

Morgan Elementary School



PARENT/STUDENT HANDBOOK

2020-2021

***PLEASE KEEP THIS PARENT/STUDENT HANDBOOK FOR REFERENCE
THROUGHOUT THE SCHOOL YEAR***

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**PLEASE SIGN AND RETURN THE NEXT TWO PAGES TO YOUR CHILD'S
TEACHER.**

**A.H. Morgan Elementary School
Rialto Unified School District
Family School Compact 2020-2021**

The mission of Morgan Elementary, the team that leads the Mustangs as they blaze their trails to the future, is to ensure each student has a strong foundation to become a productive citizen and life-long learner, through a vital system distinguished by: Innovative learning environments, learning opportunities in Science, Technology, Engineering, Art, and Mathematics (S.T.E.A.M.), effective family and community involvement, cultivating academic, personal, and social development, and celebrating cultural diversity.

STAFF PLEDGE:

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

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

Teacher's Signature: _____ Date: _____

STUDENT PLEDGE:

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

- Be responsible for what I do and how I act
- Follow school and classroom rules Be a problem solver and an active participant in my learning
- Ask for help when I need it
- Demonstrate pride in myself and my school
- Complete and return my homework
- _____

Student's Signature: _____ Date: _____

PARENT PLEDGE:

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

- Make sure my child gets an adequate night's sleep and has a healthy diet
- Make sure that my child arrives to school on time everyday
- See to it that my child understands and follows school rules in order to promote a safe and healthy school
- Provide a quiet place as well as necessary materials needed for my child to study at home and participate in distance learning
- A responsible adult will spend at least 20 minutes each day reading with my child
- Emphasize to my child the importance of learning and doing his or her best work
- Regularly communicate with my child's teacher
- Show my interest in school by participating in school activities by attending Back-To-School Night, Parent-Teacher-Student Conferences, Open House, and PTO Events

Parent's Signature: _____ Date: _____

I have READ and REVIEWED the 2020-2021 Parent-Student Handbook with my child. I expect my child to follow the school and classroom rules and procedures.

NOTE:

This handbook is a guide to school and classroom rules and procedures. It may be necessary to make changes or additions as the year progresses. If such changes should take place, information will be sent home to parents and guardians.

Child's Name:

Teacher's Name:

Grade: TK K 1 2
 3 4 5

Parent's Signature: _____

Date: _____

MISSION STATEMENT

The mission of Morgan Elementary, the team that leads the Mustangs as they blaze their trails to the future, is to ensure each student has a strong foundation to become a productive citizen and life-long learner, through a vital system distinguished by:

- Innovative learning environments
- Learning opportunities in Science, Technology, Engineering, Art, and Mathematics (S.T.E.A.M.)
- Effective family and community involvement
- Cultivating academic, personal, and social development
- Celebrating cultural diversity

Morgan Administrators

Principal: Alejandro Vara
Program Specialist: Jeremy Sauer

School Office Staff

School Secretary: Carmen Ramirez
Clerk Typist: Magdalena Raygoza
Categorical Clerk: Irene Sanchez
Health Clerk: Rebecca Leon
Library Tech: Elizabeth Salazar
Instructional Technology Assistant: Cecilia Pinedo

THINK Together After School Program

Site Coordinator: Tameka Grayson
Program Hours: TBD

TEACHER AND ROSTER

| First Name | Last Name | Current Grade | Class # |
|-------------------|--------------------|---------------------------|----------------|
| Clorie | Williams | Transitional Kindergarten | K-1 |
| Mary Ann | Holzman-Dunlop | Kindergarten | C-3 |
| Sarah | Montoya | Kindergarten | C-4 |
| Nora | Manuel | Kindergarten | K-2 |
| Rosy | Eyrich | 1 st Grade | E-4 |
| Michelle | Ostorga | 1 st Grade | E-3 |
| Deborah | Gillean | 1 st Grade | E-6 |
| Jennifer | Velazquez | 2 nd Grade | B-4 |
| Susan | Bullard | 2 nd Grade | B-3 |
| Nicole | Thomas | 2 nd Grade | B-1 |
| Sandra | Webster | 2 nd Grade | B-2 |
| Pamela | Beach | 3 rd Grade | D-1 |
| Jennifer | Jones | 3 rd Grade | D-3 |
| Cassandra | Kosarik | 3 rd Grade | E-2 |
| DeShawna | Lang | 3 rd Grade | D-2 |
| Ron | Kovich | 4 th Grade | |
| Laura | Torres-Covarrubias | 4 th Grade | C-7 |
| Deanna | Wurtz | 4 th Grade | C-5 |
| Kari | Escobar | 5 th Grade | C-9 |
| Julius | Magee | 5 th Grade | C-8 |
| Matthew | Zook | 5 th Grade | C-10 |
| Rocio | Perez | K-5 RSP | E-1 |
| David | Barnack | K-5 Intervention | B-8 |
| Melissa | Cobian-Renderos | Pre-School SDC | K-1 |
| TBD | | K-2 SDC | C-1 |
| Mary | Navas | Pre-School | F-1 |

GENERAL INFORMATION

OFFICE HOURS

The school office is open 7:00 a.m. to 4:00 p.m. Monday through Friday. Please come in or call during those hours.

