

RIALTO UNIFIED SCHOOL DISTRICT
Nancy R. Kordyak Elementary School

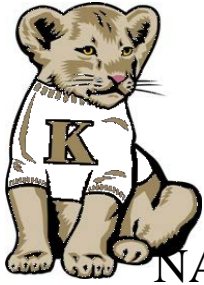
PARENT-STUDENT HANDBOOK

2020-2021
(Bridge Academy)



“A Growing Pride of Scholars”

4580 MANGO AVENUE
FONTANA, CA 92336
(909) 421-4203



Dr. Eboni Kemp, Principal
Diocelina Van Belle, Assistant Principal

RIALTO UNIFIED SCHOOL DISTRICT
NANCY R. KORDYAK ELEMENTARY SCHOOL

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RIALTO UNIFIED SCHOOL DISTRICT
NANCY R. KORDYAK ELEMENTARY SCHOOL

WELCOME TO KORDYAK ELEMENTARY

Dear Parents and Students,

On behalf of the staff, I welcome you to Nancy R. Kordyak Elementary School. We, at Kordyak School, believe in providing students with a quality educational program which includes a rich, meaning-centered, thinking curriculum; a rigorous academic learning environment and a friendly atmosphere. In order to provide students with a quality educational program and a safe and positive environment, we need your support and active participation.

We have prepared this PARENT-STUDENT HANDBOOK for your use throughout the school year. This guide contains the school rules and important information about Kordyak Elementary School. Please read and discuss the guide together. The Rialto Unified School District “Parent Information Brochure” will also be provided for your information. Please keep both of these publications as handy references. This information can also be obtained from our school’s website: <http://kordyak.rialtoschools.org/>.

Kordyak School is subject to the federal Every Child Succeeds Acts guidelines for teacher credentialing and federal categorical funding. We have 19 general education classrooms, four Special Education classes and a full-time Resource Teacher.

One of the ways you can help is to call the school at (909) 421-4203 when your child is absent from school or send a note to the teacher explaining the reason for the absence. Also, I encourage you to stay in frequent contact with your child’s teacher and plan to attend the scheduled Back to School Night, Open House and Parent-Teacher Conferences.

Due to beginning the school year with the Bridge Academy, I would like to ask for patience and understanding as logistical operations of the school and classroom assignments are subject to change based on the educational model, CDC requirements, and executive orders given to the district by Governor Newsom.

Despite the challenges that lie ahead as the world of public education is changing, we look forward to a very positive and productive year together! We are committed to providing an equitable and inclusive online learning environment which is in alignment with our goal to support the Whole Child. We want to make sure that our students are safe, healthy, supported, engaged, challenged, and their social emotional needs are being met.

Dr. Eboni Kemp
Principal
Kordyak Elementary School



RIALTO UNIFIED SCHOOL DISTRICT
NANCY R. KORDYAK ELEMENTARY SCHOOL
“KORDYAK LION CUBS”

MISSION STATEMENT

The mission of Kordyak Elementary is to empower all students to achieve their greatest potential and succeed in their future pursuits through a comprehensive system distinguished by:

- Respect and appreciation for diversity
- High academic and social expectations
- Community and family partnerships
- Learning environments defined by critical thinking, creativity, collaboration and communication

OBJECTIVES

- Objective 1: Provide diverse pathways through rigorous and relevant instruction to support each student's learning style.
- Objective 2: Ensure the development of an exemplary staff through collaboration.
- Objective 3: Provide avenues for families to engage in the learning process.

TACTICS

- Tactic 1: We will provide diverse pathways through rigorous and relevant instruction to support each student's learning style.
- Tactic 2: We will ensure the development of an exemplary staff through collaboration.
- Tactic 3: We will provide avenues for families to engage in the learning process.



NANCY R. KORDYAK ELEMENTARY SCHOOL

OFFICE HOURS

Monday – Friday, 7:00 a.m. – 4:00 p.m.

