carry medication on the school campus unless specified by the physician on the school’s request form. Medications must be in a clearly labeled container with the following information: student’s name, physician’s name, name of medication, dosage and schedule, and date of expiration of prescription. For further information, please contact the Health Office.

**Messages and Deliveries:** When lessons are interrupted, learning stops. In order to minimize interruptions in the classroom, parents are requested to leave forgotten items at home. The school will not accept or hold, homework, projects, notebooks, lunches or lunch money, gifts, flowers, messages, balloons, cakes or other items to students. Students are also prohibited from bringing items such as; home cooked food, baked goods, balloons, flowers, etc. Deliveries of any kind to the school or any part of the campus for a student are prohibited this includes and not limited to the ordering of food through technology companies such as DoorDash. Please be advised, that such food is considered to be competitive and is not in compliance with our District’s Nutritional Policies.

**Personal Property:** Students assume all responsibility for loss, damage or theft to their clothing, equipment, books, cash and other belongings. Books, personal items or other equipment must be kept with the student at all times. Any items that are oversized, a distraction to the instructional process or a safety hazard during school hours, such as, amplifiers, guitars, skateboards, sports equipment, etc., may also be confiscated. *All confiscated items will only be returned to a parent/guardian with appropriate identification. Administrators/school personnel will not conduct searches for lost/stolen items. Students who choose to bring these items to school do so at their own risk.*

**Poor Progress Notices:** Approximately 5 weeks into each quarter, progress reports are mailed home to students who are IN DANGER OF RECEIVING a “D” or “F” at the quarter. These reports indicate why a student is not succeeding. Parents/guardians should contact their child’s teacher or counselor to arrange a conference. *Please notify the attendance office immediately if there is a change in parent’s address, contact numbers, or email address.* (Ed Code 49067)

**Report Cards:** Students will receive four report cards during the year. Each report card will have the student's grades for each class and may have comments from the teacher. *Please notify the attendance office immediately if there is a change in your address, contact numbers, or email address.* (Ed Code 49067)



Report cards are mailed according to the following schedule:

### QUARTER REPORT CARDS

**1<sup>st</sup> - October 9, 2020      2<sup>nd</sup> - December 18, 2020      3<sup>rd</sup> - March 26, 2021      4<sup>th</sup> – June 3, 2021**

**Vehicles on Campus/Parking:** Parking a vehicle on school property is a privilege given to students by the District. Students must park in the student lot during school hours and must obey the 5 m.p.h. speed limit. This year we will issue student parking permits through the front office, you must bring your driver's license and a valid proof of insurance in order to receive a permit to park in the parking lot. Students/cars without a valid/current permit are subject to be towed at their expense. Students who park in the Milor/Zupanic High School parking lot in front of the school must have a parking permit on display. Vehicle Code 211113 will be enforced on campus. All students are required to fill out a parking permit form and display the parking permit on the rear view mirror of their vehicle when parking in the campus parking lot.

Violations of the rules may result in loss of parking privileges, disciplinary actions and/or citations issued by the Rialto Police Department. (CVC 21113) Except in designated parking areas, motorcycles and all other motor-driven vehicles are prohibited from school grounds at all times with the exception of Americans with Disabilities Act (ADA) approved mobile equipment. Except for motor vehicles of employees and students holding off-street parking permits or visitors and persons conducting school business, no motor vehicles will be permitted upon school property without special permission of the principal. Reserved parking shall be provided for the handicapped. (Board Policy 3513.2) ***\*NO congregating, loitering, littering, or loud music is allowed in any of the school parking lots at any time. Students must vacate the parking lot within 15 minutes of school dismissal.***

**Visitors:** All visitors must sign in at the front office. Students are not allowed to bring guests or friends on campus. Visitors must enter the school through the main entrance between the hours of 7:00 a.m. and 4:00 p.m. Visitors must check in and will receive a pass from the front office and must go directly to the location requested. (Board Policy 1250) Parent visitation rights forms may be obtained from the front office.

## **COUNSELING SERVICES/EDUCATIONAL ALTERNATIVES**

The Counseling Office at Milor High School attempts to meet the needs of all students. The Counselor continually assesses student progress and, as needs change, student programs are adapted to provide the most appropriate services. Parents are encouraged to keep the counselor informed of any conditions at home which may impact student performance at school.

**Comprehensive Guidance:** Milor High School's counselor is pro-active and student-centered. The counselor seeks to develop a shared responsibility with parents and students to promote a stronger partnership between the home and the school. School counselors are trained to help your student with educational planning, career decisions, understanding test scores, and personal concerns. Certain information of a personal nature that students share with a counselor is confidential (private) and told to no one else without a student's permission. Some exceptions to this rule are:

- A counselor must report child abuse and child neglect
- Sexual abuse
- Situations involving a clear and present danger to the student or others
- Planned, attempted, or perpetrated criminal activity

In addition, the counselor will have to testify or give information when ordered to testify in any judicial or administrative hearing. If the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist, or therapist) some information will be given; but such situations are rare. Be assured that California law generally requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or the student gives permission for the counselor to reveal such information.

**Appointments:** When a parent/guardian wishes to make an appointment to discuss the student's work or general behavior, phone and ask for the counselor. Appointments with students are made before school, during lunch, or after school. Students are not to schedule an appointment between classes.

**Educational Alternatives:** Call or make an appointment with your counselor when considering one of the following programs:

- Adult Education: Students who are 18 years old may enroll in the Adult Education School. Students over 16 who have a need to attend concurrently while attending Milor High should see a counselor for information.
- Home/Hospital Study: Students who are unable to attend the comprehensive school due to an extended illness (minimum of four weeks), may have a home teacher assigned for the period of their illness. Please contact the school nurse at 820-8110 X105.

