

**Hughbanks Elementary  
School** Rialto Unified School  
District 2020-2021



***Scholar and Parent  
Handbook***

*Principal: Dr. Monte Stewart  
2241 North Apple Avenue  
Rialto, CA 92376  
(909) 820-7970*

*Please sign and return this page*

I have received and read the Hughbanks  
Elementary 2020-2021 **Parent-Student Handbook**

Student \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_

Comments \_\_\_\_\_

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The vision of the Rialto Unified School District is to provide high levels of learning for all students and to inspire people to set goals that maximize their potential.

**Vision**

The Rialto Unified School District will be a leader in providing a quality education that prepares all students for their future.

**Hughbanks Elementary School**



**School Vision**

Hughbanks Staff will work to develop our students' learning potential by providing a safe, welcoming, and supportive environment where children, parents, and staff are respected and valued.

**School Mission**

The mission of Hughbanks Elementary, a community inclusive of all who inspire our Huskies to pursue a "PAWS-itive" future, is to ensure all students have the foundation to become creative and productive individuals through a vital system distinguished by:

- High expectations for student achievement
- Positive connections among school, students, and families
- Active community involvement
- Appreciation and acceptance of cultural diversity
- A safe, engaging, and respectful learning environment



**Bridge Academy Schedule**

# 2020-2021

## Monday Schedule:

<b>8:15 am - 9:15 am</b>	Live Interaction/Progress Monitoring Instruction (1 hour) <i>*Note: Students are assigned learning assignments for the remainder of the instructional day.</i>
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## Tuesday - Friday Schedule (Distance Learning):

<b>8:15 am - 12:15 pm</b>	<i>Synchronous</i> Instruction: <b>This means live at the same time.</b> ● <i>K-1st = 45 mins</i> ● <i>2nd - 3rd = 60 mins</i> ● <i>4th - 5th = 90 mins</i> <i>Teachers will have a schedule of live meetings posted by Friday the week before school starts.</i>
<b>12:15 pm - 1:00 pm</b>	Lunch
<b>1:00 pm - 2:30 pm</b>	<i>Synchronous</i> Instruction: <b>This means live at the same time.</b> ● <i>K-1st = 45 mins</i> ● <i>2nd - 3rd = 60 mins</i> ● <i>4th - 5th = 90 mins</i> <i>Teachers will have a schedule of live meetings posted by Friday the week before school starts.</i>
	NOTE: Students are assigned learning assignments for the remainder of the instructional day as needed

\*At the teacher's discretion, breaks will be provided to students based on their learning styles and attention spans.



### **OFFICE HOURS**

The school office is open 7:30 a.m. to 4:00 p.m. (Monday through Friday)

### **LEGAL DOCUMENTS REGARDING STUDENTS**

It is especially important that the teacher and administration at Hughbanks be made aware of any legal issues concerning Hughbanks students as soon as possible. Legal documents pertaining to custody, guardianship, restraining orders, or any other court orders that relate to who is allowed contact with a child are required to be placed in the student's records. If you have a situation or concern that needs immediate attention, please contact our school office as soon as possible to inform us. We must work together to keep students safe and ensure that any legal orders are followed.

### **MOVING DURING THE YEAR**

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

### **SCHOOL ATTENDANCE**

Attendance (online) is mandatory. Absences are processed the same as being physically absent from school. Please follow the distance learning schedule given by your teacher. Teacher will take attendance.

### **ABSENCES**

Please call the Main Office when your student is absent from Bridge Academy at 909-820-7970. You can also bring in a written note explaining the absence. Illness or injury, a doctor or dental appointment, attendance at a funeral of an immediate family member, or a medical quarantine are the only acceptable "excused absences" identified in the Education Code. We encourage you to try and schedule your student's doctor and dental appointments around school hours or when school is not in session. If this is not possible, please remember your students must be signed out from the Main Office.

### **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

## **NUTRITION SERVICES**

### **GRAB AND GO LUNCHES**

Grab and go lunches will be offered by the district.



### **OFFICE HOURS**

The school office is open 7:30 a.m. to 4:00 p.m. (Monday through Friday)

### **ARRIVAL AND DEPARTURE**

NO Students will be allowed on campus during the distance learning phase of instruction.

Please be advised that students are not allowed on campus prior to 7:50 a.m. (AM Session)/11:55 a.m. (PM Session). Students should plan to arrive at school no earlier than 7:50 a.m. (AM Session)/11:55 a.m. (PM Session). Upon arrival, students will have their temperature checked. Any student with a temperature of 100.4 or higher will be sent home. Please always have emergency contacts updated. Students MUST be picked up immediately by parent/guardian or emergency contact. Students sent home due to fever, must have a doctor's note releasing your child to return to school. Any student without a doctor's note, will be sent home until a release can be obtained.

Breakfast is served at 8:00 a.m. (AM Session)/12:00 p.m. (PM Session) in the classroom, so the cafeteria is closed. There is **no** supervision on campus before 7:50 a.m.

PM Session students will receive their Grab & Go breakfast for the next day after school.

All students must be picked up immediately after their instruction time. If a student is not picked up on time and remains in the Main Office when the office is ready to close, the Rialto Police Department will be contacted.

### **LEGAL DOCUMENTS REGARDING STUDENTS**

It is especially important that the teacher and administration at Hughbanks be made aware of any legal issues concerning Hughbanks students as soon as possible. Legal documents pertaining to custody, guardianship, restraining orders, or any other court orders that relate to who is allowed contact with a child are required to be placed in the student's records. If you have a situation or concern that needs immediate attention, please contact our school office as soon as possible to inform us. We must work together to keep students safe and ensure that any legal orders are followed.

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### **CONTACTING YOUR CHILD DURING SCHOOL HOURS**

It is important that we minimize distractions and interruptions to instructional minutes each day. Please send all necessary items for the school day (lunches, money, jackets, music instruments, assignments, homework, etc.) with your child when they arrive for school in the morning. If you must bring something during the school day, please clearly label the item(s) and leave it in the

office. Your child will be responsible to check in the office at their recess or lunch time to obtain their items.

- ***Critical items, like glasses, will be delivered to the child immediately.***

### ***Changes in pick up routine***

Please make arrangements with your child regarding any changes in childcare arrangements prior to arriving at school. If you make any change in your child's normal routine, please send a note with your child to advise your child's teacher when he/she comes to school that morning. If you call to leave a message for your student regarding a change in routine, we cannot guarantee delivery of any messages close to dismissal time. We are committed to minimizing classroom interruptions.

### **MOVING DURING THE YEAR**

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

## **SCHOOL ATTENDANCE AND ABSENCES**



### **SCHOOL ATTENDANCE**

Attendance is extremely important for academic success and for building life skills that emphasize personal responsibility. It is important that your child arrive at school before the first bell at 7:55 a.m. (AM Session)/ 11:55 a.m. (PM Session) every day.

Students are to be in their class lines at 7:55 a.m. (AM Session)/ 11:55 a.m. (PM Session). Students who arrive on campus after the 8:00 a.m. bell are late. When students arrive after the 8:00 a.m. bell, they must enter the school through the front office and receive a tardy slip from the front office staff before proceeding to class.

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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, 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

## **ABSENCES**

Please call the Main Office when your student is absent from school at 909-820-7970. You can also send a written note explaining the absence. Illness or injury, a doctor or dental appointment, attendance at a funeral of an immediate family member, or a medical quarantine are the only acceptable "excused absences" identified in the Education Code. We encourage you to try and schedule your student's doctor and dental appointments around school hours or when school is not in session. If this is not possible, please remember your students must be signed out from the Main Office.