LIBRARY HOURS (Currently Closed due to Coronavirus)

Before School: 7:30 – 8:25 a.m. (Open to Parents & Students)

After School: 1:00 – 2:00 p.m. (Open to Parents & Students)

2020-2021 KORDYAK ELEMENTARY STAFF

The “Dynamic Dream Team” of Kordyak Elementary

Administrators:

Dr. Eboni Kemp, Principal
Diocelina Van Belle, Assistant Principal

Support Staff:

Margie Taylor, Office Manager
Glissandia Smith, Clerk II
Joan Reed, Health Clerk
Deborah Ingersoll, Library/Media Technician
Christine Oliver, Categorical Project Clerk
Raul Dominguez, Instructional Technology Assistant
Michael Klopping, Day Custodian
Lloyd Ruffin, Night Custodian
Reese McCall, 4 Hour Custodian

Sarah Echard, Instructional Strategist
Dr. Anabel Baba, Reading Specialist
Sandra Gapuzan, Resource Specialist
Dr. Taryn Hudson, School Psychologist
Marilyn Herman, School Nurse
Jennifer Davidson, Speech Therapist
Bill Evans, APE Teacher
Bernadette Allbaugh, Music Teacher
Jessica Harbin, Think Together Coordinator

Teachers:

P-K Ms. Michele Lizarraga

K Mrs. Kimberly Ciabattini
Mrs. Karen Steele
Ms. Wendy Shewmake

1st Mrs. Amanda Clark
Mrs. Nanette To
Mrs. Carmen Rubalcava

2nd Mrs. Darlene Ortiz
Mrs. Monica Quiel
Mr. Carlos Torres
Ms. Latoya Wallace

3rd Mrs. Karen Holguin
Ms. Kari Nordahl
Ms. Kimberly Schnepf

4th Mrs. Shannon Sackman
Ms. Christina Castro
Mrs. Milly Woodhouse

5th Mrs. Mary Bruno
Ms. Eryn Johnson
Ms. Jessica Davis

**Special
Education** Mrs. Shauna Dominguez
Mrs. Joanna White
Mrs. Kerry Keney-Moreno
Mrs. Soledad Garcia

**** PLEASE KEEP THIS PARENT/STUDENT HANDBOOK FOR FUTURE REFERENCE ****

EMERGENCY CARDS/DISASTER 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 personnel and will not be released to the public. Please keep the school informed of any changes on the emergency card.

COMPULSORY ATTENDANCE LAW

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

PERFECT ATTENDANCE (MEMO FROM RIALTO UNIFIED SCHOOL DISTRICT)

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

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

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

Examples of Cumulative Perfect Attendance Awards:

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

SCHOOL COMMUNICATION

- **Always check with your child to see if there is a notice that has been sent home for parents.** These notices may contain important information regarding minimum days, no school, school pictures, special events, etc.
- Our teachers use Remind. Please make sure you sign up for it so that you do not miss important information.
- Please be sure the school office has a current phone number and email, as we will primarily use Blackboard, our phone message system, Remind, and Peachjar, as our means of communication.
- At the beginning of each month, a Newsletter and Calendar will go home with information and events for the month. Keep both items so that you are able to refer to it to ensure that you are in the loop with events occurring.
- Please refer to the school website throughout the year for important information and upcoming events at the school: <https://kec.rialto.k12.ca.us/kordyak>

SCHOOL CALENDAR

- On the last page of this handbook, you will find the 2019-2020 academic calendar. On it you will find the days in which school is in session, designated minimum days, parent-teacher conference days, Back to School Night and Open House Night.
- The district publishes a school calendar on the R.U.S.D. web site.
- Parents may also utilize the school website on School Loop to find information about Kordyak Elementary. School information and notices will be posted.

SAFE SCHOOLS STATEMENT

The Superintendent for the Rialto Unified School District, the Rialto Chief of Police, the Fontana Chief of Police and the San Bernardino Chief of Police have joined together and are committed to a safe environment for all students and staff and will not tolerate any weapons. Every school in California must have a Safe School Plan. Kordyak's School Plan can be found in our School Improvement Plan and on our school website.