## ATTENDANCE

Attendance Clerk Phone Number: 820-8110 Ext. 1114

The Board of Education believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy. (Board Policy 5113)

Attendance will be monitored closely at Milor High School and, as mandated by law, we report student attendance to various state agencies. If the student is on probation, has received a truancy citation or if the parent is involved in the CalWorks program, we provide attendance verification to these agencies. It is, therefore, extremely important that students under these conditions attend school regularly and that the parent keep in contact to ensure that the attendance and grades meet the requirements of the contracts they have signed.

**Regular Attendance and Learning are Related:** Milor High School is committed to promoting and recognizing outstanding attendance, as well as assisting students and their families with attendance problems.

A student's absence must be verified within 24 hours. An absence may be verified in one of the following ways:

1. The parent/guardian calls the attendance office on the day of the absence.
2. The student may bring a note that includes date(s) of absence, reason for absence, student's full name, grade, parent/guardian signature, and home/cell/work telephone number, and submit it to the attendance office.
3. A student arriving to school 20 minutes after school starts must have the absence cleared by a parent/guardian, or he/she will be marked truant. **Students arriving more than 30 minutes late after first period will be marked absent for that period.** The absence must be cleared by parent/guardian or it will be changed to truancy.

Remember:

- If a student will be absent for an extended period of time due to illness, surgery, vacation, or family business, the parent must call the attendance office prior to the absence.

**Tardy Policy:** Each student is expected to be in class ready to work before the tardy bell rings. The five minute passing period between classes is to be used for going from one class to another with a two minute warning bell. Tardies disrupt class proceedings and distract other students from instruction. In order to eliminate, or minimize, these situations, parent cooperation is needed.

**Excused Absences:** Absence from school shall be excused only for illness, doctor/dentist appointment, bereavement of an immediate family member or court ordered appearance as permitted by law, Board policy and administration regulations. (Education Code 46010.5, 48205, 48216)

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergencies.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (Education Code 46014)

**Unexcused Absences/Truancy:** The Superintendent or designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of student study teams. As means of correction of truancy, students will receive any of the following consequences: Citation, and SART (Student Attendance Review Team). The District participates in the School Attendance Review Board as allowed by law in order to meet the special needs of students with school attendance or behavior problems.

When the student's attendance problems cannot be resolved through the completion of an attendance contract or the student and parent/guardian have failed to respond to the directives of the School Attendance Review Board to correct the problem, the parent/guardian of the student may be referred to the Rialto City Attorney and Municipal Court for possible legal action. (Board Policy 5113)

**Early Dismissal:** If a student needs to leave campus early, he/she must bring a note from the parent to the attendance office before school. The request will be verified by the attendance office and a permit issued to the student. If the attendance clerk is unable to verify request for early dismissal with parent or guardian, such request may be denied or result in a late release. The student must sign out at the attendance office before leaving campus. Students who are eighteen (18) years of age should expect parent notification prior to early dismissal.

**Truancy:** Rialto City law enforcement officers work closely with school principals to identify, report and return to school those students found in the community during school hours. Parental cooperation is essential. State law requires Rialto schools to refer parents who fail to respond to school-level counseling to the School Attendance Review Board (SARB) for a non-attendance hearing. The consequences of failure to attend school regularly are defined by California's Compulsory Attendance Law which requires school enrollment and attendance from age 6 to 18 or high school graduation. The District is required to monitor truancy/non-attendance, and it will refer parents and students to the office of the District Attorney if other efforts are not effective. At MHS, as means of correction of truancy, students will receive any of the following consequences: mandatory Saturday School, Citation, and SART (Student Attendance Review Team).

**Daytime Loitering Ordinance:** The City of Rialto has an active "Daytime Loitering" ordinance which prohibits any minor to loiter, idle, wander, stroll, or play in or upon public streets, highways, roads, alleys, parks, playgrounds, parking areas, or other public grounds, public places, places of amusement and eating places, vacant lots or other unsupervised places, or any place open to the public when said minor's school is in session. The other areas we serve have similar ordinances and local law enforcement enforce



these ordinances and students in violation of the ordinances may be cited, resulting in the student and parent/guardian being required to appear in court. Fines (as much as \$250.00) may be imposed by the court and students often required to perform community service. Additionally, it is unlawful for the parents, guardians or other adults having care and custody of a minor to violate these ordinances. Parents, guardians, or other adult in violation of these ordinances are subject to a fine not to exceed \$1,000 and may be required to perform community service. Should truancy become a serious student problem, every effort will be made to address the difficulty. It is our intention to assist the student in resolving such dilemmas. Parents, students, and administrators must work together to make that possible. Therefore, truanancies will be dealt with by the various intervention methods listed below:

1. Parent notification.
2. Student-administrative contracts.
3. Parent/student/administrator conference.
4. Excessive absences may result in a class schedule modification.
5. Student Attendance Review Team (SART) - This meeting is an attempt to resolve attendance obstacles. If attendance issues persist, referral to the Student Attendance Review Board (SARB) is initiated.
6. Student Attendance Review Board (SARB) - This board is composed of community members who meet to review cases referred to them by the school through our district office. Referrals are made for students with extreme attendance problems, habitual tardiness and/or truanancies.

**18-Year-Old Students:** Any students who have regularly progressed through school and who become 18 years of age while in high school may continue to attend until graduation, provided they maintain satisfactory levels of effort/performance and conduct. Students who have withdrawn from school and present themselves for reenrollment after they have reached the age of 18 may be referred to the district Adult Education or college programs suitable to their needs.

**Perfect Attendance:** The Rialto Unified School District is placing a hold on Perfect Attendance Awards from March 12, 2020, until further notice, due to the Coronavirus (COVID-19) pandemic. The district strongly encourages daily attendance, but not at the risk of our students' and staff's health and well-being. Students will be held harmless during this period in relation to Perfect Attendance. If a student misses a day of instruction (in-person or via distance learning) during this time period, their cumulative Perfect Attendance status will not be affected.