### *Illness*

If your child is sick, please keep them home for the day. It is usually best to keep children home until they have been symptom free for at least 24 hours. When your child is absent, you must call the school office or send a doctor's note within 24 hours of the absence to advise the office of the reason for their absence. Maintaining communication with our office regarding absences is especially important!

### *Excessive Attendance Issues*

Excessive tardiness and/or absences will prompt an Attendance Letter. If you receive an Attendance Letter, you **MUST** come in for a meeting with an administrator to discuss your child's attendance. Students with continued excessive absences and tardies will be referred to the Student Attendance Review Board with the district Child Welfare and Attendance office. Our goal is to ensure that students are present at school so that they can adequately learn the curriculum for the school year.

**Please note the following board 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

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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.

All families receiving Cal-WORKS benefits (Formerly AFDC) should note that if your child(ren) are not attending school regularly, your assistance may be reduced. It is a requirement, that to get your full check, all school-aged children must be attending school regularly and on time.

### **STEP-UP Saturday School (Rialto USD Attendance Recovery Program) \*\*When deemed safe by RUSD and Health and Safety Guidelines to implement\*\***

Rialto USD features STEP-UP (Saturday Tutorial Enrichment Preparation – Upward Program) in an effort to provide students with an opportunity to recover instructional time. STEP-UP sessions will include instruction in language arts, mathematics, and other required subject areas. Students who attend a STEP-UP session will recover (erase) an absence that has already occurred, and thus, may still earn perfect attendance recognition for each trimester and the entire school year!

When your child is eligible to attend STEP UP, they will receive a STEP UP letter. All letters must be signed and returned to your child’s teacher no later than the Thursday before the Saturday STEP UP session. Absences recovered through Saturday STEP UP count towards perfect attendance awards, if recovered at least 2 weeks before the next awards assembly. ***Tardies and Early Releases cannot be made up though STEP UP.***

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Lunch will be provided for students. Parents MUST notify the office by the Wednesday prior to the Saturday session of your request for a school provided lunch.

The curriculum activities will be aligned with the current state standards for your child’s grade level. It is expected that students attending the Saturday session will arrive on time and cooperate

during the session. Please note that all regular school rules including the dress code will be enforced. If there is any violation in school rules or policies for attending STEP-UP Sessions, a student may lose their opportunity to attend.

The elementary STEP-UP dates will be sent home to parents when they have been established by the school district. If there are any changes in dates, the office will inform parents throughout the year. We urge you to take advantage of this opportunity. With your support, we can further instill the importance of learning and attendance with our students.

### **INDEPENDENT STUDY**

If you know in advance that your child will be out of school for 5 or more days due to a family emergency or an unforeseen event, you may request an Independent Study contract. Independent Study Contracts should be requested at least two weeks in advance of the expected absence. 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.

Your child will receive schoolwork which must be completed and turned in upon return to receive full attendance credit for the work and time missed from school. ***Vacations plans do not qualify for Independent Study.*** Please plan family vacations when school is not in session.

### **EARLY RELEASE OF STUDENTS**

If you need to pick up your child before the end of the school day, please go to the school office to sign your child out of school. If your child returns to school the same day, please return to the office to sign him/her back into school.

Students will **ONLY** be released to adults authorized to pick up the student as indicated on the student's emergency card. Authorized adults **MUST SHOW A PHOTO ID** to office personnel when picking up a student before the end of the school day. Students will not be released to anyone who is not on the emergency card unless the office receives prior parent consent.

### **EMERGENCY CARDS**

A current emergency card will be kept on each student enrolled at the school. The information on the card 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 on the child's emergency card.

### **PARENT CONCERNS GUIDELINES**

There may be times when parents may need to address concerns regarding their child's course work or situations that have occurred at school. There are two types of concerns that may arise, concerns regarding discrimination as defined by state and federal laws (see the section concerning

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Uniform Complaint Procedures), or concerns with general school operations. This section explains the Rialto USD guidelines for resolving concerns with general school site operations.

The purpose of these guidelines is to provide parents a structured process to resolve concerns in a timely manner. It is important to know that concerns that originate at a school site should be

resolved by the staff at that school site. To improve our operations and service to our families, we must always work together to determine the best resolutions in all cases. This becomes possible when everyone resolves to communicate accurate information to those who are responsible for addressing the issues that may arise at the school site.

For any of the levels below, parents should contact the identified person via phone, email, or in person. Additionally, it is recommended that parents complete the RUSD Complaint Statement Form, which can be obtained in the school office.

1. **1<sup>st</sup> Level** - Always contact the student's teacher to advise them of your concerns, no matter what the situation. The teacher is your first point of contact to address issues. It is necessary to allow the teacher an opportunity to gather information and determine the best method to resolve the concern before proceeding to the next level.

2. **2<sup>nd</sup> Level** – Contact the school site administrator. If the teacher has not addressed the concern or has not provided you the requested information to address your concern, then the next step is to contact the school's principal or assistant principal. As with step one, it is necessary to allow the administrator time to gather information and respond accordingly to any concerns.

3. **3<sup>rd</sup> Level** – Contact the supervising District Level administrator for the school site. This information can be obtained by contacting the school office.

These guidelines have been established to assist parents and community members with appropriately addressing concerns that arise at school sites. Contacting any persons other than those identified in the steps above can result in a delay in getting concerns addressed in a timely manner.

### **DRUG-FREE CAMPUS**

District Policy states that the use of tobacco products, e-vapor products, alcohol, or any other substances deemed inappropriate shall always be prohibited in all district facilities and vehicles and 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.

### **LOST AND FOUND**

*Please use a permanent marker to label all articles of clothing, backpacks, and lunch boxes with your child's name.* Each month, many items are found around campus. Despite efforts, the owners are not easily found! When lost, items are placed in the west hallway. Valuable items are brought to the office. This way, we can return any lost or misplaced items. Any unclaimed items will be donated at the end of each month to a service organization who distributes clothing to families in need.

### **EMERGENCY PREPAREDNESS**

Both fire and disaster drills (earthquake drills) are practiced regularly. A site Disaster Plan is aligned with the District Disaster Plan. During an actual emergency, students will only be released to adults with proper identification and who is listed on the student's emergency card. **PLEASE**

# NUTRITION SERVICES



## **ALL STUDENTS RECEIVE FREE LUNCH**

All students in the Rialto Unified School District will receive free lunch. To provide this program to all students, all parents are required to provide updated demographic information annually through ParentVue, as part of the enrollment and registration process.

## **BREAKFAST IN THE CLASSROOM PROGRAM**

All students will receive a free breakfast every morning in the classroom. Hybrid Schedule breakfast/lunch is served in the classroom during the first 15 minutes of class time. 8:00 am./ 12:00 p.m. for grades TK-5. The Universal Breakfast Program is for all students at no cost to parents.

## **LUNCH PROCEDURES**

**\*\*When deemed safe by RUSD and Health and Safety Guidelines to implement\*\***

Students must remain on campus for lunch. Students may bring a nutritious sack lunch from home. A nutritious lunch consists of a main protein item (sandwich, meat, etc.) or salad, fruit or side items, and a drink. Students who come to school with a bag of snack items (cookies, chips, etc) will be instructed to obtain a school lunch.