Telephone: (909) 820-7884

Fax: (909) 421-3472

REGULAR SCHOOL HOURS

Pre-School

AM 7:45 a.m. – 10:45 a.m.

PM 11:30 a.m. - 2:30 p.m.

Pre-K SDC

AM 8:00 a.m. – 11:00 a.m.

TK

10:35 a.m. – 2:18 p.m.

KINDERGARTEN

7:40 a.m. – 11:23 a.m.

GRADES 1 – 3

8:00 a.m. – 2:02 p.m.

GRADES 4 – 5

8:00 a.m. - 2:19 p.m.

MINIMUM DAYS

Minimum days only affect students in grades 1 – 5. Minimum day dismissal is 12:46 p.m.

Morgan Elementary has minimum days most Thursdays. Minimum days are as follows: August 13-14, 20, 27; September 3, 17, 23-25; October 1, 8, 15, 22, 29; November 4-6, 9-10, 12-13, 19; December 3, 10, 18; January 14, 28; February 4, 11, 18, 25-26; March 4-5, 10, 25; April 1, 8, 15, 22, 29; May 6, 13, 20, 27; June 3.

REGULAR DAY SCHEDULE

KINDERGARTEN:

(203 Minutes) 7:40 – 11:03

Lunch 11:03 – 11:23

TRANSITIONAL KINDERGARTEN:

(203 Minutes) 10:55-2:18

Lunch 10:35-10:55

GRADE 1: (297 Minutes)

8:00-10:10 Instruction 130 Minutes

10:10-10:25 Recess

10:25-10:45 Instruction 20 Minutes

10:45-11:25 Lunch

11:25-12:45 Instruction 80 Minutes

12:45-12:55 Recess

12:55-2:02 Instruction 67 Minutes

GRADE 2: (297 Minutes)

8:00-10:10 Instruction 130 Minutes

10:10-10:25 Recess

10:25-11:05 Instruction 40 Minutes

11:05-11:45 Lunch

11:45-12:45 Instruction 60 Minutes

12:45-12:55 Recess

12:55-2:02 Instruction 67 Minutes

GRADE 3: (297 Minutes)

8:00-10:10 Instruction 130 Minutes

10:10-10:25 Recess

10:25-11:25 Instruction 60 Minutes

11:25-12:05 Lunch

12:05-12:45 Instruction 40 Minutes

12:45-12:55 Recess

12:55-2:02 Instruction 67 Minutes

GRADE 4: (324 Minutes)

8:00-10:25 Instruction 145 Minutes

10:25-10:40 Recess

10:40-11:45 Instruction 65 Minutes

11:45-12:25 Lunch

12:25-2:19 Instruction 114 Minutes

GRADE 5: (324 Minutes)

8:00-10:25 Instruction 145 Minutes

10:25-10:40 Recess

10:40-11:55 Instruction 75 Minutes

11:55-12:35 Lunch

12:35-2:19 Instruction 104 Minutes

Kindergarten does not have minimum days.

1st through 5th grade **minimum day** hours are from **8:00 am – 12:46 pm.**

ATTENDANCE

Perfect attendance means **NO ABSENCES & NO TARDIES**.

Good attendance is directly related to your child's achievement. Please make sure your child/children attend school and/or participate in distance learning everyday. **Please schedule your vacations when school is not in session and medical appointments for after school.**

Regular on-time attendance is a MUST for children to make adequate academic progress. However, if your child is absent, please send a note the day he or she returns to school giving the student's full name, the day absent, reason for the absence, and the teacher's name – or you can call the school office at 909-820-7884 to verify the absence. Illness or injury, a doctor or dental appointment, attendance at a funeral for an immediate family member, or a medical quarantine is the only acceptable "excused absences" identified in the Education Code.

If your child is out of school 3 consecutive days and we have not been notified, your child could be dropped from school. If you know in advance that your child will be out of school for 5 or more days and will require Independent Study, please give a minimum of two weeks advanced notice for the administrative approval of the Independent Study request to the office and your child's teacher. The maximum amount of time a student can be placed on Independent Study in grades K – 3 is one week and in grades 4 – 5 is two weeks. However, it is of importance NOT to miss any days of class instruction, if at all possible. If your child misses more than the maximum days permitted, they will be dropped.

PERFECT ATTENDANCE AWARDS

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

Examples of Cumulative Perfect Attendance Awards:

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

SCHOOL ATTENDANCE REVIEW TEAM (SART)

When students have excessive absences and/or tardies, or have been truant, they are subject to a SART referral prior to going to SARB. Parents are required to have students in school on time by law. The SART panel will determine the consequences of poor attendance and discuss conditions of an attendance contract. If conditions fail to be met, a recommendation will be made to SARB.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

When students have excessive absences and/or tardies, or have been truant, they are subject to a SARB referral. Parents are required to have students in school on time by law. When this is violated, parents and students may be required to report to the police station to explain attendance problems to the SARB panel. Parent/ student can be held financially liable. The SARB panel will determine the consequences of poor attendance.