*Examples of Cumulative Perfect Attendance Awards:*

- Perfect Attendance from Kinder through 5<sup>th</sup> grade
- Perfect Attendance from Kinder through 12<sup>th</sup> grade
- Perfect Attendance from 6<sup>th</sup> through 8<sup>th</sup> grade

## **RESPONSIBILITIES/CONDUCT**

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on District transportation. (Board Policy 5131)

**Student Responsibilities:** "Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that

causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below

Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

4. Damage to or theft of property belonging to students, staff, or the District
5. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose, including employment
6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty in school work or tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs”  
(Board Policy 5131)

“Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.” (Board Policy 5131)

**Bullying/Cyberbullying:** “Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten District property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, the principal or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with District policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.” (Board Policy 5131)

Following are the State laws regarding students’ duties:

- Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to school mates; and refrain from the use of profane and vulgar language. (CCR Title 5 300)

- Pupils' Duty to Remain at School: a pupil may not leave the school premises at recess, or at any other time before the regular hour of closing school, except in case of emergency, or with the approval of the principal/principal's designee of the school. Students who are eighteen can be dropped from Milor if they withdraw from school or have excessive attendance issues. (CCR Title 5303)
- All pupils shall comply with the regulations, pursue the required course of study, and submit to the teacher's authority of schools. 1993 (EC 48908)

**Progressive Interventions:** Violations of school rules and/or Education Codes will result in a variety of interventions. Consequences may include any of the following methods depending on the severity of habitual behavior of the student:

- Classroom suspension: Student removal by instructor from classroom for violation of Education Code 48900 for one or two days, subject to the requirements of Education Code 48910.
- Teacher referral: In order to provide effective instruction for all students, teachers will not tolerate disruption of the learning and teaching process. Those students whose behavior continually disturbs the class will be sent out of the classroom on an office referral. The student will receive disciplinary action based on his/her accumulation of behavioral incidents. Classroom suspensions are cumulative throughout the year and subject to the requirements of Education Code 48910.
- Suspension: Removal of a pupil from the instructional program for a period of one to five days, subject to the requirements of Education Code 48900, 48900.5
- Recommendation for expulsion: Recommendation made to the District for removal of a pupil from Rialto Unified School District subject to the requirements of Education Code 48900.
- Police intervention: By law enforcement agencies for violation of the law.
- Citation: Will be issued by the School Resource Officer for violation of the law.
- Police report/arrest: Police action may include police report, citation and/or arrest for any violation or criminal activity in or around campus.
- Student Study Team (SST): A process where the student, guardian, teachers, counselors and administrators evaluate the student's performance and behavior to provide academic and social interventions.
- School Attendance Review Team (SART): This process enables the school, parent and student to meet and sign a contract regarding excessive attendance issues to try and resolve before student is referred to the Student Attendance Review Board (SARB). This contract becomes effective between the student, parent and the school.
- School Attendance Review Board (SARB): The School Attendance Review Board is a cooperative effort among the Police, Probation, District Attorney, Social Service Agencies, Schools and others. The overall goal is to assist the schools in their effort to improve student attendance and academic performance. SARB does this by working with the schools, families and students. SARB can suggest alternatives, point families to recourses and impose penalties for those whose attendance does not improve.

## **DISCIPLINE POLICIES**

Personal safety is a prerequisite to learning. Intimidation, bullying, fighting and assaults are not acceptable methods of conflict resolution and will be dealt with firmly. Students experiencing difficulties with interpersonal relationships are encouraged to contact their counselors, campus security, or other staff members for assistance in conflict mediation. Those who resort to these behaviors will face suspension and citation. Repeat offenders may be referred to the District for expulsion. Parent conferences in these instances may be required.

**Classroom Behavior:** In order to provide an effective instructional program, the teacher is the ultimate authority in the classroom. Therefore, disruption of the learning and teaching process cannot be tolerated and will be dealt with appropriately. A classroom suspension will be given if the student's behavior is continual and/or severe. Prior to the classroom suspension, teachers will use other steps of intervention such as counseling, progressive classroom discipline and parent contact, unless the incident violates law or education code. Classroom suspensions are cumulative throughout the year and subject to the requirements of Education Code 48910.

**Campus Behavior:** Be aware the following are violations of school rules and will be dealt with appropriately:

- Inappropriate display of affection between students (e.g. kissing, fondling)
- Food, drinks, and gum chewing in the buildings and classrooms
- Gambling
- Bullying/cyber bullying
- Possession of markers, spray paint cans and tips, and other such articles used for graffiti.
- Electronics should not be used during instructional time. Students found using any cellular phones, pagers, lasers, radios, DVD/CD players, electronic games, IPODS, MP3 players, cameras, video cameras or other electronic devices during instructional time may have the item(s) confiscated. Violation of this policy will result in discipline.
- Possession of drugs, weapons, look-alike drugs and weapons, stink bombs, mace, pepper spray, smoke bombs, fireworks/firecrackers or any gaseous spray, or assault (both physical and verbal) on a school staff member will result in a recommendation for expulsion. A police report will also be filed and may result in the arrest of the student.
- Theft of school property or private property including food items from serving lines.
- Posturing and threats to any school staff member or official.
- Failure to come prepared to class with proper materials daily.



## 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.



## PROTECCIÓN MEDIOAMBIENTAL

Debido a las preocupaciones por la seguridad de los estudiantes y personal con alergias específicas, a los estudiantes no se les permite traer **dispensadores aerosoles (eje., aerosoles, atomizadores del cuerpo, etc.)** al plantel escolar o usar dichos productos en exceso durante las horas escolares.

*Referencia: Regulación Administrativa 3514-Operaciones Financieras y No educativas – Protección Medioambiental.*

Si se encuentra al estudiante con estos productos, se llamará a los padres/tutores para atender el problema.

### MILOR HIGH SCHOOL DRESS CODE

The administration has a responsibility to adopt rules and procedures (Education Code, Section 85291) so that the school and students are free from the threats or harmful influences of any groups or gangs which advocate substance use or disruptive behavior. The administration, therefore, prohibits the presence of any apparel, jewelry, accessory, notebook, trademark, graffiti or any other attribute, which denotes membership in such a group. The school administration's decision regarding any attire related to the established dress guidelines will prevail.