### *Special Dietary Needs*

Students who have food allergies or specific diets due to health reasons may be provided lunches in accordance with the needs. If your child needs alternate food choices, please obtain the request form from the school health office. It must be authorized by the child's physician and returned to the school office. The lead nutrition services person will ensure the appropriate lunch items are provided daily.

### *Snacks at School*

Students may bring an individual size nutritious snack to school. **Students are not allowed to share food from home with other students.** Large bags of snack item will be taken from students and returned at the end of the school day. Food must be eaten in the cafeteria or on the benches in the quad area. Food is not allowed on the playground. Gum is never allowed at school. Also, we strongly recommend that parents do not bring fast food for students at lunch time. Whenever possible, we encourage healthy food choices for students.

## *Rialto USD Nutrition Policy for Food Provided During the School Day*

The Rialto USD adheres to federal and state regulations for school nutrition. Guidelines require schools to regulate **ALL** foods provided to students during the school day. Anything provided for students during the school day must meet federal nutrition guidelines – this includes birthday celebrations and class parties during the school day. Additionally, foods provided to students must be prepared by a food services establishment. Homemade items cannot be given to students during the school day. A list of acceptable foods is always available in the school office for parents and staff. If there is something not listed, please obtain administrator approval before bringing items to school.

### **BIRTHDAY AND OTHER CELEBRATIONS**

All foods and beverages sold or served during school hours shall meet nutritional standards and other guidelines set by the Federal and State Government and the School District. See the district Wellness Policy. No food or snack shall be served between breakfast and lunch times during the school day. Some approved snacks may be purchased through the Nutritional Services Department. Your child's education is important and maximizing instructional minutes is a vital component; therefore, classroom birthday celebrations will not be allowed.

### **NUTRITIONAL GUIDELINES AND STANDARDS**

Eating healthy and participating in regular physical activity is an important part of a child's overall health. To promote wellness, students who bring their own lunch and other snacks during the school day are encouraged to bring healthy food and drink choices. Students should not bring soda, hot chips (i.e. Taki's, Hot Cheetos, etc.), candy and other unhealthy food choices. Students who bring these items will not be able to consume them during the school day. Please contact the school for healthy food, drink, and snack alternatives.

## **HEALTH AND SAFETY**



The school nurse is at Highbanks School once a week and is on call for emergencies. Our Health Clerk provides first aid for minor injuries. If a child has a temperature of 99.0 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 Clerk relies on the student's emergency card to contact parents regarding their child's health. **PLEASE KEEP YOUR CHILD'S EMERGENCY CARD CURRENT FOR THE SAFETY AND PROTECTION OF YOUR CHILD.** Sick children will not be allowed to walk home, and they must be picked up in a timely manner.

not return to school until that condition is cleared up. Any child that has been out of school because of head lice must be cleared through the school health office before he/she can return to class.

*Injuries:* If your child is injured and requires medical attention, a doctor's note with permission to return to school is required prior to returning to school. For the safety of all students, students with an arm or leg 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 any student to have any medication in his/her possession on school property. This includes all over the counter medicines as well as prescription medications. If a child needs to take prescribed medicine during school hours, parents must follow established school procedures for maintaining medications at school. The California State Health Department guidelines are:

1. Physician's authorization for medication must be signed and kept on file in the school health office.
2. Only current (not expired), 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. Physician's authorization for medication at school must be renewed at the beginning of every school year. The appropriate forms can be obtained in the school Health Office.

## **CLASSROOM VISITATION AND PARENT VOLUNTEERS**

**\*\*When deemed safe by RUSD and Health and Safety Guidelines to implement\*\***



### **SIGN IN PROCEDURES**

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

**PARENT VOLUNTEER PROCESS**

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

The law requires that all parent volunteers working with students on campus be fingerprinted and pass a TB test. The fingerprinting 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. There is a fee that must be paid to complete the fingerprint screening with Rialto USD. Fingerprinting does not have to be conducted annually. TB test results must be resubmitted every four years.

Parent volunteer applications are available in the school office. Approved volunteer applications are valid for the current school year only and must be renewed each new school year. Following your screening approval, you can meet with your child's teacher to discuss the best time and days for you to volunteer.

**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. Board Policy dictates that teachers are contacted at least 24 hours before the anticipated visit to determine the best time to not distract students during important testing or instruction. Parents must sign in at the front office and obtain a visitor pass before going to the classroom. Parent visitors are only allowed to observe in their child's classroom unless other observations have been arranged by administration. *Teachers are not available for conferences or comments during the instructional day.*

**PARENT ADVISORY COMMITTEES AND PTO**

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) and/or the African American Advisory Committee (AAPAC). Hughbanks also needs active and committed participants to help run our Parent Teacher Organization (PTO). Hughbanks needs our parents and community members to help keep our school focused on student achievement. We cannot raise achievement without your support and participation!

## ***PARENT-TEACHER CONFERENCE AND REPORT CARDS***

**PARENT-TEACHER CONFERENCES**

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



teacher; call the school at (909) 820-7970 to schedule a parent-teacher conference at any time during the school year. During Bridge Academy and Hybrid Model meetings will be held virtually.

**WHAT TO DO IF YOUR CHILD IS HAVING A PROBLEM AT SCHOOL** If you develop concerns over a problem occurring in school, please make an appointment to discuss the situation with the classroom teacher first. If the problem should continue after you and the

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teacher have tried several solutions, then please make an appointment with the school site's administration.

### **REPORT CARDS**

Report cards are given out three times a year, once at the end of each trimester. After six weeks of every trimester, progress reports will be sent home for students not meeting grade level standards or regarding behavior concerns. California Education Code 49069 allows parents to access student records, if you would like to the report cards to be sent home with your student, you will need to complete a form and submit to your child's teacher granting permission for your child to receive his/her report cards. If a form was not completed, report cards will be mailed home.

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

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

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

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

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

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

### **RETENTION**

There are times when students may not master the skills necessary at their grade level. Students in grades 2 or 3 who are earning a final achievement mark of "D" or "F" on their report card in Reading and or Language Arts may be retained in their present grade. Students in grades 4 and 5 receiving a final achievement mark of a "D" or "F" in reading, languages arts and / or mathematics may be retained in their present grade. Students may only be retained once during their elementary education. Notices will be sent, and meetings should be scheduled as soon as

the teacher notices a deficit in learning or skills, so that proper interventions can be initiated to prevent retention at the end of the school year. You will receive notification from your child's teacher by the end of April if the teacher feels your child may benefit from retention.

### **STUDENT STUDY TEAM PURPOSE AND FUNCTION**

If a student is having trouble with class work, behavior, or attendance, the teacher or an administrator may refer the child for a Student Study Team Meeting (SST). The SST team consists of the parent or guardian, the classroom teacher, an administrator, and/or other invited participants.

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The purpose of the team is to discuss current performance levels and come up with additional interventions to implement at school *and* at home. After the initial SST meeting, a follow-up meeting may be scheduled approximately 6-8 weeks later to evaluate the progress of the student after consistently implementing the suggested interventions at home and at school. ***Students must be referred through the SST process for Special Education testing or services.*** If you have any questions or feel that your child may need an SST meeting, please contact an administrator to arrange a meeting. During Bridge Academy and Hybrid Model meetings will be held virtually.