Please note the following regulations regarding attendance:

Truant

Education code Section 48260(a) defines a “truant” as “Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days or tardy or absent more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or superintendent of the school district.”

Education Code Section 48260.5 states that districts, upon a student’s initial classification as a truant, must notify the student’s parent or guardian by using the most cost effective method possible, which may include electronic mail or a telephone call:

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

Habitual Truant

Education Code Section 48262 – “Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself/herself, after the filing of either of the reports required by Section 48260 or Section 48261. For the purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.” (Amend. Stats. 19976, Ch. 1010)

Education Code 48264.5 - states “Any minor who is required to be reported as a truant pursuant to Section 48260 or 4826 may be required to attend makeup classes conducted on one day of a weekend pursuant to subdivision (c) of Section 37223. If attendance does not improve students may receive a written warning from law enforcement, be referred to the district Student Attendance and Review Board (SARB), required to attend a county truant prevention class, and/or be adjudged a ward of the courts for repeated truancy. Students who fail to complete assigned actions subject their parents to one or more progressive consequences up to and including a fine of \$2000 and or jail time.

SATURDAY TUTORIAL ENRICHMENT PREPARATION (STEP) – UPWARD BOUND (UP)

TBD

PARENTVUE AND ONLINE ENROLLMENT VERIFICATION

Rialto Unified School District is requiring all parents/guardians to complete an online enrollment verification through Synergy-ParentVue. Through this process parents/guardians electronically verify their students' emergency contact information and provide household size/income. This process will replace the annual emergency card update and school lunch application. For ParentVue activation or login information, please call Morgan's office at (909) 820-7884.

EMERGENCY CARDS

Current emergency contact information will be kept on each student enrolled at the school. The information will only be used by school or emergency personnel and will not be released to the public. **PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGES ON THE EMERGENCY CARD.** Students will only be released to adults with proper identification whose names are listed in Synergy-ParentVue.

CLOSED CAMPUS

Morgan's campus is closed to all visitors during school hours, including hallways and playground areas. Please check in at the office at all times.

DROP OFF AND PICK UP PROCEDURES

Our parking lot will be open from 7:15 am-4:00 pm. Please drive slow and be courteous to other drivers. When visiting our school, please park in designated parking spaces. Parents should meet their students in front of the school or predetermined location.

EARLY RELEASE OF STUDENTS AND THE PROPER IDENTIFICATION

When picking up your child before dismissal, you must first sign your child out at the office and show proper identification. Only individuals that are listed on the student's Emergency Card may pick a child up. Students will not be released to any individual whose name is not on the Emergency Card.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

Please send items your child needs for the school day (lunches, money, jackets, food items for a party, etc.) with them when they arrive for school in the morning. We are committed to minimizing classroom interruptions.

If you must bring something during the school day, please label the item(s) and leave it in the office. If possible, the item will be placed in your student's teacher's box.

Please make arrangements with your child on any childcare issues prior to arriving at school. If you leave a message for your student, we cannot guarantee delivery of any message close to dismissal time.

MOVING DURING THE YEAR

If your family moves out of the Morgan Elementary School attendance area, parents should notify the school office. An intra- (within the district) or an inter- (outside of the district) transfer form must be completed in order to remain at Morgan Elementary School for the remainder of the year. Failure to inform the school office may result in the immediate drop from enrollment of your child.

INTRA-DISTRICT TRANSFERS

Intra-district transfers are transfers for those who reside within Rialto Unified School District boundaries but wish to attend a school other than their school of residence. Applications are available in the office, the Rialto Unified School District web page (www.rialto.k12.ca.us), and at the Child Welfare and Attendance Office. Completed applications need to be submitted to the Child Welfare and Attendance office located at 260 S. Willow Ave. from 7:30 to 4:30 pm Monday through Friday (except holidays). Intra-district transfers are reviewed and approved based on space availability, attendance, and discipline history. Parents/Guardians assume responsibility for all transportation. Bussing will not be provided. Students must maintain a 90% positive attendance rate (absences, tardies, early-release, and late pick-up will count against attendance rate). Students must maintain proper behavior and citizenship at school and at school-related activities. Violation of these conditions may result in revocation of an Intra-district transfer. Priority will be given to those with siblings on approved Intra-district transfers. Remaining students will be placed on a wait list.

ANIMALS ON CAMPUS

Animals are not permitted beyond any school gate at any time. Animals left in vehicles are permitted; however, please ensure that no other Morgan students are allowed near the animal while on campus.

FUNDRAISING OR SELLING PERSONAL ITEMS ON CAMPUS

Students are not permitted to sell personal items on school grounds. We recognize that student participation in fund-raising activities for nonprofit, nonpartisan charitable organizations can help develop a sense of social responsibility in students. All activities of this kind must be approved in advance with administrator discretion (BP1321 Community Relations).