School/District personnel have the responsibility to protect the health and safety of students and to maintain proper and appropriate conditions which promote learning.

Students shall wear appropriate clothing and footwear and groom themselves for school in a manner which does not offend the rules of decency or reflect negatively on or distract from any phase of the educational program. Requirement of certain areas of the school program may necessitate further restrictions of dress and grooming.

The following is a partial list of apparel that we believe is NOT within good grooming or safety

standards for the environment.

1. Clothing which exposes undergarments and/or posteriors
2. Thongs or shoes without back straps. 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: thongs, bedroom slippers, soft-soled leather moccasins, footsies, and platform-spiked heels.
3. Strapless tops or dresses, shorts or skirts shorter than mid-thigh
4. Sheer garments
5. Bare midriffs, unbuttoned or unzipped shirts/jackets
6. Clothing that portrays suggestive, derogatory, pornographic, or insulting pictures or writing
7. Any clothing, make-up hairstyle or wig that attracts undue attention
8. Any article of clothing that refers to any type of alcohol, drug, or act that is illegal or hazardous to one's health.
9. Any article of clothing which is in any way suggestive or can be construed to have a "double" meaning.
10. Sleeveless undershirts/muscle/men's tank top shirts worn as an outside garment
11. Apparel with emblems, printing, etc., that creates animosity between groups and/or individuals
12. Any article of clothing/hairstyle that is indicative of gang affiliation
13. The wearing of dark sunglasses indoors unless doctor's prescription on file.
14. Hats maybe worn outside the classroom. Hats/beanie caps must be worn face forward they must not have any inappropriate language or logos on them.
15. Initial, marijuana, eight ball belt buckles
16. Combat boots/combat look-a-like and steel-toed boots
17. Combat boots with white, red, yellow and/or green shoelaces
18. All sports logos are prohibited
19. Gang colors (red, blue,, green and purple) worn, written or displayed in any manner
20. Sagging pants must be worn to fit the natural waistline, but no more than two (2) sizes larger
21. A chain, which can be seen, connecting the wallet to a belt loop
22. Items of clothing with the confederate/British/German Flag
23. Military attire

### **LISTENING/RECORDING DEVICES (Education Code 51512)**

The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.



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## **VANDALISM, THEFT, AND GRAFFITI**

The Board of Education considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any District-owned real or personal property, including the writing of graffiti. Any District student who commits an act of vandalism shall be subject to disciplinary action by the District and also may be prosecuted through other legal means. If reparation of damages is not made, the District also may withhold the student's grades, diploma and/or transcripts in accordance with law. (Board Policy 5131.5)

Education Code Section 48904a (1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school District or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school District or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$10,000, adjusted annually for inflation.

## **WAYS TO KEEP OUR SCHOOL SAFE**

- Respect and encourage each other. Do your best.
- If you see or hear of anyone in possession of a weapon, drugs, alcohol or any other dangerous substance or object, immediately tell a school administrator, teacher, staff member, the school resource officer or school security officer.
- If you hear that a fight or any other act of violence is going to occur, immediately tell an administrator, teacher, staff member, campus resource officer or school security officer.
- Don't worry about breaking the confidence if someone reveals plans to harm oneself or others. You may need to tell a secret to save a life!

### **HOTLINE NUMBERS**

Arrowhead Medical Center:	(909) 580-1000
House of Ruth:	1-888 546-5884
Mesa Counseling Center:	(909) 421-9302
The National Hope Line Network:	1-800 442-HOPE (4673)
Behavioral Health Department:	(909) 421-9200
Action Group:	1-800-FOR TEEN (367-8336)

Additional information and phone numbers are available from your school counselor or school psychologist.

## **CALIFORNIA EDUCATION CODE 44807**

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise, but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provisions of 49000.

## *SUSPENSION AND EXPULSION*

### **EDUCATION CODE 48900**

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

- a) Caused, attempted to cause, or threatened to cause physical injury to another person;
- 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 had obtained written permission to possess the item from a certificated school employee which is concurred in by the principal or the designee of the principal;
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind;
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
- e) Committed or attempted to commit robbery or extortion;
- f) Caused or attempted to cause damage to school property or private property;
- g) Stolen or attempted to steal school property or private property;
- h) Possessed or used tobacco or 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;
- i) Committed an obscene act or engaged in habitual profanity or vulgarity;
- j) Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in section 11014.5 of the Health and Safety Code;
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- l) Knowingly received stolen school property or private property;
- m) 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;
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the



- Penal Code;
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;  
Unlawfully offered, arranged to sell, negotiate to sell or sold the prescription drug, SOMA;
  - p) Engaged in, or attempted to engage in, hazing
  - q) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel
  - r) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
    - 1) While on school grounds.
    - 2) While going to or coming from school.
    - 3) During the lunch period whether on or off the campus
    - 4) During, or while going to or coming from, a school sponsored activity
  - t) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person
    - 48900.2 Sexual Harassment (grades 4-12)
    - 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
    - 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students (grades 4-12)
    - 48900.7 Make terroristic threats against school officials or school property (terroristic threats include statements, written or oral, that threaten death, great bodily injury, or property damage in excess of \$1,000;

**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 the 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

**EDUCATION CODE 48915(c) ZERO TOLERANCE**

The Principal/Superintendent shall immediately suspend, pursuant to Section 48911, and shall recommend the expulsion of a pupil who she/he 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 the designee of the Principal.  
This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district;
- 2) Brandishing a knife at another person;
- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code

**The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c)**

*Community Service Education Code 48900.6*

As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

Forgery

It is considered to be a forgery for any person who, with intent to defraud, signs the name of another person, or of a fictitious person, knowing that she/he has no authority to do so. This also includes altering legal documents. School or personal documents may include, but are not limited to:

- Hall passes/Call slips
- Readmits
- Nurse referrals
- Parent/Guardian permission slips
- Letters/Notes from home
- Legal documents, i.e., attendance printouts, grade records, electronic signature pads, etc.

Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 – 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233. Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact a staff member, Principal or Coordinator for Nondiscrimination. Upon receiving such a complaint the Coordinator or Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7- Sexual Harassment. **AS PER OUR MISSION STATEMENT, THESE BEHAVIORS WILL NOT BE TOLERATED ON OUR CAMPUS. SUSPENSION AND/OR EXPULSION MAY RESULT FROM THE FIRST OFFENSE.**

Sexual Harassment

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

- Decisions involving academic status, honors, programs and activities for students
- Conduct that has the purpose or effect of unreasonably interfering with student's academic performance or creating an intimidating, hostile or offensive school environment

Other forms of sexual harassment include, but are not necessarily limited to, the following:

- Verbal harassment, such as derogatory comments, jokes, slurs, requests for sexual favors or threats.
- Physical harassment, such as unnecessary or offensive touching, impeding, or blocking movement.
- Visual harassment, such as derogatory or offensive posters, cards, calendars, cartoons, graffiti, drawings, or gestures.

Any student who feels that she/he is being sexually harassed should immediately report the incident to a staff member, the Principal or the District Title IX Coordinator: Aaron Rogers, Senior Director of Personnel Services, 909-820-7700 ext: 2431.

The above misconduct may result in any form, or a combination, of the following:

- At Risk Counseling
- Parent/Guardian Conference
- Suspension
- Expulsion Recommendation

### **Student Searches** (Policy & Procedures)

“...As necessary to protect the health and welfare of students and staff, school officials may search students, their property and /or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school...”

(BP/AR 5145.11)

### **Notification to Parents**

At the beginning of each school year and upon enrollment, the Superintendent or designee shall inform students and parents/guardians about the District's policies and procedures for searches, including notice regarding:

- The possibility of random searches of students, their belongings, their vehicles parked on District property, and District properties under a student's control, including lockers or desks
- The use of metal detector scans
- The use of contraband detection dogs

In addition, the Superintendent or designee shall ensure that signs are posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

### **Procedure for Random Searches & Use of Metal Detectors**

“The Board believes that the presence of weapons in the schools threatens the District’s ability to provide the safe and orderly learning environment to which District students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff”. (BP 5145.12)

The school Site Administrator assisted by Campus Safety Officers shall ensure that the following safeguards are followed when conducting random searches using metal detectors:

- Security team will enter classroom, first make contact with teacher, then give a prepared announcement and basic instructions to students before conducting the random search procedures.
- Each student will walk pass the random selection device. A light will flash "red" for search or "green" for no search.
- Students selected for scanning will be asked to empty their pockets and belongings of any metallic objects, and place items in a container provided. The container with items will be placed on a table in plain view of student and officer.

- Next, the student (including their backpacks, purses, etc.) will be scanned with a hand held metal detector (wand).
- If there is no activation of the metal detector when the student is scanned, then he/she will not be searched.
- However, if an initial metal detector or wand activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry). Student(s) will then be scanned a second time.
- If a second activation occurs, a metal detector or wand shall be used for a third time.
- If the activation is not eliminated or explained by the student, then an officer shall escort the student to a private area where an expanded search shall be conducted by a staff member of the same gender as the student in the presence of another District employee. (EC 49050 Article 8. Searches by School employees)
- The search shall be limited to the detection of the cause of the activation

### **Use of Contraband Detection Dogs**

“In an effort to keep the schools free of dangerous contraband, the District may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district sponsored events. Dogs shall not sniff within the close proximity of students or other persons, and may not sniff any personal items on those persons without their consent” (BP 51145.11)

**48900.5 – Suspension:** Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 46900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 4800 or that the pupil’s presence caused a danger to persons or property or threatens to disrupt the instructional process.

**48900.6 Community Service:** Instead of disciplinary action prescribed by this article, the principal of a school, the principal’s designee, the superintendent of schools or the governing board may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section “community service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section does not apply if suspension or expulsion is required by this article.

**48900.7 Terrorist Threats:** In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both. 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.

### **Bullying and Cyber bullying Policy**

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

The California Department of Education (CDE) has developed and made available to school districts a policy model 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 (Cyber bullying) Prevention (Policy model)**

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, actions, or via social media. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

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

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

**Definition of Harassment and Bullying**

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

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

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

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

- 1) Unwanted teasing or taunting (verbal or non-verbal)

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

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

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

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

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

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

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

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

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

- confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

### **Conflict Resolution** (*policy model*)

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

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

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

### **EDUCATION CODE 48910 - SUSPENSION BY TEACHER**

- a. A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so suggests. The pupil shall not be returned to the class from which he or she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.
- b. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
- c. A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school (Renumbered and Amended Stats. 1993, Ch. 499).

### **MILOR HIGH SCHOOL/ RIALTO POLICE DEPARTMENT**

**Safe Schools Statement:** The Superintendent for Rialto Unified School District, the Rialto Chief of Police, and the San Bernardino Chief of Police have joined together and are committed to a safe environment for all students and staff and will not tolerate any weapons, implements or substances used as weapons, on any campus.

**Exclusion:** The District shall exclude a student from school if the child's presence constitutes a clear and present danger to the life, safety, or health of pupils or school personnel. *The District will send prior written notice to the parent if the child is to be excluded. If the pupil constitutes an immediate clear and present danger, the District is not required to send prior notice.*

**Safe Schools Statement:** The Rialto Unified School District is committed to a safe environment for all students and staff and will not tolerate any weapons, implements or substances used as weapons, unauthorized drugs, violence, gang activity or vandalism on any campus. "Weapons" shall include, but not be limited to: guns, "look-a-like" weapons, any size knife, martial arts tools, razor blades, mace, or any weapon specified in Penal Code Sections 626.9, 626.10, 12001, 12020, 12026, 12220, 653K, 12303.2, 12303.3. Any violations of the above may result in suspension and/or a recommendation for expulsion. Any weapon possession is an arrest able offense.