### **504 PLAN**

Students are eligible for a 504 Plan in accordance with section 504 of the Individuals with Disabilities Educational Improvement Act (IDEIA) if the student has a diagnosed "physical or mental impairment (disability) that substantially limits one or more major life activities", but does not require special education services. A 504 plan ensures "reasonable classroom/educational accommodations" to ensure student success. If you feel your child may qualify for a 504 Plan, please ask to speak with an administrator as soon as possible to arrange a meeting. During Bridge Academy and Hybrid Model meetings will be held virtually.

### **IEP**

Students who are eligible to receive Special Education services will have an individualized Education Program (IEP). For a child to qualify for special education services, a child must have one of the 13 disabilities as defined by IDEA and the impact of the disability must create a need for services. IEP Team members, who include parents, meet annually to review the progress, and identify supports and services to meet the specific needs of the child. During Bridge Academy and Hybrid Model meetings will be held virtually.

### **TEXTBOOKS AND MATERIALS**

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

### **LIBRARY**

**\*\*When deemed safe by RUSD and Health and Safety Guidelines to implement\*\***

### **TELEPHONE/CELL PHONES**

Students may use the office phones only with a pass from a teacher who can verify the reason for the call. Student phone calls will be made for educational reasons only. Since parents are responsible for after-school care, students are not allowed to use the phone to change after school plans arranged by parents.

California Education Code now allows students to have cell phones at school; however, their use on campus is prohibited except in case of an emergency. Students bring cell phones at their own risk; the school is not responsible for theft or damage. Students must keep cell phones turned off and, in their backpack, or pocket at all times. Misuse or disruption involving a cell phone will result in disciplinary action.

\*The first offense will result in the student having the phone taken away and they may pick it up 18

in the office after school.

\*The second offense will result in the phone being taken away and the parent will need to pick it up in the office after school.

\* The third offense will result in the student not being allowed to have a phone at school for the remainder of the school year.

Cell phone use without staff permission is prohibited; it will result in phone confiscation. 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.

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## **Transportation to and From School – Traffic Issues**



At Hughbanks, safety is one of our primary concerns. Please consider the following items:

\* Students who live on the north side of Riverside Avenue **must always** take the bus to school. The size and speed of cars and trucks that come down Riverside Avenue make it a dangerous

street to cross.

\* Students who take their bikes to school need to bring them to school with a license, strong padlock and, by law, need to have a helmet. After they walk the bikes on campus, they are to take them and lock them in the bicycle racks. No one can play or loiter around the bicycle racks.

\* Parents who wish to transport their children to and from school should ensure that children are released in a safe manner. When bringing children to school they should be released so the children do **NOT** have to cross the street to enter school. It is suggested that you designate a spot to pick up children. This spot should be away from the congestion of the parking lot. **If you must use the parking lot, please do not double-park or block the lot.**

\* Please follow pick up/drop off zone markings. Students are to be picked up or dropped off **ONLY IN THE YELLOW LOADING ZONE AREA.**

\* Students are to walk on the sidewalks (not the grass) and use the painted cross walks on the street.

\* The most important thing to remember is that if everyone is patient and courteous, all our children will be able to come to school and leave safely.

**\* If your child takes the school bus to school, it is important that they have their bus ID with them when they board the bus.**

Please take some time to discuss school safety with your children.



**Elizabeth T. Highbanks Elementary School**

2241 North Apple Avenue  
Rialto, California 92377  
(909) 820-7970

Monte Stewart, Ed.D., Principal

August 2020

Dear Parent(s)/Legal Guardian(s)

Highbanks Elementary has a student drop off/pick up procedure. We are improving

student safety and expediting the process for all involved.

The district has posted signage and painted our curbs. Please take notice of the red curb area and the yellow cones that indicate that the area is a loading/unloading student drop off zone. Red curbs indicate fire lanes and it is prohibited to park or drop off children in the area. Do not leave your vehicle parked in this red curb area. If you wish to park your vehicle, please park in marked stalls in our parking lot.

Please help us in our endeavors to make students safe by:

- Following staff personnel directions
- Moving all the way down, as far as possible, in the yellow drop off zone
- Not leaving your car in the pickup/drop off lane
- Re-circulating through the line at dismissal if your child is not present for pick up
- Following the correct traffic patterns in the parking lot
- Making left hand turns on to Apple Ave. using the correct exit
- Not entering in the bus pick up/drop off circle. This is not available for your use.

We are open to suggestions and volunteers. If you are available to help us ensure the safety of our children, please contact our office.

I am thrilled to serve Highbanks Elementary as principal and am confident that you will support our efforts to make our parking lot safer.

Thank you for your cooperation,

Monte Stewart, Ed.D  
Principal

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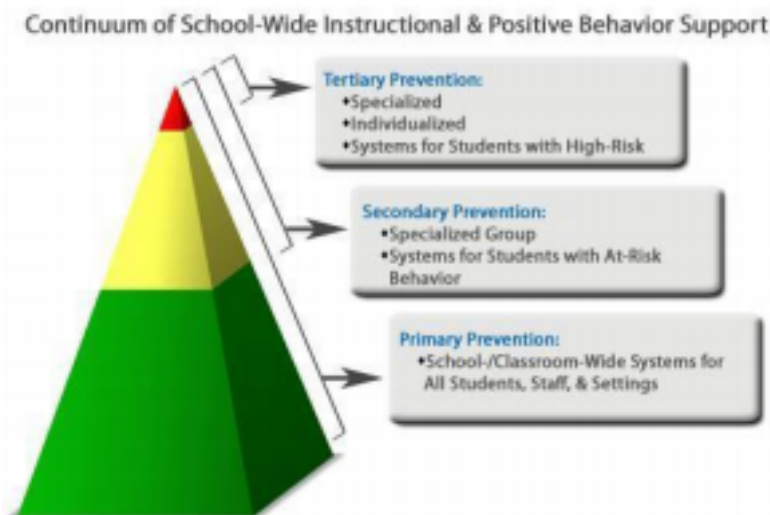
## **Positive Behavior Intervention Support**

### **(PBIS) What is PBIS?**

PBIS (Positive Behavior Interventions and Supports) is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individualized behavior planning.

Using the most current best practices, strategic teams are trained to positively impact behavior at three key behavioral tiers: Universal or primary (whole school); Secondary (individual child or group of at-risk children); and Tertiary or Intensive (children with complex needs and behaviors

that severely impact the child, school and/or community function).



### **WHY IS IT SO IMPORTANT TO FOCUS ON TEACHING POSITIVE SOCIAL BEHAVIORS?**

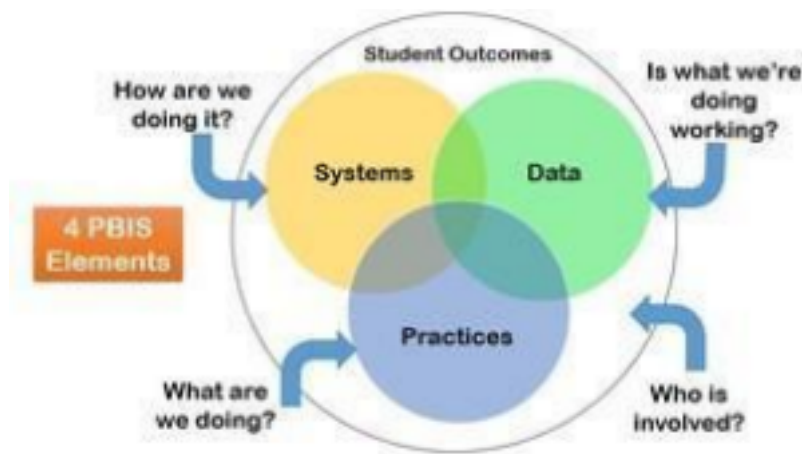
Teachers are increasingly confronted with issues dealing with behavior. Behavior has now become an intricate part of the teaching experience. When teachers are asked to integrate social behavior skills into their lessons frequently, they respond with, “**Why should I have to teach kids to be good? They already know what they are supposed to do. Why can I not just expect good behavior?**” Or “**It is not my job to teach kids to be good?**” In the infamous words of a TV personality, “**How is that working out for you?**”

In **the past**, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student’s educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of schoolwide PBIS is to establish a climate in which appropriate behavior is the norm.