TOBACCO-FREE WORKPLACE

District Policy mandates that smoking or other use of tobacco products (e.g., e-cigarettes, cigarettes) shall be prohibited in all district facilities and vehicles and at all times on District grounds. This prohibition applies to all employees, students, visitors, and other persons at any activity, or athletic event on property owned, leased, or rented by or from the District.

FOOD SERVICES: BREAKFAST AND LUNCH PROGRAMS

All Rialto Unified School District students receive free breakfast and lunch. Students must remain on campus during lunch hours. Your child may bring a sack lunch from home.

Food Allergies: For students with specific food allergies, a medical statement must be completed by a physician and on-file at the school. Please call Morgan for more information.

SNACKS AT SCHOOL

Students may bring a healthy snack, such as a piece of fruit or vegetables to be eaten in class if given permission by the teacher. Students should not share food from home with other students as there may be unknown allergies that can result in an emergency medical situation.

To remain in compliance with the districts health and wellness policy, and state law, students are not allowed caffeinated beverages during lunch, even if brought from home. Gum is not allowed at school. *No candy, please.* Additionally, large bags of chips are not a source of nutrition and will be confiscated if greater than 2.5 oz. *Chips may not be shared.* If confiscated, students may claim these items from the front office at the conclusion of the day. We ask for parent/guardian support by not sending students to school with these items and for encouraging healthy food choices for our students.

EMERGENCY PREPAREDNESS

Fire, disaster, earthquake, and intruder on campus drills are practiced regularly. A site Safety Plan is aligned with the District Safety Plan. During an actual emergency, no student will be released to anyone without proper identification and who is not on the emergency card. **PLEASE KEEP THE EMERGENCY INFORMATION IN PARENTVUE/SYNERGY CURRENT.**

STUDENT ACCEPTABLE USE POLICY FOR COMPUTERS & INTERNET

As a part of the online enrollment verification process parents/guardians have either authorized or declined their student's use of the internet. All Morgan parents/guardians and students must complete a Rialto Unified School District Acceptable Technology Use Policy. While at school students are to only use technology as teachers have directed. Students must care for their devices and protect their passwords at all times. Disciplinary action may be taken if technology rules are not followed.

CELL PHONE POLICY

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

HEALTH OFFICE

The school nurse is at Morgan Elementary School once a week and is on call for emergencies. We have a Health Aide who provides first aid for minor injuries. If a child has a temperature of 100 or higher, has vomited, or is otherwise considered contagious or ill, the parent/guardian will be contacted for the child to be picked up to go home. The Health Aide relies on the student's emergency information to contact parents regarding their child's health. **PLEASE KEEP YOUR CHILD'S EMERGENCY INFORMATION CURRENT FOR THE SAFETY AND PROTECTION OF YOUR CHILD.** Sick children will not be released to walk home; they must be picked up in a timely manner. This also includes students who become ill after regular dismissal.

Head lice (pediculosis):

The school nurse or aide will examine the student suspected of head lice as well as any siblings of the affected student or members of the same household. If nits or live lice are found, the parent/guardian will be contacted to pick up the student immediately. The child must be rechecked through the school health office and given clearance before he/she can return to class.

Injuries:

If your child is injured and requires a doctor's attention, a doctor's note with permission to return to school is required in the health office prior to returning to class. For the safety of all students, students with a brace, cast, or crutches will not be allowed on the playground during recess without a Doctor's clearance. The injured student will be allowed to sit in the library or office during play time.

Medications:

State law forbids students from having most medications in his/her possession on school property. The few exceptions can be clarified by the child's primary doctor and the school nurse. This includes all over the counter medicines as well as prescription medications. If a child needs to take medicine during school hours, parents must check with the office personnel for the correct procedures. The following California State Health Department guidelines must be followed:

1. Physician's authorization for medication must be signed and kept on file in the school health office.
2. Only prescription medication will be administered.
3. The prescription must be in the child's name.
4. Medicine must be in the original container with the prescription label attached.

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. If a student is found with these products, parent/guardian will be contacted to address the concern. (*Administrative Regulation 3514-Business and Non-instructional Operations -Environmental Safety*)

INDEPENDENT STUDY

If you are planning to take your child out of school for five days or more due to a family emergency or unforeseen event, please contact your child's teacher and the school office in advance and request an Independent Study Contract. Your child will receive school work which must be completed and turned in upon return in order to receive credit for the work and time missed from school. Vacation does not qualify for Independent Study. Please plan vacations during non-school days. Students absent from school in excess of five days, not on an independent contract or doctor's note, will be dropped from school.

PARENT INVOLVEMENT

Annual Calendar:

Each parent receives a calendar indicating the days in which the school is in session for the school year, holidays, parent/teacher conference weeks, back-to-school night, open house, and minimum days. If needed, additional calendars are available in the school office or on Peach Jar. Please make a note of all minimum day dismissals and plan accordingly.

Parent Volunteers:

We are proud of our school and enjoy visitors and parent volunteers. Please speak to your child's teacher if you are interested in volunteering in the classroom. Volunteering does not have to take place solely in your child's classroom. We always appreciate volunteering in the library, other classrooms, as well as on study trips.