Any student committing any act enumerated in any or all sections and subsections of Education Code 48900 and 48916 while on the school ground, on the way to and from school, at any school activity or otherwise under the authority of school personnel shall be subject to suspension and/or a recommendation for expulsion.

Any student who is found to have initiated an attack, assault, use of force or threat to a school employee will be suspended and/or expelled. The appropriate law enforcement agency will be contacted and a report will be taken. We ask you to join in taking a "zero tolerance" approach toward this behavior.

Clearly, the Rialto Unified School District and the Rialto Police Department take a "zero tolerance" approach toward this type of misconduct. Such behavior is totally unacceptable, will not be tolerated, and will be dealt with decisively.

### **EMERGENCY PROCEDURES**

We want you to know that the Rialto Unified School District has plans and preparations for major emergency situations. We believe that the reactions of people in emergencies depend largely upon their training. Our school staff has been trained, and drills will be held regularly to make certain that the students understand emergency procedures.

Please make certain that your child (ren) understand they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are regularly made to remove possible hazards. The safety and welfare of the students is our primary concern in the event of an emergency. Your students should be told to follow the directions of staff members, and to obey the orders of public safety officials on the way to or from school. They should be told to continue toward their destination (to or from school) when an emergency situation develops. Your full cooperation is asked in any emergency:

1. Please refrain from calling the school. If telephone lines are open, they will be needed for emergency communication with police, fire department, district/city officials, paramedics, etc.
2. Streets should be clear for use by emergency vehicles, so if you drive to the school be prepared for possible road closures..
3. The school will retain your student until you are able to reach him/her, or until it is determined safe to send him/her home.
4. If you are requested to pick up your student, check in at the school and your child will be released to you as quickly as possible. You must always provide identification. Please be sure you have a picture identification card with you.
5. Keep an updated EMERGENCY CARD on file at the school. Students under 18 years of age will NOT be released to anyone other than those individuals on the emergency card.
6. Keep the school informed of your student's special medical needs.
7. We ask that you cooperate with school officials during emergency situations.



## **RIALTO UNIFIED SCHOOL DISTRICT ACCEPTABLE USE POLICY INTERNET AND E-MAIL PERMISSION FORM**

We are pleased to offer students of the Rialto Unified School District access to the district computer network for electronic mail and Internet access. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parent permission and must sign and return a copy of this form. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of curriculum related resources and communicate with people throughout the world. These resources will be invaluable in your student's learning experience. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Rialto Unified School District supports and respects each family's right to decide whether or not to apply for access.

*District Internet and E-Mail Rules:* Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The following are not permitted:

- Sending, displaying, or accessing offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Employing the network for commercial purposes

The network is provided for students to conduct research and communicate with others on academic topics. Students are responsible for their behavior and communications on those networks. Access to network services is given to students who agree to act in a considerate and responsible manner. Violations of the district policy described will result in access privileges suspended or revoked as well as other disciplinary or legal action.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of young students will guide them toward appropriate materials. Older students will be taught how to independently locate information appropriate to their class assignments. Outside of school, families bear the same responsibility for such guidance as they access information sources such as television, telephones, movies, radio and other potentially offensive media.

RIALTO UNIFIED SCHOOL DISTRICT  
**CRITICAL INCIDENT RESPONSE PLAN**  
 SAFETY CONTROL DISPATCH (909) 820-6892

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

**CRISIS COMMUNICATIONS FLOW CHART**



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

# Milor High School Title I School-Level Parental Involvement

## **Parent Involvement**

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

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

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

**Milor High School developed a written Title I parental involvement policy with input from Title I parents.**

**During SSC, ELAC and at back to school nights and during parent student conferences, parents and students gave input about school procedures, programs and opportunities available to students. It has distributed the policy to parents of Title I students. The policy is distributed to all parents through the classroom and returned to the same classroom after the parent and student have reviewed and signed the compact. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].**

## **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Milor/ Zupanic High School, the following practices have been established:

- a) The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Parents were informed during back to school night, during orientation meetings and through home fliers and parent link.
- b) The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. We practice an open door policy which gives parents an opportunity to come in and meet with an administrator and staff members throughout the day and into the evening in order to accommodate parent's schedule.
- c) The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review\*, and improvement of the school's Title I programs and the Title I parental involvement policy. *\*\* Parents are called and invited to planning meetings to participate in the process. Parents are constantly informed through parent link about school and district events. Parents are informed and invited to participate in School Site Council and English Language Advisory meetings.*

- d) The school provides parents of Title I students with timely information about Title I programs. Milor High School parents are informed about Title I at our parent orientations, back to school night and during our School Site Council, and English Language Advisory Committee meetings. They are also informed about title one activities and meetings through our parent link and through home mailings.
- e) The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Milor Parents are invited to attend orientations, ELAC, SSC, parent summit, parent teacher conferences, and all parent information meetings at Milor and in the district. We practice an open door policy and meet with parents as much as possible to ensure their student continues to achieve.
- f) If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. We actively allow parents to contact the school counselor or administration and set up meetings in order to address their child's needs and promote student achievement.

### **School-Parent Compact**

Milor High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

**This school-parent compact is in effect during school year 2020 – 2021.**

#### **School Responsibilities**

Milor High School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold parent-teacher meetings during which this compact will be discussed.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

#### **Parent Responsibilities**

We, as parents, will support our children's learning by:

- Monitoring attendance.
- Making sure that homework is completed.

- Monitoring amount of television/video games that our child/children watch and play.
- Participating in decisions relating to my child's/children's education.
- Promoting positive use of my child's/children's extracurricular time.
- Staying informed about my child's/children education and communicating with the school by promptly reading all notices from the school or the school district either received by my child/children or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being a parent representative on the school's School Site Council or the English Learners Advisory Committee.
- To the extent possible, ensure that my child/children have a nutritious breakfast prior to the start of the school day.