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### **WHAT IS A SYSTEMS APPROACH IN SCHOOLWIDE PBIS?**

An organization is a group of individuals who work together to achieve a common goal. Systems are needed to support the collective use of best practices by individuals within the organization. The school-wide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures and fit within on-going school reform efforts. An interactive approach that includes opportunities to correct and improve four key elements is used in schoolwide PBIS focusing on: 1) Outcomes, 2) Data, 3) Practices, and 4) Systems. The diagram below illustrates how these key elements work together to build a sustainable system:



- **Outcomes/Student Outcome:** academic and behavior targets that are endorsed and emphasized by students, families, and educators. (What is important to each particular learning community?)
- **Practices:** What practices do we have that will help us reach our goals? Interventions and strategies that are evidence based.
- **Data:** Is what we're doing working? Information is used to identify status, need for change, and effects of interventions. What data will you use to support your success or barriers?
- **Systems:** How do we provide supports that are needed to enable the accurate and durable implementation of the practices of PBIS? What durable systems can be implemented that will sustain this over the long haul?

## **Elizabeth T. Hughbanks' PBIS Mission Statement:**

*Hughbanks Elementary School is a community of kind, safe, respectful, and responsible learners. We strive to achieve high academic standards and outstanding citizenship.*

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### **ELIZABETH T. HUGHBANKS ELEMENTARY PBIS TEAM:**

- Dr. Stewart- Administrator
- Avila- Internal Coach & Represents Special Education
- TBD- External Coach
- TBA- Teacher K-1
- Magdaleno- Teacher 4
- McDonald- Teacher 4-5



- TBA- Staff
- TBA – Parent

## OVERVIEW OF HUGHBANKS' PBIS

### TIER 1:

Tier 1 provides quality instruction and behavioral supports for all students in general education. More than 80% of students will be successful in this tier. Classroom management and individual student behavior is based on expectations, responsibility, and proactive feedback. It also includes establishing a positive home/school communication system that begins in the classroom.

If a student struggles to learn at a level/ rate like his/her classmates, the teacher will:

- change the type of instructional or behavioral strategy (**intervention**)
- Increase the level of **intensity** of the intervention (for example, adding small group instruction to whole group instruction).

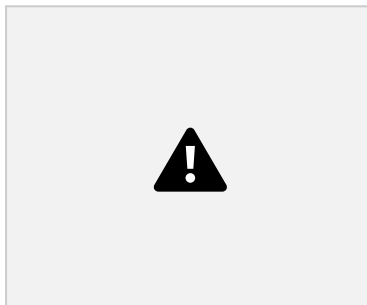
- Increase the **duration** of the intervention (for example, increase small group instruction from 15 to 30 minutes).

- Increase the **frequency** of the intervention (for example, from twice per week to four times per week).

- Speak with the student in a private conference and use questioning techniques to **discover the source** (the trigger) of the student's behavior.

Once several interventions have been unsuccessful, and the student is not responding adequately, the student will be referred to the Tier 2 Student Study Team to discuss further interventions.

### TIER 2 AND TIER 3:



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## Hughbanks' PBIS Assessments

### SELF-ASSESSMENT SURVEY (SAS):

The SAS determines the status of PBIS as perceived by all staff members and guides the action plan for implementing /improving PBIS.

- Completed annually in the **winter** by **ALL staff and parents**.
- Fidelity is an average of **80%** or greater.

Hughbanks Scores:

- 2015-2016 53%
- 2016-2017 63%
- 2017-2018 73%

**TIERED FIDELITY INVENTORY (TFI):**

The TFI is also used to guide the action plan for improving PBIS implementation. ●  
Completed in the **fall & winter** by the **PBIS Team** until score reaches 70% or greater. ●  
Fidelity is an average of **80%** or greater.

Hughbanks Tier 1 Scores:

- 2015-2016 28%
- 2016-2017 60%
- 2017-2018 83%
- 2018-2019 87%

Husky  
Pledge:

As a Hughbanks Husky, I  
pledge to do my best to  
follow the expectations:  
Be Kind, Be Safe,  
Be Responsible, and  
Be Respectful



## **ACKNOWLEDGE SYSTEM**

### **CLASSROOM ACKNOWLEDGEMENT: (TEACHER LED)**

This acknowledgement is based on students earning paw points for demonstrating school-wide expectations. All staff will give out paw points to students who are “caught” following the expectations/expected behaviors. A student may not ask for points. A different expectation will

be focused on at various designated time periods. The first of the two weeks of school Hughbanks will be teaching the expectations daily and recognizing our students frequently by giving verbal praise, stating exactly what the student is doing correctly, and awarding paw points. Each teacher will decide with their class a goal to reach and an incentive to work towards. Once that goal is reached, the class can have their incentive and a new goal will be set.

**Possible Classroom Incentive:**

<ul style="list-style-type: none"> <li>• Pajama Day</li> <li>• Free Choice Time</li> <li>• Extra Gym Time</li> <li>• Lunch In The Classroom •</li> <li>Extra Recess Time •</li> <li>Computer Use</li> </ul>	<ul style="list-style-type: none"> <li>• Teach A Lesson Outside •</li> <li>Popcorn And A Movie •</li> <li>Game Time</li> <li>• Dance To Music</li> <li>• Hot Chocolate</li> </ul>	<ul style="list-style-type: none"> <li>• Crazy Day</li> <li>• Take A Walk</li> <li>• Mentor/ Read To Another Class</li> <li>• Bring A Stuffed Animal For The Day</li> </ul>
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**PBIS REWARDS: (SCHOOLWIDE)**

Students will have the opportunity to accumulate points throughout the year. They will be eligible to make purchases with their points in the electronic school store for prizes at least once a week. Students will also be eligible to participate in the school’s electronic raffles for major prizes or privileges. Points do not roll over to the next year. Students should spend all of the points by the designated date at the end of the school year.

**Student Store: (schoolwide)**

Students can earn Paw points daily. Points can be earned in numerous ways. Points can be awarded for displaying behaviors that align with the school-wide expectations, classroom expectations, and for attending school activities or events.

**Brag Tags (schoolwide)**

Students earn little tags with different images for a variety of reasons. Students can earn a tag for grades, good behaviors, display of leadership, being kind, or for being helpful. Each student will receive a tag for their first day of school, on their birthday, and when they lose a tooth. The tags will remain at school on display in their classroom until the end of the year. Students will bring home their collection the last day of school.