HOMEWORK

- Your child's teacher will provide you with information about homework expectations. We plan homework so that it should usually take less than 30 minutes for kindergarteners, 30-60 minutes for grades 1 through 3, and 60-90 minutes for grades 4-5.
- If your child is absent more than one day and you would like to request a homework packet, please call the school before 8:00 a.m. This will allow the teacher sufficient time to have it ready for you by the next morning.
- Reading to your child, having your child read to you, or independent student reading is a critical piece for student achievement. **STUDENTS SHOULD BE ENGAGED IN READING FOR AT LEAST 20 MINUTES EVERY NIGHT!**

WHAT TO DO IF YOUR CHILD IS HAVING A PROBLEM AT SCHOOL

In the event that you develop concerns over a problem occurring at school, please make an appointment to discuss the situation with the classroom teacher first. If the problem should continue after you and the teacher have tried several solutions, then please make an appointment with the school principal.

TEXTBOOKS AND MATERIALS

Students are provided with textbooks. 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. Restrictions will be placed on students with outstanding charges or fines.

PARENT-TEACHER CONFERENCES/REPORT CARD

- 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.
- Report cards are sent home with students three times a year the last day of school in October, February and May.

CURRICULUM

The programs and curriculum at Kordyak School are designed to meet the needs of each child with an emphasis on varied teaching styles and an integration of curricular areas. Rialto Unified School District has aligned the curriculum with state-adopted grade-level standards in the areas of Language Arts and Mathematics. They will be distributed at Parent Teacher Conferences and are available upon your request.

MANDATORY RETENTION FOR GRADES 2-5

- Students in 2nd or 3rd grade who are earning an achievement mark of D or F on their report card in reading are at risk of being retained in their present grade.
- Students in 4th or 5th grade who are receiving an overall achievement mark of D or F in reading, language arts or mathematics are at risk of being retained in their present grade.
- Students may only be retained once in the same grade.
- Using the present report card, students are evaluated on the basis of the grade level standards: A - Advanced, - B - Proficient, C – Basic, D - Below Grade level (At Risk), and F - Far Below Grade Level (Retention Candidate).
- A student earning an achievement mark of F is a retention candidate and will be retained at the end of their present grade in grades 2-5 if performance does not dramatically improve.
- Special education students are subject to retention only if they fail to meet 50% of their annual objectives.
- English language Learners will be placed in the next grade and will not be subject to retention until they have been a level 3, 4 or 5 for three years.

STUDENT STUDY TEAM MEETINGS

Students who may be experiencing difficulties with their class work, behavior or attendance may be referred to the Student Study Team (SST). When a student is referred, the SST Team (parent, classroom teacher, teacher representative, administrator and/or other invited participants) will meet to discuss interventions to meet the needs of your child. After implementation of the recommended interventions, a follow-up SST will be held to discuss progress.

If a student is not making progress with the interventions implemented, there is a possibility that a recommendation will be made for a psycho-educational assessment. At that time, the meeting would include the parent, principal or designee, psychologist, resource specialist, and other invited participants.


SCHOOL RULES

(See RUSD Parent Information Brochure for more information)

- **At Kordyak Elementary we treat each other with respect, take responsibility for our learning, and strive for a safe and positive school for all.**
- The school rules are included in this packet. Please read and review these rules with your child. All students at Kordyak Elementary School are expected to behave in a way that is conducive to a safe and orderly learning environment. We have a set “Code of Conduct” for the entire school. This code is enforced throughout the school by all staff members.
- Kordyak is continuing our P.B.I.S. program (Positive Behavior Interventions and Supports). P.B.I.S. is a school wide behavior support system for ALL students. Through P.B.I.S., social skills and behavior expectations are taught, student outcomes are clearly defined, and data is reviewed in order to support all students in becoming respectful and responsible citizens of both their school and home communities.

KORDYAK CUBS ROAR

At Kordyak Elementary, we treat each other with respect, take responsibility for our learning, and strive for a safe and positive school for all.