**Student Responsibilities**

I, as a student, will share the responsibility to improve my academic achievement and to achieve the State's high standards. Specifically, I will:

- Do my homework every day, ask for help when I need it, and be actively involved in tutoring and Step-Up.
- Read at least 30 minutes every day outside of school time.
- Give to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day.
- Not just help myself, but also help others as I strive to become a positive citizen in my community.
- Take responsibility of my education.

A copy of this document will be given to your student the first week of school. Please sign and have your student return it to his/her homeroom teacher.

Teacher Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Building Capacity for Involvement**

Milor High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- a) The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their

children. Milor High School staff conducts parent meetings to make sure that the parents understand the state, district, and schools requirements in order for their child to achieve, and progress towards graduation.

b) The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. This is done by informing parents about district and school events. This is also accomplished by inviting parents to participate in training and parent classes at the Dolores Huerta PDC

c) With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Milor holds parent meetings in addition to orientation, back to school night, conferences, and home mailings about Parent University, and district parent meetings and training opportunities.

d) The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Milor High School implements an open door policy where we are in constant communication with parents to keep the informed and involved with what's going on in the district, and the school.

e) The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. *All parents are informed in writing and through parent link. Teachers and staff may contact parents via phone call to personally inform them about a school event and to invite them to the meeting and inform them about upcoming school activity.*

f) The school provides support for parental involvement activities requested by Title I parents.

Milor staff goes above and beyond to keep parents informed about their child's progress and to assist them in order to make sure that the child progresses towards graduation.

### **Accessibility**

*Milor High School* provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Milor High School sends home school information in both languages English and Spanish in order to keep parents informed about what's happening at Milor High School. This is also done through the parent link and with written information that goes home to parents.

## **Random Safety Inspection Procedures**

The Rialto Unified School District Board of Education in an effort to ensure student safety has adopted a Random Safety Inspection Policy (BP 5145.12) at all secondary schools. The program will be coordinated by school site administrators assisted by trained District Safety Officers who will supervise students during this process. Students are selected using a computerized random selection device, and scanned by hand held (wand) metal detectors. *"The use of a metal detector is less intrusive than a physical search and therefore constitutes a minimal invasion of privacy. This tool is generally preferred over a frisk or pat-down when searching an individual for the possession of weapons. (BP 5145.11)*

### **Random Safety Inspection Procedure**

The school Site Administrator assisted by Safety Officers shall ensure that the following safeguards are followed when conducting random safety inspections using metal detectors:

- Security team will enter classroom, make contact with teacher, then give announcement and basic instructions to students before conducting the random safety inspection procedures.

- Each student will walk past the random selection device. A light will flash "red" for search or "green" for no search.

- Students selected for scanning will be asked to empty their pockets and belongings of any metallic objects, and place items in a container provided. The container with items will be placed on a table in plain view of student and officer.
- Next, the student (including their backpacks, purses, etc.) will be scanned with a hand held metal detector (wand). If there is no activation of the metal detector when the student is scanned, then he/she will not be searched.
- However, if an initial metal detector or wand activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry). Student(s) will then be scanned a second time.
- If a second activation occurs, a metal detector or wand shall be used for a third time.
- If the activation is not eliminated or explained by the student, then an officer shall escort the student to an appropriate area where a thorough interview and check of student belongings shall be conducted by a staff member of the same gender as the student in the presence of another District employee. (EC 49050 Article 8. Searches by School employees)
- The inspection shall be limited to the detection of the cause of the activation.

## **K-9 Safety Inspections**

The Rialto Unified School District has entered an agreement with Interquest Detection Canines, Inc., to conduct random, unannounced inspections at all of our secondary schools in the District by trained detection canines.

These canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. If detected and found, the District will initiate appropriate disciplinary action.

The canines used in this program are non-aggressive, retrieving breeds such as Golden and Labrador Retrievers. They are trained to single out certain scents of contraband items and indicate the area where the scent is detected. Interquest provides services to over 1, 200 public school districts across the nation.

The Rialto Unified School District is taking every reasonable precaution to provide a safe and healthy learning environment for all students, staff and visitors. The canine detection component of our Random Safety Inspection Program is but one element of our District's Comprehensive Safe Schools Plan.

### **SEXUAL HARASSMENT: FORMAL AND NON-FORMAL WRITTEN COMPLAINT PROCEDURES (AR 5145.7)**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: (Education Code 212.5)

1. If a student believes that he/she has been a victim of sexual harassment, the student shall report the incident to his/her principal, site administrator or the District Title IX Coordinator (students).
2. If a staff member becomes aware of an incident of sexual harassment involving students, it is the staff member's responsibility to notify an administrator who will ensure that the incident is investigated promptly and notify the principal of District Title IX Coordinator (students).
3. A complaint may be filed using the district's Sexual Harassment Complaint Form (students).
4. The principal will notify the complainant of the name of and phone number of the district Title IX Coordinator (students), Senior Director of Personnel Services, extension 2431.

5. Upon receipt of a written sexual harassment formal complaint, the principal or an administrator designated by the District Title IX Coordinator (students) shall promptly and thoroughly investigate the complaint, render a conclusion and complete that investigation as soon as feasible but no later than 45 days of receipt of complaint. A written report of findings and disposition of the complaint will be given to the complainant in a timely manner.
6. The complainant may appeal disposition to the Superintendent or designee or the California Department of Education within 15 days of receipt.
7. No student or staff member shall suffer any reprisals for reporting any incidents of sexual harassment or for making any complaints. In all cases involving sexual harassment, confidentiality will be maintained.
8. The complainant will be advised that if he/she desires to file a discrimination complaint then the Uniform Complaint Procedure may be used.
9. Discrimination complaints must be filed within six months of the alleged occurrence or when knowledge was first obtained.