**HUGHBANKS’ BEHAVIOR DEFINITIONS**

<b>MINOR BEHAVIORS</b>	<b>DEFINITION</b>
------------------------	-------------------

<b>Inappropriate Language</b>	Student engages in low-intensity instance of inappropriate language that is not directed at someone. Student uses replacement words such as “fricking”, “stupid”, “retarded”, etc.
<b>Physical Contact</b>	Student engages in non-serious, but inappropriate physical contact such as not keeping hands and feet to self, pushing/shoving, picking up other students, hugging in line, etc.
<b>Not Following Directions</b>	Student engages in brief or low-intensity failure to respond to adult requests. Example: If a student is asked to complete assignment and responds, “No, I don’t want to”.
<b>Disrespect</b>	Student engages in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc.
<b>Disruption</b>	Student engages in low intensity, but inappropriate disruption such as noises, rocking chair, tapping pencil, etc.
<b>Dress Code</b>	Student wears clothing that is not within the dress code guidelines outlined in the student handbook such as wearing a hat, hood up, pants low, clothes with offensive designs or writing, etc.
<b>Property Misuse</b>	Student engages in low-intensity misuse of property such as writing on books, writing on walls, tipping chairs back, destroying pencils, etc.
<b>Minor Stealing</b>	Student engages in minor acts of stealing. Example: takes pencils from another student.
<b>Other</b>	Student engages in any other minor problem behaviors that do not fall within the above categories. Example: running, inappropriate volume, inappropriate seeking teacher’s attention, declining criticism/feedback, off-task
<b>MAJOR BEHAVIORS</b>	<b>DEFINITION</b>
<b>Profanity</b>	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way that is directed at someone.
<b>Fighting/Physical Aggression</b>	Student engages in actions involving serious physical contact where injury may occur. Examples: hitting, punching, biting, hitting with an object, kicking, hair pulling, scratching, throwing chairs or other objects, etc.
<b>Defiance</b>	Student engages in refusal, or continuous refusal, to follow directions, talks back and/or delivers socially rude interactions.
<b>Disrespect</b>	Student engages in continuous verbal or non-verbal displays of rudeness or discourtesy such as inappropriate gestures, arguing, yelling, etc.
<b>Harassment/Bullying</b>	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

<b>Theft</b>	Student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission.
<b>Lying/Cheating</b>	Student delivers message that is untrue and/or deliberately violates the rules.
<b>Other</b>	Student engages in problem behavior that is not listed above such as destruction of property, possession of a weapon

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# HUGHBANKS' SCHOOLWIDE MATRIX

## DISCIPLINE AND ZERO TOLERANCE



The Rialto Unified School District, the Rialto Police Department and the San Bernardino Police Department are committed to a safe environment for all students and staff. Some of our safety measures include trained school security officers, school Resource Officers, counselors, psychologists and nurses, the Random Search Policy, and an individual school site Safety Plan. Two policies that support the safety of students and staff and should be discussed by parents/guardians are:

**Clean Sweep Policy:** School officials may cite students for the following infractions which will require an appearance before a Hearing Officer in Juvenile Traffic Court:

- \* Tobacco related offenses
- \* Disturbing the peace and fighting
- \* Alcohol, paraphernalia, and illegal substances
- \* Vandalism, graffiti, and aerosol paint
- \* Petty theft
- \* Daytime loitering

Students may be suspended and/or recommended for expulsion, assigned counseling, diversion programs, community service and/or monetary fines. A student may also be denied his/her driver's license until the age of twenty-five.

**Zero Tolerance Policy:** Students involved with weapons, implements or substances used as weapons, unauthorized drugs, violence, gang activity, or vandalism on campus on the way to and from school, or at any school activity, or otherwise under the authority of school personnel shall be subject to suspension and/or recommendation for expulsion. A citation may be issued, or an arrest may be made by law enforcement. Specifics of these offenses are:

**\*Weapons and dangerous objects:** These include, but are not limited to guns, "look-alike" weapons, any size knife, martial arts tools, razor blades, Mace or any weapons specified in Penal Code sections 626.9, 626.10, 12001, 12020, 12025, 12220, 653K, 12303.2, 12030.3. Explosives

and other dangerous objects are also included.

**\*Illegal drugs and alcohol:** any student selling, possessing, using or under the influence of an intoxicant of any kind.

**\*Assault:** Any student causing and/or whose actions result in serious physical injury to others, attack on school employee and sexual assault.

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## Discipline and Zero Tolerance (cont'd)



**\*Robbery or extortion**

**\*Other serious infractions covered under Education Codes 48900 and 48915.** The Education Codes are included in your [Parent Information Booklet](#).

**\*Bullying:** Any student who treats another in a cruel, boastful manner, or with petty cruelty.

We ask that you support our “Clean Sweep Policy” and our “Zero Tolerance Policy” for the safety of all students and staff in the Rialto Unified School District.

## EMERGENCY PROCEDURES



### **THIS NOTICE IS TO INFORM YOU ABOUT OUR PROCEDURES FOR THE FOLLOWING:**

#### **FIRE DRILL:**

When the fire bell rings all classes exit their classroom and line up on the playground. The teacher makes sure each student is accounted for and an all-clear bell will ring when the drill is completed.

#### **EARTHQUAKE DRILL:**

A special bell rings or an announcement is made informing of an earthquake drill. The students “duck and cover” underneath their desks. When it is safe, they leave the classroom and line-up on the playground. The teachers make sure each student is accounted for. Teachers perform their assignments (First Aid, Search and Rescue, Release Team Assembly/Dormitory and Food and Supply) and an all clear bell will ring when the drill is completed.



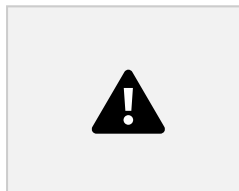
### **INTRUDER ALERT DRILL:**

A signal is given from the office notifying the teachers and students of an intruder. The teachers and staff begin a lock down procedure by summoning all students to their classrooms and locking doors. Any students on the playground will lie on the ground in a prone position until it is safe to go to the nearest classroom. The office will announce an all clear signal when it is safe.

**\*\*\*During an actual earthquake, your student will not be released to anyone NOT LISTED on the emergency card\*\*\***

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## **Library Rules**



1. The library is to be used for three purposes- quiet reading, quiet studying or selecting books. It is not a recreational center.
2. If there is misbehavior or excessive noise in the library, you will be sent back to class. If you do not do so, a pink ticket with your name will be issued and sent to your teacher.
3. If you are using the library for written work, please bring supplies with you.
4. Everyone must bring their barcode/ ZPD card to the library to check out books. If you forget it, you will be asked to go back to class and get it.
5. When taking a book from the shelf always use a space-saver. This helps keep the books in proper order.
6. Books are checked out for one or two weeks. The books may be renewed if you need them longer. Bring them in on or before the due date.
7. Please choose your books carefully. **DO NOT RETURN A BOOK THE SAME DAY YOU CHECK IT OUT.**
8. You may take library books home and bring them back to class the next day. Remember you are responsible for the books. If a book is lost or damaged, you will be charged for them.
9. Do not remove anything from a book including the book jacket, barcode, or AR labels. If a book is damaged in some way, return it to the library. Do not try to repair it yourself.
10. When returning books please scan them in at the check-in station and place your returned books on the cart provided.

11. An overdue list will be given to the teachers each Friday. If you have an overdue book or an outstanding bill you may not take another book home until the book is returned or the charges are paid. It is your responsibility to see that your books are brought back on time.