CUBS	LOCATION 1: CLASSROOM	LOCATION 2: PLAYGROUND	LOCATION 3: MPR	LOCATION 4: HALLWAYS	LOCATION 5: RESTROOMS	LOCATION 5: BUS
Expectation 1: R ESPECTFUL	<ul style="list-style-type: none"> ➢ Raise your hand ➢ Listen while others are speaking ➢ Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> ➢ Follow adult directions ➢ Share equipment ➢ Use only positive comments to others ➢ Keep hands, feet and objects to self ➢ Include others in your game or group 	<ul style="list-style-type: none"> ➢ Stay in line ➢ Walk quietly in line ➢ Talk quietly to your neighbors ➢ Be courteous to the cafeteria staff ➢ Keep hands, feet and objects to self 	<ul style="list-style-type: none"> ➢ Walk quietly ➢ Smile at others as you pass ➢ Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> ➢ Wait your turn ➢ Keep the restrooms clean ➢ Keep hands, feet and objects to self 	<ul style="list-style-type: none"> ➢ Follow all instructions given to you by the bus driver and staff ➢ Speak politely to the driver ➢ Talk quietly only to your seatmate
Expectation 2: O N-TASK	<ul style="list-style-type: none"> ➢ Pay attention to the teacher ➢ Stay focused on your work ➢ Complete all assignments ➢ Avoid distracting others 	<ul style="list-style-type: none"> ➢ Stay actively involved in an organized activity ➢ Follow school game rules ➢ Freeze when the bell rings ➢ Walk to your line after the whistle is blown 	<ul style="list-style-type: none"> ➢ Choose an item from each food group ➢ Take only the amount that you can eat 	<ul style="list-style-type: none"> ➢ Go only where you have permission 	<ul style="list-style-type: none"> ➢ Go right back to class when you are done 	<ul style="list-style-type: none"> ➢ Sit facing forward, with back against the seat and feet on floor ➢ Get off the bus immediately at your bus stop ➢ Stand in line calmly and quietly while waiting for the bus
Expectation 3: A CTIVE LEARNER	<ul style="list-style-type: none"> ➢ Sit in the learning position ➢ Follow instructions ➢ Ask questions when you don't understand 	<ul style="list-style-type: none"> ➢ Keep eyes on the teacher and listen while rules and procedures are taught ➢ Follow instructions ➢ Be mindful of others 	<ul style="list-style-type: none"> ➢ Keep eyes on the teacher and listen while rules and procedures are taught ➢ Follow instructions of all adults 	<ul style="list-style-type: none"> ➢ Return to class quickly 	<ul style="list-style-type: none"> ➢ Use the restroom during recess time 	<ul style="list-style-type: none"> ➢ Keep eyes on the driver and listen as rules and procedures are taught
Expectation 4: R ESPONSIBLE 	<ul style="list-style-type: none"> ➢ Complete all homework and class work ➢ Turn in assignments in a timely manner ➢ Keep floor clear of trash and personal belongings ➢ Use supplies such as pencils and scissors as they were intended ➢ Walk carefully ➢ Always do your best 	<ul style="list-style-type: none"> ➢ Stay on the playground except to get a drink or use the restroom ➢ Use restroom and get a drink before recess ends ➢ Use equipment as it was intended to be used ➢ Take turns on the equipment ➢ Walk on the blacktop 	<ul style="list-style-type: none"> ➢ Follow all instructions given to you by cafeteria staff ➢ Clean up after yourself ➢ Walk carefully when carrying your tray ➢ Walk carefully as you exit the cafeteria ➢ Eat what is on your tray 	<ul style="list-style-type: none"> ➢ Be accountable for your behavior ➢ Follow the rules even when an adult is not present ➢ Walk carefully ➢ Get a hall pass from your teacher ➢ Stay outside of the yellow door safety circles 	<ul style="list-style-type: none"> ➢ Only put toilet paper in the toilet ➢ Flush when you are done ➢ Wash your hands using one pump of soap ➢ Dispose of trash in the trash can ➢ Walk to and from the bathroom ➢ Have permission before going to the bathroom 	<ul style="list-style-type: none"> ➢ Bring your bus pass every day ➢ Have your bus pass out and ready to show the driver ➢ Stay seated ➢ Cross the street only with an adult

Saved as PBIS Code of Conduct - Kordyak revised 3/14/17

INCENTIVES

Students who cooperate with the school rules and respond to disciplinary interventions may be rewarded in the following ways:

1. Lunch with Classroom Teacher or Principal
2. Classroom Rewards
3. Positive Notes to Parents for Good Behavior
4. Weekly Kordyak Lion Cub Drawings
5. Monthly Visit to Kordyak Cub Corner Store
6. Tangible Rewards from Principal and/or Teacher
7. Academic and Citizenship Awards with Certificates

8. Broadcast Announcer Duties
9. Certificate from A Local Restaurant
10. Best of the Best Barbeque (End of Trimester)
11. Events and Assemblies Sponsored by Kordyak's Positive Behavior Intervention and Support (PBIS) Committee

CORRECTIVE ACTIONS

If students choose to misbehave and violate the school rules, the following consequences may be assigned to hold children accountable for their actions and promote individual responsibility:

1. Counsel Student
2. Recess Detention (Teacher Decision)
3. Time Out
4. School Community Service (with Parent Permission)
5. Loss of Certain Playground or Game Privileges
6. Think Sheet (Reflection)
7. Parent Contact
8. Parent Conference
9. Modified School-Day Schedule
10. Bus Suspension (for Bus Riders)
11. In-School Suspension or Off-Campus Suspension
12. Expulsion (for Acts Committed in Violation of Education Code 48900 or 48915).
13. Loss of Privilege to Attend Field Trips without Direct Adult Supervision.

INTERVENTIONS

Students who repeatedly manifest anti-social behavior and fail to respond to common disciplinary action will receive support through the following intervention measures:

1. Behavior Contract
2. Daily Behavior Card
3. Individualized Reward System
4. Check-In, Check-Out (CICO) System
5. Referral to Student Intervention Team
6. Goal setting

TITLE I PARENT INVOLVEMENT POLICY

Kordyak Elementary School has reviewed and developed a policy with actively sought input from parents and teachers. This policy promotes two-way communication to improve student achievement. This policy is distributed in the Student/Parent Handbook, as well as shared at Back to School Night, School Site Council and English Language Advisory community meetings. It is available in English and Spanish. Our Involvement Policy promotes two-way communication and participation of educators and parents in the educational program to improve student achievement. Parents and/or school personnel will:

General Expectations

Kodyak Elementary School has determined that Parent Involvement should be a regular, two-way meaningful communication between the school and adults involved in a student's achievement of grade level standards and participation in school activities.

1. Kordyak will jointly develop with parents and our school community members a Parental Involvement Policy that both the school and parents agree upon.
2. Kordyak will distribute the Parental Involvement Policy to all parents of participating children at the beginning of each school year in our Student/Parent Handbook, at parent/teacher conferences, trainings, school events, and through the Kordyak Parent Center.
3. Kordyak will notify parents about the School Parental Involvement Policy in an understandable and clear format and communicate in a language parents understand to every extent possible. Every effort will be made to provide translations in parents' primary language on paper, during meetings, and at parent trainings.

4. Kordyak will make the School Parental Involvement Policy available to the local community through office displays and displays at the Kordyak Parent Center.
5. Kordyak will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
6. Kordyak will adopt the school's School-Parent Compact as a component of the School Parental Involvement Policy. This compact will be periodically reviewed and updated as needed. The School Site Council shall approve the compact.
7. Kordyak will provide accessible opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students translations, trainings, volunteer opportunities and meetings.
8. Kordyak school believes:
 - that parents play an important and critical role in assisting their child's learning and achievement;
 - that parents are encouraged to be actively involved in their child's education;
 - that parents share responsibility for their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - the carrying out of other activities, such as those described in section 1118 of the ESEA.
9. All volunteers will complete a volunteer application and be approved by the District prior to working in the classroom.
10. Parent participation will be solicited through activities that promote and celebrate the cultural diversity of Kordyak students and of the Kordyak community

Kordyak Elementary will develop and/or review the Parent-School Compact, which will be incorporated as a component of the School Parental Involvement Policy. The compact will contain a description of:

- The goals/expectations of educators and parents to increase academic achievement.
- The high quality curriculum and instruction in place to meet state standards that the school will provide.
- The parents' responsibility in supporting their child's learning.
- The students' responsibility in their own learning and behavior.
- Communication between teachers and parents to discuss achievement and opportunities to participate in school related responsibilities.