Please contact the school office for a parent volunteer application. Approved volunteer applications are valid for the current school year. A new application must be submitted annually. Following your screening approval, you can meet with your child's teacher to discuss the best time and days for you to volunteer.

The law requires that all parent volunteers working on campus be fingerprinted and pass a TB test. The entire process can take 4 or more weeks, so please start the process as soon as possible if you would like to be a volunteer on campus. The fingerprinting is completed through Rialto USD. Volunteers must also obtain a clear TB test from their health provider or a local clinic. Fingerprinting is valid for as long as you would like to volunteer in Rialto USD, it does not have to be conducted annually. TB test results must be resubmitted every four years. Please note that per state and federal law, fingerprints are not transferrable. If you were previously fingerprinted in a different district or through a different entity, in order to volunteer in Rialto USD, you must have them completed through the district office again.

Chaperones for all field trips and study trips will not be permitted unless they have been fingerprinted and completed the volunteer process.

Classroom Observations:

Parents are welcome to visit the classrooms during the school day for observations only. You may choose to observe a lesson or your child's participation in the classroom activities. We ask that you contact the teacher first to arrange an optimal time (E.C 51101). Parents must sign in at the front office and obtain a visitor pass before going to the classroom. *Teachers are not available for conferences or comments during the instructional day.*

Additional Parental Involvement:

Parent involvement is important to the academic success of students. Besides volunteering in the classroom, parents may join our School Site Council (SSC) and/or the English Language Advisory Committee (ELAC). Morgan also needs active and committed participants to help run our Parent Teacher Student Association (PTSA).

Parent Teacher Conferences:

Parents are asked to attend at least one scheduled parent-teacher conference during the school year to discuss their child's academic progress. Parent Teacher conferences will be scheduled at the end of the first trimester, from November 4 -November 13. Each day during these two weeks will be a minimum day. Please make every attempt to attend the conference. If at any time during the school year, you feel the need to discuss your child's progress with the teacher, additional parent conference can be arranged. It is Morgan's goal to maintain open communication between the home and school at all times during the school year.

SCHOOL COMMUNICATIONS

Morgan, along with all of RUSD, has adopted a web based communication program, Peachjar, for use to distribute flyers and other communications. We digitally distribute all school notices, flyers, and other written communication directly to parents. Peachjar is also posted on the school's website

<https://kec.rialto.k12.ca.us/morgan>. Parents receive eflyers in their inbox as visually engaging images and can click to sign up for activities and events. Additionally, parents can forward eflyers to friends and share them on social media to boost participation. Our district phone communication system, Blackboard, provides the principal an additional avenue via the phone, to provide parents with up to date school information. Teachers also send home academic newsletters or electronic notifications to keep you informed as to what is occurring in your child's classroom. Our school also uses Remind 101 to send text messages to parents.

REPORT CARDS

Report Cards are only one measurement of your child's performance. Other assessment tools utilized are standardized test scores, Mathematics Chapter Tests, Leveled Reading Passages, STAR Reading, and Language Arts and Mathematics Benchmarks tests. California law and RUSD Board of Education policy require students to meet minimum standards of proficiency before being promoted to the next grade. Poor work notices will be sent home each trimester if your child is at risk of retention, based on the above performance tools.

Poor work notices Dates: TBD

The Report Card is designed to be an appropriate tool to measure a student's progress. Student grades reflect their progress each trimester. The purpose of the report card is for the student to be assessed according to his or her ability to participate, respond, appreciate, demonstrate, and analyze the subject matter taught, as aligned by the Common Core State Standards. Teachers will meet with parents for at least one formal conference on a minimum day during the month of October or November.

Report cards are sent home once each trimester. This occurs in the months of October, February, and May.

Academic Grades for Grades 1-5

F = Below Basic. Achievement Far Below Standard. Retention Candidate

D = At Risk. Grade Level Standards Not Met. Basic, Below Grade Level Work.

B/C = Proficient. Work Meets Grade Level Standards. Mastery of Most Skills

A = Advanced. High Quality Work. Exceeds Many Grade Level Standards

Reporting Marks Toward Content Standards for Kindergarten

+ = Excellent

√ = Satisfactory

- = Unsatisfactory

Reporting Marks Toward Content Standards for TK

B = Beginning P = Progressing E = Exceeding

Student Recognition

After each Trimester, a grade level assembly will be held to recognize students for their academic achievement.

| | |
|---------------------|------------------------|
| 4.0 = 5 A's | Principal's Honor Roll |
| 3.8 = 4 A's & 1 B | Teacher's Honor Roll |
| 3.6 = 3 A's & 2 B's | Teacher's Honor Roll |
| 3.4 = 2 A's & 3 B's | Teacher's Honor Roll |
| 3.2 = 1 A & 4 B's | Teacher's Honor Roll |
| 3.0 = 5 B's | Teacher's Honor Roll |

Promotion and Placement Policy

Students are either promoted or placed in the next grade each year unless they are retained. Promoted means they have achieved the skills for the grade at a satisfactory level. Placed means they have not achieved the skills at a satisfactory level but retention is not considered necessary. Retained means they will repeat the same grade the following year. Retentions are done only if the teacher, parent and administrator feel the student will benefit from the retention. There are several reasons why they may not be retained (may need other more appropriate interventions, placement in a special education program, previous retention, poor attendance, or emotional or behavioral problems).