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

**Education Code Section 48260 defines a “truant” as:**

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

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

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

**BE A GOOD GUARDIAN**

## **BULLYING CYBERBULLYING POLICY**

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

The California Department of Education (CDE) has developed and made available to school districts a policy model on the prevention of bullying and on conflict resolution. These policies are developed for the purpose of incorporating them into a district wide school safety plan. The

attached documents are a sample policy for Bullying Prevention & Conflict Resolution, and Student Code of Conduct for Rialto Unified School District.

**Rialto Unified School District**  
**Bullying (Cyberbullying) Prevention (Policy model)**  
(Ed. Code 48900(a),(k),(o),(r),(s))

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

The **Rialto Unified School District** will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another through words or actions. Such behavior

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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

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- 9) Public humiliation
- 10) Destruction of property

**“Cyberbullying,”** sometimes referred to as internet bullying or electronic bullying, is defined as the “willful and repeated harm inflicted through the medium of electronic text”. It may involve: ● Sending mean, vulgar, or threatening messages or images;  
● Posting sensitive, private information about another person;  
● Pretending to be someone else to make that person look bad; and  
● Intentionally excluding someone from an online group.

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

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

**THE STUDENT CODE OF CONDUCT INCLUDES, BUT IS NOT LIMITED TO:** ● Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents to the principal or designee. ● Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Students are to resolve their disputes without resorting to violence. ● Students, especially those trained in conflict and peer mediation, are encouraged to help fellow students resolve problems peaceably.

- Students can rely on staff trained in conflict resolution and peer strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators  
*(give location where listing of designated staff and students is posted)*
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussion confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

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**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.

## **SEXUAL HARASSMENT POLICY**

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

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

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

## **SEXUAL HARASSMENT COMPLAINT PROCEDURE (JGEB-P)**

### 1. Formal Written Procedure

(A) 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).

(B) 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 insure that the incident is investigated promptly and notify the principal or District Title IX Coord. (Students). (C) A complaint may be filed using the District's Sexual Harassment Complaint Form (Students).

(D) The principal will notify the complainant of the name and phone number of the District Title IX Coordinator, Senior Director of Personnel, at 820-7700 ext. 2431.

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(E) Upon receipt of a written sexual harassment formal complaint, the principal or an administrator designated by the District Title IX Coordinator 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.

(F) The complainant may appeal disposition to the Supt/designee or the Calif. Dept. of Education within 15 days of receipt.

(G) No student or staff member shall suffer any reprisals for reporting any incident of sexual harassment or for making any complaint. In all cases involving sexual harassment, confidentiality will be maintained.

(H) The complainant will be advised that if he/she desires to file a discrimination complaint, then the Uniform Complaint Policy (KLE) Procedure (KLE-P) will be made available. (I)

Discrimination complaints must be filed within 6 months of the alleged occurrence or when knowledge was first obtained.

### 2. Disciplinary Action

Any student, grades 4 through 12, who is found to be responsible for sexual harassment will be subject to appropriate discipline up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

(Ed. Code 48900)

### 3. Local Remedies

Persons seeking assistance in these matters may: a) Contact the coordinator who will explain the complaint/appeal process; or b) Counsel with a local civil law agency such as:

Legal Aid Clinic Inland Co. Legal Service  
354 W. 6<sup>th</sup> St. 570 W. 4<sup>th</sup> St., Ste. 104  
San Bernardino, CA San Bernardino, CA  
(909) 889-7328 (909) 884-8615

4. The site administrator should be contacted to investigate all complaints that are not submitted in writing. The case will be investigated promptly and thoroughly with appropriate disciplinary action and parent notification.

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## **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 disagrees with the outcome of the investigation, an appeal can be filed at the Department of Student Services located at 182 E. Walnut 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's current school**.

#### **DISTRICT LIAISON**

Department of Student Services  
*Lead Agent, Students Services or  
Agent, Child Welfare & Attendance*  
182 E. Walnut Ave., Rialto, CA 92376  
(909) 820-7700

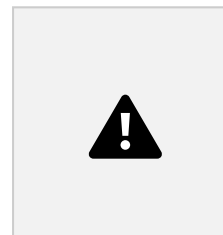
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### **MENTAL HEALTH SERVICES FOR STUDENTS**

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**



### **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**

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**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 Physical**

(name-calling, racial remarks, belittling, etc. (hitting, kicking, shoving, twisting limbs, spitting. Can be done over the phone, in writing, or destroying personal belongings)  
in person, over the phone, text, email)

**Extortion Hazing**

(verbal or physical bullying for money (Having to participate in an act of physical or emotional or personal items) harm to be part of a group, or are a victim of a group)

**Indirect Bullying Cyberbullying**

(Rejection, exclusion, ignoring, alienating, or (Using technology to harass, threaten, or target another isolating to purposely cause emotional distress) person – text, IMs, email, Facebook, videos, Twitter, etc.)

Bullying/ Harassment based on: 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.

Three horizontal lines for writing the description of the incident.

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 6/12/2013

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## HUGHBANKS ELEMENTARY SCHOOL TITLE I PARENTAL INVOLVEMENT POLICY



Hughbanks Elementary School is a Title I school. All students will receive assistance as dictated by District Title I guidelines. We, along with parents, have developed a policy on parental involvement to encourage and support parent participation for all Hughbanks scholars. It was developed jointly by members of the School Site Council, English Learner Advisory Committee, and staff members. This policy incorporates the District's policy on parent involvement, is aligned with information found in our Title I Plan and meets the Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Goal: Hughbanks Elementary School and its parents will work together as a team to promote the education of all scholars.

Objective: Hughbanks Elementary School will use several different methods of notification to bring attention to new as well as current programs available within the District and at Hughbanks to improve academic achievement for all scholars.

Objective: Hughbanks Elementary School Staff will meet to review Title I Parental Involvement Policy on an annual basis through SSC, ELAC, Title I meetings, and parent phone calls. Hughbanks Staff and parents will work together to improve student learning in the following ways:

### **STRATEGIES**

- Hughbanks Elementary School will hold an annual parent meeting to explain Title I requirements and to inform parents of their right to be involved in their child's education. (Presented at SSC, ELAC and Time with the Principal Meetings.)
- Hughbanks' staff will be provided with training on effective ways to work with parents. (Presented at Staff Meetings)
- Hughbanks Elementary School will sponsor Parent trainings/institutes to provide parents of Title I students with strategies to support their child's successful educational experience and academic success. (Monthly Parent Workshop Series will be provided - morning and evening sessions with childcare.)
- Hughbanks Elementary School will involve parents in the efforts to plan, review, and improve our Title I program, parent involvement policy, jointly develop the school plan through School Site Council and English Learners Advisory Committee. (Completed at SSC, ELAC and Time with the Principal Meetings.)
- Hughbanks Elementary School will jointly develop, actively seek input, and distribute the Parental Involvement Policy to all parents/guardians. (Parent Involvement Policy will be included in the Parent/Student Handbook given to each student and it will be distributed at Back to School Night, SSC, ELAC and Time with the Principal Meetings.)
- Hughbanks Elementary staff will jointly develop, adopt, distribute, and use a Teacher/Parent/Scholar School Compact to enhance collaboration with parents. The compact  
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outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. A chosen Hughbanks' staff member will oversee, coordinate and hold the school site accountable for reviewing the Parental Involvement Policy on an annual basis. The school jointly develops the Compact with SSC, ELAC. It is distributed in a triplicate form to parents at the beginning of the year and is signed by the student, parent, and teacher. It is provided in a language that is understood by the parent.