District, staff, and school personnel will work together to:

- Assist parents in understanding the curriculum, standards, and assessments through participation in District DAC and DELAC meetings
- Work to improve performance and monitoring of student progress with support for training programs and materials for use in the home and at parent conferences/meetings.
- Train educators and parents to work successfully as partners through staff development, conferences, and/or professional reading.
- Implement a Title I Parent Involvement Program as a component of the School Based Coordinated Program Plan that includes training in the requirements of Title I (Title I) and effective communication strategies among teachers, students, parents, and staff.

Kordyak Elementary will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate to foster parental involvement by:

- Attending district conferences and meetings offered to parents of participating children with topics that include raising student achievement and school improvement efforts.
- Conducting site based training for parents to gain information on topics including working with students to meet grade level standards in math and language arts, preparing students for the California State Test, preparing students for grade level transitions, and using game based activities to motivate children in the learning process.
- Kordyak Elementary will, with the assistance of the District and parents, educate its teachers, pupil services personnel, administrators and other staff, in how to build partnerships with parents, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

- Coordinating trainings for school personnel on topics that include working with EL students, communicating with parents through classroom technology and echalk programs, and equity trainings.
- Coordinate parent involvement activities offered through a variety of state, federal, and community programs, and encourage participation of community organizations and business through flyers, Parent Link messages, and student invitations.
- Kordyak Elementary will to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent home to parents of participating children in an understandable format and in a language that the parents can understand:
 - a. The school will provide alternative formats when feasible upon parental request.
 - b. Flyers, letters, and Parent Link messages will be used alone and in combination to communicate with parents and will be translated into Spanish whenever it is practicably possible.

Discretionary School Parent Involvement Policy Components

Kordyak Elementary School, in consultation with its parents, chooses to build parents' capacity for involvement in the school to support their children's academic achievement by taking the following actions:

- Provide parents with a parent center in which they may meet, attend trainings, assist teachers, check out academic and instructional materials, and work with their children before or after school.
- Establish a schoolwide parent volunteer program to open opportunities for parents to assist teachers and staff in organizing school events and preparing for classroom activities. All volunteers shall be cleared by the District before working with students.
- Provide necessary literacy and math training for parents from Title I funds, if no other district funding sources are available for that training.
- Provide necessary child care when needed for parents to attend meetings, trainings, or conferences.
- Conduct in home conferences and visits when needed to enhance school to home communication and relations.
- Establish a school parent advisory council to provide advice on all matters relate4d to parental involvement in Title I programs.

FAMILY-SCHOOL COMPACT

Nancy R. Kordyak Elementary School encourages a love of learning by focusing on meaningful instruction that engages all students. We value the "whole child" and have a clear focus on academic and social growth, thereby nurturing a healthy concept of community, respect, and responsibility. We are a "Growing Pride of Scholars."

TEACHER PLEDGE:

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

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

STUDENT PLEDGE:

I realize that my education is very important. I also understand that my family and teacher want to help me to do my best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following resp0nsibilities to the best of my ability:

- Be responsible for what I do and how I act.
- Follow school and classroom rules (R.O.A.R.S. Code of Conduct).
- Be a cooperative learner and ask for help when I need it.
- Read with an adult as part of my homework.
- Demonstrate pride in myself and my school.
- Complete and return my homework on time.

PARENT PLEDGE:

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

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

CELLULAR PHONES/ELECTRONIC DEVICES

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

Our handbook will be updated to reflect the policy.

Mobile Communication Devices: Board Policy/Administrative Regulation 5131.8

TOYS/WEAPONS

Toys are not to be brought to school. We have found that problems frequently occur and result in items being lost, stolen or broken. Toys include: spinners, handheld video games, players, dolls, stuffed animals, electronic pets, sport cards, Pokémon cards, footballs, action figures, etc.