**Disciplinary Action**

Any student, grades 4-12, who is found to be responsible for sexual harassment, will be subject to appropriate discipline up to and including expulsion. Any student, grades K-3, who is found to be responsible for sexual harassment, will be subject to appropriate discipline up to and including suspension. The severity of the disciplinary action will be based upon the circumstances of the infraction. (Education Code 4890.2)

Local Support Offices:

The complainant shall be notified of local civil law remedies including:

Legal Aid Clinic	Inland Counties Legal Service
354 West 6th Street	570 West 4th Street, Suite 104
San Bernardino, CA 92401	San Bernardino, CA 92401
Phone: (909) 889-7328	Phone: (909) 884-8615

**Formal Written Complaint Procedure**

- If a formal written complaint is not filed, the site administrator will adhere to the following:
- Investigate promptly and thoroughly.
- Arrive at a reasonable conclusion.
- Assign appropriate disciplinary action according to “Disciplinary Action” above.
- Notify parents/guardians of victim and perpetrator of case details, conclusion(s), and action(s) taken.

Record pertinent details and actions in discipline file of students and on site discipline log. Also send summary of the case to Title IX Coordinator (Students) for District records.

**Sexual Harassment (Students) & Board Policy 5145.7- Education Code 48900.2**

1. Purpose: 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.

2. Definitions: 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:

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

3. The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

1. Any student who feels that he/she is being sexually harassed should immediately report the incident to the site principal, a staff member, or the District Title IX Coordinator (students). Any principal/staff member who receives a sexual harassment complaint involving a student shall notify the District Title IX Coordinator (students).

2. It is the responsibility of the Title IX Coordinator to ensure that all complaints regarding sexual harassment are appropriately investigated according to the procedures outlined in [AR5145.7 (a)] and that complainants are advised of local civil remedies.

3. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties concerned and aims toward an equitable resolution.

4. There shall be an annual written notification of the District's sexual harassment policy to students, employees, and parents/guardians.

5. Any employee who engages in, permits, or fails to report sexual harassment, shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

6. The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. Any student who engages in sexual harassment shall be subject to disciplinary action as outlined in corresponding procedures.

7. Any student who engages in sexual harassment shall be subject to disciplinary action as outlined in AR 5145.7.

### **Committed 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 EC 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 1-3, inclusive. (Add Stats. 1992 Ch. 909)

#### **HOTLINE NUMBERS**

Arrowhead Medical Center: (909) 580-1000      Action Group 1-800-FOR TEEN: (1-800-367-8336)  
Teen- Aid General Hotline: (909) 988-5559      WE TIP HOTLINE: 1-800-782-7463  
Mesa Counseling Center: (909) 421-9302      San Bernardino County Mental Health: (909) 387-7222  
County of San Bernardino Behavioral Health Crisis Center: (909) 421-9495

**BULLYING/HARASSMENT COMPLAINT FORM**  
(Students May Report Anonymously)

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

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

Please identify yourself as a:  
Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer \_\_\_\_\_ Other \_\_\_\_\_  
.....

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

- |   |  |
|---|--|
| Verbal Abuse<br>(name-calling, racial remarks, belittling, etc.<br>Can be done over the phone, in writing,<br>in person, over the phone, text, email) | Physical<br>(hitting, kicking, shoving, twisting limbs, spitting,<br>or destroying personal belongings)                            |
| Extortion<br>(verbal or physical bullying for money<br>or personal items)   | Hazing<br>(Having to participate in an act of physical or emotional<br>harm to be part of a group, or are a victim of a group)     |
| Indirect Bullying<br>(Rejection, exclusion, ignoring, alienating, or<br>isolating to purposely cause emotional distress)<br>Twitter, etc.)            | Cyberbullying<br>(Using technology to harass, threaten, or target another<br>person – text, IMs, email, Facebook, videos, MySpace, |

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: \_\_\_\_\_

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 6/12/2020

**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 Rialto High School.

## 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.

### **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**

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### **SERVICIOS DE SALUD MENTAL PARA ESTUDIANTES**

Como está requerido por Código Educativo, a los distritos escolares se les exige notificar a los estudiantes y padres o tutores de estudiantes sobre cómo acceder a servicios de salud mental en los planteles escolares o en la comunidad. La siguiente información en letra negrita se imprimirá en las tarjetas de identificación de los estudiantes en 6 a 12 grados.

Clínica de crisis sin cita, 909-421-9495

*850 East Foothill Blvd., Rialto, CA 92376*

211 San Bernardino County, 2-1-1

**Línea de Prevención contra el Suicidio, 1-800-273-8255**

**Línea de Crisis en texto, acceder enviando un texto a HOME a 741741**

**Oficina de Seguridad de Rialto Unificado, 909-820-6892**

**Línea directa de Crisis Juvenil de California, 1-800-843-5200**

**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 to the District's Customer Care Promise to interact in a courteous, caring and positive manner that ensures all people will be treated with dignity and respect.
- Lunch periods are scheduled as near the middle of the school day as possible.
- Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.
- Drinking water is available for students at meals.

### **Child Nutrition Operations**

- The Nutrition Services Program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and become life-long learners.
- The school will strive to increase participation in the available Federal Child Nutrition Programs (e.g. school lunch, school breakfast, after-school snack.)
- Students are encouraged to start each day with a healthy breakfast. Breakfast programs will be offered at all schools. Pilot programs such as breakfast during testing and universal free breakfast in the classroom may be offered as funding allows.

### **Food Safety/Food Security**

- All foods made available on campus comply with the State and local food safety and sanitation regulations. Plans and guidelines of the Hazard Analysis and Critical Control Points (HACCP) are implemented to prevent food illness in schools.
- For the safety and security of the food and facility, access to the food service operations is limited to Nutrition Services staff and other authorized personnel.

### **Annual Review**

- The Wellness Committee shall evaluate the established District-wide Wellness Policy and report the findings annually to the Superintendent.
- The District will revise and update the Wellness Policy as needed.

This institution is an equal opportunity provider.