Student Study Team (SST) Purpose and Function

If a student is experiencing difficulty with class work, behavior, or attendance, the teacher or an administrator may refer the child for a Student Study Team (SST). The SST consists of the parent or guardian, the classroom teacher, and/or a school administrator and other invited participants. The purpose of the team is to discuss current performance levels and come up with an intervention plan to implement at school and at home. After the initial SST meeting, a follow-up meeting is scheduled approximately 6-8 weeks later in order to evaluate the progress of the student using the suggested interventions.

STUDENT SUPPORT SERVICES

Resource Specialist Program (RSP):

The Resource Specialist provides instructional support to those students identified with a learning disability and academic discrepancy as noted on the Individualized Education Plan (IEP).

Speech & Language Services:

Speech and language services are available from the Speech therapist for those students who have been identified through the IEP process as needing special assistance in speech articulation and language development.

English Language Development:

Your child may be identified as an English Language Learner based on the results of your Home Language Survey and the English Language Proficiency for California (ELPAC). Students identified as English Learners receive 30 minutes a day of English Language Development instruction in order to develop proficiency in Academic English. Primary language support is provided by bilingual instructional assistants and teachers in SEI classrooms.

Parents of English Learners are encouraged to participate on our schools English Language Advisory Committee (ELAC). This council receives training on how to best assist EL students, helps to monitor progress of all EL students at Morgan, makes recommendations to the administration for improving EL achievement, and participates in district level EL programs and meetings.

Gifted and Talented Education (GATE):

The GATE program is designed to meet the individual academic needs of the GATE identified students by expanding the depth and complexity of the core program. All students in 2nd grade are given a test to identify potential giftedness with parent permission. Students in grades 3 through 5 may be recommended for GATE testing by either their parent or teacher. Students can only be tested once every 24 months. Parent permission is required to test any child for GATE identification.

SCHOOL RULES

DRESS CODE

Dress should be suitable and comfortable for normal school activities including P.E. and should reflect pride and respect. Shoelaces should be tied in the appropriate manner and all clothes are to be worn as the manufacturer intended. Students may wear hats or sunglasses on the playground to protect them from the sun's rays during the summer months, but must be worn appropriately.

Students, while at school or any school related activity are **NOT TO WEAR:**

1. No "short" shorts, "shorts" skirts, or tops that show the midriff. No "spaghetti string" straps on tops. No baggy pants or oversized shirts or t-shirts. (If in question, please contact your school administrator).
2. No T-Shirts, backpacks, or gang related clothing or items with inappropriate writing or pictures on them.
3. No thongs or shoes without adequate protection for feet. Tennis shoes are preferred. Sandals must have a strap around the back of the sandal to secure the sandal to foot.
4. No steel toed shoes, boots, or skater shoes with metal inserts or roller blades are allowed.
5. No make-up, hairstyle or wig that attracts undue attention and anything else that may be deemed inappropriate by administrator. Hair color must be within the range of a student's natural hair color. No jewelry that may cause harm or danger to the student during regular school activities (e.g., long-dangling earrings).
6. In case of questionable dress, the student will be counseled by a teacher, or an administrator. Appropriate action will be taken at the time and, if necessary, the student may be sent home with a parent or guardian.

BIKES, SKATEBOARDS, AND SKATES

Students in grade 3rd to 5th may ride bikes to school and secure them in the bike rack with a bike chain and lock. Students should observe state laws when riding to and from school including wearing a safety helmet. Skateboards, skates and scooters are **not permitted.**

TOYS AND PERSONAL ITEMS

Toys, balls, pets and electronic devices are not permitted. They become a distraction in the classroom and cause innumerable problems on the playground. The school provides play equipment for the students. The school will not be responsible for lost or stolen items.

PARENTS, PLEASE REVIEW WITH YOUR CHILDREN

Morgan Students are **SAFE**, **RESEPECTFUL**, and **RESPONSIBLE**.

MORGAN SCHOOL RULES

- DEFIANCANCE AND/OR DISRESPECT WILL NOT BE ALLOWED
- BULLYING WILL NOT BE TOLERATED IN ANY FORM.

School-wide Rules: (These apply in all situations at school)

1. Students will keep their hands and feet and all objects to themselves.
2. Students will respect and follow the directions of all adults.
3. Students will respect themselves and each other.

The following are rules that, if broken, may result in immediate referral to the principal; these referrals may or may not incur suspension:

1. Students will not fight.
2. Students will not damage school property or the property of others.
3. Students will not steal.
4. Students will not bring weapons, explosives, or look-alikes to school.
5. Students will not bring drugs, drug look-alikes, or drug paraphernalia to school.
6. Students will not harass fellow students or adults sexually, or with hate language (race, ethnic, cultural, religious).
7. Only water is permitted to school from home in a safe plastic bottle.
8. Students will not throw rocks, do backflips, or unsafe play practices at anytime.