According to California Education Code 48900, possession of a firearm, imitation firearm, knife, explosive or other dangerous objects, like fingernail clippers, laser pointers, sharp tools, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item can lead to suspension or expulsion. Although "Ninja" Nunchakus and Stick pens are sold as toys, the California Education Code considers them to be weapons. Students can be suspended and/or expelled for possession of "Ninja" Nunchakus and Stick Pens on school grounds.

CONFISCATED ITEMS

Electronic items and toys brought to school will be confiscated by the Kordyak employee who witnessed the student with the item. The items will be held in a locked area, either in the teacher's classroom or in the school office. Students will be allowed to pick up the items at the end of school, if it is the first violation.

Beyond first violations, parents/guardians will be required to pick up those items in the Kordyak administration office during school hours.

GROUND FORS SUSPENSION AND EXPULSION

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the Superintendent or Principal of the school in which the pupil is enrolled determines that the pupil has: caused, attempted to cause, or threatened to cause physical injury to another person. Willfully use force...

1. Possessed, sold, or otherwise furnish any firearm, knife, explosive, or other dangerous object unless, in the cause of possession of any such object the pupil had obtained written permission to possess the item from a certificated school employee which is concurred in by the principal or the designee of the principal.

2. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the health and safety Code, an alcoholic beverage, or an intoxicant of any kind.
3. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid substance, or material as a controlled substance, alcoholic beverage or intoxicant.
4. Committed or attempted to commit robbery or extortion or attempted to commit robbery or extortion.
5. Caused or attempted to cause damage to school property or private property.
6. Stolen or attempted to steal school property or private property.
7. Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil of his or her own prescription productions.
8. Committed an obscene act or engaged in habitual profanity or vulgarity.
9. Disrupted school activities or otherwise willfully defined the valid authority of supervisors, teachers, administrators, school official, or other school personnel engaged in the performance of their duties.
10. Knowingly received stolen school property or private property.

Education Code 38900.2 Sexual Harassment

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

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

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

SEXUAL HARASSMENT (STUDENTS)

Board Policy JGEB (CSBA 5145.7) Adopted February 10, 1993. The Rialto Unified School District Board of Education (hereinafter "District") recognizes that harassment on the basis of sex is a violation of the law. The district believes that students have the right to attend school in an environment which promotes an equal educational opportunity free of sexual harassment. In keeping with this policy, The District will not tolerate sexual harassment by or to any of its students. (See RUSD parent Information Brochure for Definitions, Complaint procedure and Disciplinary Action).

- **Education Code 48900.3: Hate Violence (gr. 4-12)**
In addition to the reasons specified in Sections 48900 and 48900.2, a student enrolled in any of grades 4 to 12 inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5) (Added by Stats. 1994, c.1198)
- **Education Code 48900.4: Intentional harassment, threats, intimidation**
In addition to the grounds specified in Sections 48900 and 48900.2, a student enrolled in any of grades 4-12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has (intentionally engaged in harassment, threats or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting

class work, creating substantial disorder, and invading the rights of the students or group of students by creating an intimidating or hostile educational environment.)

- **Education Code 48915 (a)**

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

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

ZERO TOLERANCE POLICIES

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

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of processing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

RUSD - SEXUAL HARASSMENT POLICY

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

Sexual harassment consists of (1) unwelcome sexual advances; (2) requests for sexual favors; and (3) other verbal or physical conduct of 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.

BULLYING

-The Rialto Unified School District is committed to providing a safe working and learning environment; takes seriously bullying or any behavior (physical, social or emotional) 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.

RUSD- BULLYING (Cyberbullying) PREVENTION (Policy model)

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

- The **Rialto Unified School District** believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.
- The **Rialto Unified School District** will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
- The **Rialto Unified School District** expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.
- To ensure bullying does not occur on school campuses the **Rialto Unified School District** will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Definition of Harassment and Bullying

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

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

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

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

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

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

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

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

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. **The Student Code of Conduct includes, but is not limited to:**

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

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

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



BULLYING/HARASSMENT COMPLAINT FORM
(Students May Report Anonymously)



Date Filed: _____ Name: _____

Address: _____ Phone #: _____

Please identify yourself as a:

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

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

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

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

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

Bullying/ Harassment on the basis of: Disability <input type="checkbox"/>	Race, color or nationality <input type="checkbox"/>	Gender <input type="checkbox"/>	Other <input type="checkbox"/>
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Dates of alleged bullying or harassment(s): _____

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

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

Names of Witnesses: _____

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

Signature of Reporting Person _____ Date _____

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

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

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

Board Policy 5131

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

REPORT IT

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

INVESTIGATION

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

TRANSFER REQUEST

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

DISTRICT LIAISON

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

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

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.

