

**Zupanic Virtual Academy**  
**Student and Parent Handbook**  
**2023-2024**



**ZUPANIC**  
VIRTUAL ACADEMY

## **WELCOME BACK STARS**

**Hello Zupanic students and families,**

**Zupanic Virtual Academy serves as our district's full-time, independent study program. We welcome students in grades TK-12 to enroll.**

**This school year was projected to be different from any other, yet our staff was committed to continuing our tradition of providing a safe, flexible program while remaining focused on student needs.**

**I am truly honored to continue leading the Zupanic school community for the 2023-2024 school year. We have accomplished so much as a school community, and we will continue to do just that. With your support, we can build on our past successes to take Zupanic Virtual Academy to the next level.**

**Please don't hesitate to contact me, I value your input.**

**[KGRIFIN@RIALTOUSD.ORG](mailto:KGRIFIN@RIALTOUSD.ORG)**

**Dr. Kyla Griffin,  
Principal,  
Zupanic High School  
909-820-8120**

## ZVA BELL SCHEDULES

<b>TK-K</b>	<b>START TIME</b>	<b>END TIME</b>		
Instruction	8:00 AM	9:20 AM		
Break	9:20 AM	9:40 AM		
Instruction	9:40 AM	10:45 AM		
Lunch	10:45 AM	11:25 AM		
Instruction	11:25 AM	12:25 PM		
<b>1st-3rd</b>	<b>START TIME</b>	<b>END TIME</b>	<b>MINIMUM DAY</b>	
Instruction	8:00 AM	9:50 AM	8:00 AM	9:50 AM
Break	9:50 AM	10:10 AM	9:50 AM	10:10 AM
Instruction	10:10 AM	11:25 AM	10:10 AM	11:25 AM
Lunch	11:25 AM	12:15 PM	11:25 AM	12:15 PM
Instruction	12:15 PM	2:06 PM	12:15 PM	1:15 PM
<b>4th-5th</b>	<b>START TIME</b>	<b>END TIME</b>	<b>MINIMUM DAY</b>	
Instruction	8:00 AM	9:50 AM	8:00 AM	9:50 AM
Break	9:50 AM	10:10 AM	9:50 AM	10:10 AM
Instruction	10:10 AM	11:30 AM	10:10 AM	11:25 AM
Lunch	11:30 AM	12:15 PM	11:25 AM	12:15 PM
Instruction	12:15 PM	2:21 PM	12:15 PM	1:15 PM

<b>6th-8th</b>	<b>START TIME</b>	<b>END TIME</b>	<b>MINIMUM DAY</b>	
HOMEROOM	8:25 AM	8:38 AM	8:25 AM	8:35 AM
Period 1	8:43 AM	9:38 AM	8:40 AM	9:13 AM
Period 2	9:43 AM	10:38 AM	9:18 AM	9:51 AM
Period 3	10:43 AM	11:38 AM	9:56 AM	10:29 AM
Lunch	11:38 AM	12:08 PM	10:29 AM	10:36 AM
Period 4	12:13 PM	1:08 PM	11:09 AM	11:39 AM
Period 5	1:13 PM	2:08 PM	11:44 AM	12:17 PM
Period 6	2:13 PM	3:08 PM	12:22 PM	12:55 PM
<b>9th-12th</b>	<b>START TIME</b>	<b>END TIME</b>		
Period 1	8:40 AM	9:33 AM		
Period 2	9:41 AM	10:54 AM		
Period 3	11:02 AM	11:53 AM		
Period 4	12:03 PM	12:56 AM		
Lunch	12:56 PM	1:31 PM		
Period 5	1:39 PM	2:32 PM		
Period 6	2:40 PM	3:33 PM		



## **2023-2024 MINIMUM DAYS**

**Thursday, August 24th – Back to School Night**

**Friday, October 6th – End of 1<sup>st</sup> quarter**

**Friday, December 15th– End of 2<sup>nd</sup> quarter**

**Wednesday, March 20th – End of 3<sup>rd</sup> quarter**

**Friday, May 24th – End of 4<sup>th</sup> quarter**

## **BOARD OF EDUCATION**

Stephanie Lewis, President

Nancy O'Kelley, Vice President

Joseph W. Martinez, Clerk

Evelyn P. Dominguez,, Member

Edgar Montes, Member

## **SUPERINTENDENT OF SCHOOLS, RUSD**

Cuauhtémoc Avila, Ed.D.

## **DISTRICT PERSONNEL**

Rhea McIver Gibbs, Ed.D., Lead Strategic Agent

Patricia Chavez Ed.D, Lead Innovation Agent

Manuel Burciaga, Ed.D., Lead Academic Agent

Edward D'Souza, Ph.D., Lead Academic Agent

Roxanne Dominguez, Lead Personnel Agent

Rhonda Kramer, Lead Personnel Agent

Armando Urteaga, Lead Personnel Agent

Rhonda Kramer, Lead Personnel Agent

## **RIALTO UNIFIED SCHOOL DISTRICT BELIEFS**

We believe that...