If a student damages any neighbor's property during regular school hours, parents may be financially responsible for all repairs.

Suspension and Expulsion Procedures

Morgan Elementary School is committed to a safe environment for all students and staff and is committed to "Zero Tolerance" of any weapons, unauthorized drugs, violence, gang activity, or vandalism. "Weapons" shall include, but are not limited to: guns, "look-a-like" weapons, any size knife, martial arts tools, razor blades, mace, or any weapons specified in Penal Code. Any violation of the above may result in suspension and/or a recommendation for expulsion.

Morgan Elementary School has adopted rules consistent with RUSD Board policy, law and/or policies of the State Department of Education. Discipline rules for students are communicated to students at the beginning of each school year and to new student enrollees as they register. These rules and regulations are available on request at the Principal's Office in all District schools.

A student may be disciplined for any of the following violations:

- 48900 (a)1** Caused, attempted to cause or threatened to cause physical injury to another person;
- (a)2** Willfully used force or violence upon the person of another, except in self-defense;
- (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- (c)** Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance, alcohol or intoxicant;
- (d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance and sold, or otherwise furnished a substitute;
- (e)** Committed or attempted robbery or extortion;
- (f)** Caused or attempted to cause damage to school property or private property;
- (g)** Stole or attempted to steal school/private property;
- (h)** Possessed or used tobacco or nicotine 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;
- (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel;
- (l)** Knowingly received stolen school or private property;
- (m)** Possession of an imitation firearm;
- (n)** Committed or attempted to commit a sexual assault;
- (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding;
- (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma;
- (q)** Engaged in, or attempted to engage in, hazing as defined in Section 32050;
- (r)** Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel;
- (s)** Aid or abet the infliction or attempted infliction of physical injury.

The following four (4) violations apply to students in grades 4–5:

212.5 Sexual harassment;

48900.3 Hate violence; **48900.4** Intentionally engaged in harassment, threats, or intimidation against personnel, a pupil or groups of pupils;

48900.7 Pupil has made terrorist threats against school officials or school property, or both.

Students committing the following acts will be recommended for expulsion unless particular circumstances determine an expulsion is inappropriate:

48915 (a)1 Causing serious physical injury to another person, except in self-defense;

(a)2 Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil;

(a)3 Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana);

(a)4 Robbery or extortion;

(a)5 Assault or battery upon any school employee.

Students committing the following acts will be recommended for a mandatory one year expulsion:

- 48915 (c)1** Possessing, selling, or otherwise furnishing a firearm;
- (c)2** Brandishing a knife at another person;
- (c)3** Unlawfully selling a controlled substance;
- (c)4** Committing or attempting to commit a sexual assault;
- (c)5** Possession of an explosive.

BULLYING AND HARRASSMENT PREVENTION

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

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

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

The **Rialto Unified School District** expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school 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, 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) | 6) Physical violence |
| 2) Social exclusion | 7) Theft |
| 3) Sexual, religious, or racial/ethnic | 8) Threat |
| 4) Intimidation | 9) Public humiliation |
| 5) Stalking | 10) Destruction of property |

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

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

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

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

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 are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff 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 in the school office

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

- District-wide training provided for students, staff, parents, and concerned community members about bullying awareness and prevention strategies.
- All staff, students and their parents will receive a summary of this policy prohibiting bullying; at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Conflict Resolution

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 inter-group conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds and when traveling to and from school or a school-sponsored activity.

Rialto Unified School District
Legal Notices for Pupils and Parents/Guardians
Bullying and Harassment

The Rialto Unified School District prohibits discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption. This policy applies while on school grounds, going to or coming from school, at school activities, or using district transportation.

Board Policy 5131

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

REPORT IT

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

INVESTIGATION

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

TRANSFER REQUEST

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

DISTRICT LIAISON

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



BULLYING/HARASSMENT COMPLAINT FORM
(Students May Report Anonymously)

Date Filed: _____ Name: _____

Address: _____ Phone #: _____

Please identify yourself as a:

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

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

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

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

Extortion
(verbal or physical bullying for money
or personal items)

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

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

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

Bullying/ Harassment on the basis of: Race, color or nationality Disability
 Gender or Gender Identity Other

Dates of alleged bullying or harassment(s): _____

Person(s) alleged to have committed the bullying or harassment: _____

Description of the incident: If possible, use specific dates, times, locations, names, etc. Use the
backside of the form or additional sheets if necessary.

Names of Witnesses: _____

Have you reported this to anyone else: Yes ___ No ___ If so, who? _____

Signature of Reporting Person _____ Date _____

Note: Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined in
this form. All information will be confidential except for that which must be shared as part of the investigation.
Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's
future employment, grades, learning, or working environment or work assignment. By signing above, you are verifying
that your statements are true and exact to the best of your knowledge.