### **STUDENT/PARENT /TEACHER COMPACT KEY POINTS**

#### **School Staff will:**

- ✓ Provide for an atmosphere that fosters learning, provides opportunities for success, and helps to develop responsible, respectful, caring, independent students.
- ✓ Recognize the various cultural diversities within the school.

#### **Parents will:**

- ✓ Actively monitor their child's homework

- ✓ *Model respectful and appropriate behavior.*
- ✓ *Support child's learning.*

**Students will:**

- ✓ *Be active participants in their own learning.*
- ✓ *Follow all school and classroom rules.*
- ✓ *Take responsibility of their behavior and choices.*

• Hughbanks Elementary School will provide parents timely information about: 1. Title I, School Site Council, English Learners Advisory Committee, parent training workshops, Back to School Night, Open House, and Time with the Principal meetings. 2. Individual student's CST results as well as report card grades.

3. State Standards by grade level in English and Spanish.

4. Descriptions and explanations of current curriculum, materials, instructional programs, and students' proficiency levels.

5. English language progress: California English Language Development Test (CELDT) and/or ELPAC

• Hughbanks Elementary School will work to assist parents to understand: 1. No Child Left Behind (NCLB), Academic Performance Index (API), and the Adequate Yearly Progress (AYP) report that is based on the state's current accountability system. 2. Academic content, district-adopted curriculum, achievement standards, and assessments. 3. Federal Program Monitoring (FPM) procedures and regulations.

4. Title I programs offered at the school site.

5. Hughbanks Title I Parent Involvement activities will be coordinated or integrated with other federal, state, and community programs offered on site.

6. Promote Parent workshops offered by the District.

7. Promote GATE Parent workshops.

8. Promote Family Science night at the District level as well as site level.

• Hughbanks Elementary School will maintain an active School Site Council (SSC) and English Learners Advisory Committee (ELAC):

1. Composed of the Principal, Elementary Administrator, teachers, support staff, and parents.

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## **HUGHBANKS ELEMENTARY SCHOOL TITLE I PARENTAL INVOLVEMENT POLICY**



### **Strategies (cont'd)**

2. By-laws will be in place for each group.
3. Translation will be provided.

4. Meetings will be held at least 6 times during the year.
5. Agendas will be posted in the front office window by the door for a minimum of 72 hours prior to the meeting in English and Spanish.
6. Parent Link will be utilized to remind parents of meetings.
7. Representatives from each committee will be sent to the District level committees: District Advisory Committee (DAC) and District English Learner's Advisory Committee (DELAC).

● To further encourage parental involvement and develop a collaborative relationship with parents, Highbanks will:

1. Involve parents in an organized, ongoing, and timely way in the planning and improvement of its Title I programs, parental involvement policy, and the joint development of the Single Plan for Student Achievement.
2. Support a safe, secure, and drug and tobacco free school and involve parents in the safety/disaster committee.
3. Ensure that communication sent home about parental involvement is translated into Spanish as well as English.
4. Provide an environment that encourages respect, acceptance, and understanding among all members of the school community.
5. Hold students, parents, and school staff responsible for high behavioral and academic expectations.
6. Provide time for parents to meet and participate in decisions related to their children, such as administrative conferences and Intervention Team Meetings.
7. Mail invitations to parents.
8. Use Parent Link to inform parents of important school events.
9. Monthly school calendar of events will be distributed to families in English and Spanish.
10. Post important information and meeting agendas on school website.
11. Educate staff in how to reach out to, communicate with, and work with parents as equal partners.
12. Encourage parents to become involved in district wide parent advisory councils.

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#### **ACCESSIBILITY:**

Highbanks Elementary School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students.

1. Agendas, minutes, and handbooks are provided in both English and Spanish
2. Written communication is provided in English and Spanish
3. Parent Link communications are sent in English and Spanish
4. Translation services are available for all meetings
5. Accommodations are made for parents with disabilities
6. Information is posted on eChalk

#### **Parent Resource Center:**

Highbanks Elementary School and its parents have jointly developed a Parent Resource Center on campus with a goal to:

1. Have computers with internet so that parents may access the school website, educational websites, and information to help their children at home.
2. A meeting place for SSC, ELAC, PTO, and parent workshops.



## 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*



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.

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## Student Wellness Policy

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

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

school wellness policy.

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

### **MISSION**

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

### **RESPONSIBILITIES**

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

### **NUTRITION EDUCATION**

- Nutrition education that is ethnically appropriate will be integrated into other areas of the curriculum such as math, science, language arts and Social Studies.
- The staff responsible for nutrition education will have the opportunity to participate regularly in professional development activities to deliver an effective nutrition education program as planned.
- Nutrition education curriculum will meet the standards set by the Health and P.E. Framework.
- Nutrition education will involve sharing information with families and broader community to impact students and the health of the community positively, including sharing information on the District website.
- School District will provide health information to families to encourage them to teach their children about nutrition.

### **PHYSICAL EDUCATION**

● Physical activity will be integrated across curricula and throughout the day. Physical movement can be made a part of science, math, Social Studies and Language Arts. ● Physical Education courses will promote an environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge of

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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" 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.

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

## **CHILD NUTRITION OPERATIONS**

- The Nutrition Services Program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and become life-long learners.
- The school



will strive to increase participation in the available Federal Child Nutrition Programs (e.g. school lunch, school breakfast, after-school snack.)

- Students are encouraged to start each day with a healthy breakfast. Breakfast programs will be offered at all schools. Pilot programs such as breakfast during testing and universal free breakfast in the classroom may be offered as funding allows.

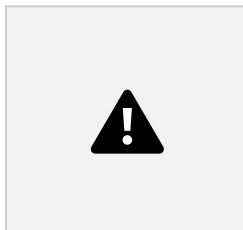
### **FOOD SAFETY/FOOD SECURITY**

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

### **ANNUAL REVIEW**

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

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



## **Hughbanks Elementary School Student/Teacher/Parent Compact**

The various programs at our school are designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each part of the learning process.

**AS A STUDENT, I WILL BE RESPONSIBLE FOR:**

1. Coming to class on time with a positive attitude and being prepared to work.
2. Respecting the rights of others to learn without distraction and disruption.
3. Showing respect for people and property while in school.
4. Completing all assignments to the best of my ability.
5. Giving my parent/guardian all school notices that are sent home daily.
6. Spending time at home daily studying or reading.
7. Getting a minimum of eight hours of sleep each night.

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

**AS A TEACHER, I WILL BE RESPONSIBLE FOR:**

1. Helping each student grow to his/her fullest potential.
2. Providing an environment conducive to learning.
3. Coming to class prepared to teach.
4. Providing parents/students grading expectations and a student progress report upon request in a timely manner.
5. Providing high-quality curriculum and instruction.
6. Communicating with parents/guardians concerning academic progress or behavioral concerns on a continuous basis.

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

**AS A PARENT, I WILL BE RESPONSIBLE FOR:**

1. Seeing that my child attends school regularly, on time, and ready to learn.
2. Reading and reviewing all notices sent from the school/district and sign and return notices before deadlines.
3. Encouraging my child to do their best at home and at school.
4. Making sure that my child completes their homework daily.
5. Communicating with my child's teacher on a continuous basis and attending conferences with the teacher.
6. Ensuring that my child gets a minimum of eight hours of sleep each night.

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