**Healthy Kids
Learn Better**



Nutrition Education

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

Physical Education

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

Other School Based Activities

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

Nutrition Guidelines for All Foods on Campus

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

Eating Environment

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

Child Nutrition Operations

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

Food Safety/Food Security

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

Annual Review

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

UNIFORM COMPLAINT PROCEDURE

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

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

Filing a Complaint under the Uniform Complaint Procedure

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

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

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

ANTI-DISCRIMINATION POLICY

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

TOBACCO-FREE WORKPLACE:

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

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

Education code Section 48260 defines a "truant" as:

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

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

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

EMERGENCY PREPAREDNESS

Fire, disaster (earthquake drills), and intruder alert drills are practiced regularly. A site Disaster Plan is adhered to which is in alignment with the District Disaster Plan.

- During an actual emergency, no student will be released to anyone without proper identification and/or who is not on the emergency card. Please keep this card current. Photo Identification is always required per district policy.
- At the beginning of the year, teachers will send home a request for an "Emergency Food Bag". Please make sure to return these with your child/children by the end of the first week of school.



RIALTO UNIFIED SCHOOL DISTRICT CRITICAL INCIDENT RESPONSE PLAN

SAFETY CONTROL DISPATCH (909) 820-6892

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

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ACTIVE SHOOTER VIOLENT INTRUDER

Call 911

RUN: Quickly & safely get away from area

HIDE: Get into a building, lock & barricade doors, shut off lights, silence cell phone

PREPARE TO DEFEND: Be ready to protect & defend yourself using any item available

REMAIN IN PLACE: Wait for all clear from authorities before evacuating your area

EARTH QUAKE

Drop, Cover, and Hold...

Under a table or desk or against an interior wall until shaking stops
(Do Not Stand in Doorway)

After shaking stops, check yourself and others for injuries

Evacuate if directed by Emergency Personnel and/or authorized District staff

BOMB THREAT



If you receive a Bomb Threat:

- Stay calm
- Pay close attention
- Obtain vital information

Call 911 and provide them with your information.

Very important: If you are told by emergency responders to evacuate the building, follow your site evacuation procedures.

• Check your work area for unfamiliar items. Do not touch suspicious items; report them to authorities

• Take personal belongings when you leave.

• Leave doors and windows open; do not turn light switches on or off.

• Use stairs only; do not use elevators

• Move far away from the building and follow instructions of emergency responders

MEDICAL EMERGENCY



- Call 911 and/or Safety Control Dispatch (909) 820-6892
- Remain Calm – provide comfort to the sick or injured person
- Provide name, location & type of emergency
- Stay on the phone for instructions
- Provide First Aid if you are certified
- Follow the Directions from Emergency Personnel
- Move victim only if danger is imminent
- Designate someone to meet first responders

FIRE/EVACUATION



- Call 911
- Activate nearest fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities
- Meet at designated assembly area
- Account for individuals
- Re-enter area only when authorized by emergency personnel

Fire Extinguisher Instructions
P – Pull safety pin from handle
A – Aim nozzle at base of fire
S – Squeeze the trigger handle
S – Sweep from side to side

SUICIDE THREAT OR ATTEMPT

WHAT: When a person makes verbal or physical gesture to inflict self-harm, follow the recommendations below.

If threat is imminent, do not delay, call 911

ACTIONS TO TAKE

1. Make every effort to clear others from the area.
2. Remain Calm & Listen attentively
3. Get individual to talk (remember vital information)
4. Stay with the individual
5. Notify staff resources for assistance (i.e., principal, counselor, nurse, crisis team)



CHEMICAL/HAZARDOUS SPILL

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

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