Revised 8/11/2016

SEXUAL HARASSMENT

The Rialto Unified School District Board of Education 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. Students found guilty of sexual harassment will be suspended. If a student feels that he/she is being sexually harassed, he/she must immediately report the incident to an adult. The adult is to send the student to the principal or assistant principal. The site administrator will investigate the complaint, determine the validity of the complaint, and take appropriate action.

RIALTO UNIFIED SCHOOL DISTRICT 2020-2021

COMPLAINT PROCEDURES

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

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

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

Filing a Complaint under the Uniform Complaint Procedure

1. The complaint must be filed with the Senior Director of Personnel Services not later than six(6)months from the date of the alleged violation(s) of federal or state laws or regulations or the date of alleged discrimination or illegal harassment (including sexual harassment) or six(6)months from the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his/her designee.
2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate and allows all involved parties to present evidence.
3. The investigation of the complaint will be initiated and completed within sixty (60) days from the receipt of the complaint by the Senior Director of Personnel Services. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The Senior Director of Personnel Services' determination on the merits of the complaint will be put in writing and issued in the primary language of or interpreted for the complainant according to Education Code 48985. The report shall include: (a) The findings of fact based on the evidence gathered (b) The conclusion(s) of law (c) Disposition of the complaint (d) Rationale for such disposition (e) Corrective actions, if any are warranted (f) Notice of the complainant's right to appeal the LEA's Decision to CDE (g) Procedure to be followed for initiating an appeal to CDE (see #5).
5. The complainant has the right to appeal and/or review the Senior Director of Personnel Services' decision through the appeal process by notifying the Board within five (5) days of the Director's decision. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision. The appeal must include a copy of the complaint filed with the Local Education Agency (LEA) and a copy of the LEA's decision.
6. Nothing in the District's complaint procedure will preclude the complainant from pursuing other available civil remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.
7. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.
8. If you are alleging that you are a victim of discrimination, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least sixty (60) days have elapsed from the filing of an appeal to the State Department of Education. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

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

STUDENT WELLNESS POLICY

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.

All parents are invited to participate in the Rialto Unified School District Wellness Council. All parents may obtain information regarding the Wellness Council and how they may participate via the District Webpage, Annual Parent Notification, School Parent/Student Handbook, etc. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations, or distributing other correspondence, to ensure that parents/students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are actively notified of and provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.

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

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

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**

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>ACTIVE SHOOTER VIOLENT INTRUDER</p> <p>Call 911</p> <p>RUN: Quickly & safely get away from area</p> <p>HIDE: Get into a building, lock & barricade doors, shut off lights, silence cell phone</p> <p>PREPARE TO DEFEND: Be ready to protect & defend yourself using any item available</p> <p>REMAIN IN PLACE: Wait for all clear from authorities before evacuating your area</p> | <p>EARTH QUAKE</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>BOMB THREAT</p> <p>If you receive a Bomb Threat:</p> <ul style="list-style-type: none"> • Stay calm • Pay close attention • Obtain vital information <p>Call 911 and provide them with your information.</p> <p>Very important: If you are told by emergency responders to evacuate the building, follow your site evacuation procedures.</p> <ul style="list-style-type: none"> • Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities. • Take personal belongings when you leave. • Leave doors and windows open; do not turn light switches on or off. • Use stairs only; do not use elevators • Move far away from the building and follow instructions of emergency responders |
| <p>FIRE/EVACUATION</p> <ul style="list-style-type: none"> • Call 911 • Activate nearest fire alarm • Proceed to nearest exit • Use stairs, not elevators • Assist persons with disabilities • Meet at designated assembly area • Account for individuals • Re-enter area only when authorized by emergency personnel <p>Fire Extinguisher Instructions P - Pull safety pin from handle A - Aim nozzle at base of fire S - Squeeze the trigger handle S - Sweep from side to side</p> | <p>MEDICAL EMERGENCY</p> <ul style="list-style-type: none"> • Call 911 and/or Safety Control Dispatch (909) 820-6892 • Remain Calm - provide comfort to the sick or injured person • Provide name, location & type of emergency • Stay on the phone for instructions • Provide First Aid if you are certified • Follow the Directions from Emergency Personnel • Move victim only if danger is imminent • Designate someone to meet first responders | <p>SUICIDE THREAT OR ATTEMPT</p> <p>WHAT: When a person makes verbal or physical gesture to inflict self-harm, follow the recommendations below.</p> <p>If threat is imminent, do not delay, call 911</p> <p>ACTIONS TO TAKE:</p> <ol style="list-style-type: none"> 1. Make every effort to clear others from the area. 2. Remain Calm & Listen attentively 3. Get individual to talk (remember vital information) 4. Stay with the individual 5. Notify staff resources for assistance (i.e., principal, counselor, nurse, crisis team) |

CHEMICAL/HAZARDOUS SPILL

Call 911 Give a description of the type of chemical, size, possible exposures

- Evacuate the area and/or building
- Wait for all clear indication from emergency personnel
- Call Risk Management at (909) 820-7700 ext. 2110