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

## **RIALTO UNIFIED SCHOOL DISTRICT MISSION STATEMENT**

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

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

## **ZUPANIC VIRTUAL ACADEMY MISSION STATEMENT**

The mission of Zupanic Virtual Academy, where innovative opportunities to succeed abound, is to guide students in selecting a fulfilling career path in order to become successful citizens in a changing society, through a vital system distinguished by:

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

## **SCHOOL CONTACT INFORMATION**

**School phone: (909) 820-8120**

**Office Hours: 7:30am – 4:00pm**

<b>Staff Directory:</b>		<b>Extension:</b>
Principal	Kyla Griffin, Ed.D.	1103
Assistant Principal	Ramon Aguilar	1122
School Secretary	Gabriela Chavarria	1103
Clerk Typist III/Registrar	Elena Tembrina	1111
Attendance Clerk	Yvette Barella	1114
Counselor	Maria Valenzuela	1112
Nurse	Kristi Hsieh	1105
Health Clerk	Bre Bosworth	1105
Psychologist	Sam Sollami	1124
Library Tech II	Lisa Natoli	1107
Safety Officer	Doug Telphy	1102
Safety Officer	Grecia Tapia	1102
Lead Nutrition Service Worker	Alicia Rodriguez	2504

## **HOTLINE NUMBERS**

<b>Agency</b>	<b>Phone Number</b>
Arrowhead Medical Center	(909) 580-1000
Mesa Counseling Center	(909) 421-9302
Behavioral Health Department	(909) 421-9200
House of Ruth	1-888-546-5884
The National HopeLine Network	1-800-442-HOPE(4673)
Action Group	1-800-FOR TEEN (367-8336)
National Suicide Prevention Lifeline	1-800-SUICIDE (784-2433)

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



## **GENERAL INFORMATION**

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

### ***Cell Phone Policy (Mobile Communication Devices)*** ***Rialto Unified School District***

#### **Elementary and Middle School**

Students may use cell phones, smart watches, pagers, or other mobile communication devices before school begins and after the regular school day ends. Devices must be turned off and not visible during the school day which includes passing periods, recesses, and lunch.

When a student uses a mobile communication device in an unauthorized manner, the student shall be subject to progressive consequences and a restorative process.

- Early Intervention includes conducting restorative conversations with the student.
- If a student does not follow the expectation of the policy after the restorative conversations, the consequence shall include confiscation of the phone by a school official in accordance with law.
  - The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. When a device is confiscated, the student shall have it returned at the end of the period or school day.
- A parental pick-up of the device at the end of the school day shall be required for students who have not followed the expectations of the policy on multiple occasions.
- If a student continues to not meet expectations of the policy, the student shall have his/her cell phone privileges revoked for the remainder of the quarter/semester/trimester.
- In cases of severe incidents, such as distribution of pornography, severe cyber bullying, or terroristic threats; the student shall be prohibited from possessing cell phones, smart watches, or pagers while on school grounds for the remainder of the current school year.

***\*\*A student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances:***

- *In the case of an emergency, or in response to a perceived threat of danger*
- *When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator*
- *When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being*
- *When the possession or use is required by the student's individualized education program*

***Cell Phone Policy (Mobile Communication Devices)***  
***Rialto Unified School District***

**High School:** Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during non-instructional time, such as before/after school, lunch and passing periods; as long as the device is utilized in accordance with law. Devices must be turned off and not visible during instructional time, which is designated by the school's bell schedule.

When a student uses a mobile communication device in an unauthorized manner, the student shall be subject to progressive consequences and a restorative process.

- Early Intervention includes conducting restorative conversations with the student.
- If a student does not follow the expectation of the policy after the restorative conversations, the consequence shall include confiscation of the phone by a school official in accordance with law.
  - The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate. When a device is confiscated, the student shall have it returned at the end of the period or school day.
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- *When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator*
- *When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being*
- *When the possession or use is required by the student's individualized education program*

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

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

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

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

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

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

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

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

**Report cards are available according to the following schedule**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
10/6/23	12/15/23	3/20/24	5/20/24

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

**COUNSELING SERVICES/EDUCATIONAL ALTERNATIVES**

The Counseling Office at Zupanic Virtual Academy attempts to meet the needs of all students. The Counselor continually assesses student progress and, as needs change, student programs are adapted to provide the most appropriate services. Parents are encouraged to keep the counselor informed of any conditions at home which may impact student performance at school. Virtual meetings are available in addition to in person sessions

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

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

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

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

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

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

## **ATTENDANCE**

**Attendance Clerk Phone Number: 820-8110 Ext. 1114**

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

Attendance will be monitored closely at Zupanic Virtual Academy and, as mandated by law, we report student attendance to various state agencies. Attendance for the virtual setting is based on attending virtual class AND submitting work.

**Regular Attendance and Learning are Related:** Zupanic Virtual Academy is committed to promoting and recognizing outstanding attendance, as well as assisting students and their families with attendance problems. A student's absence must be verified within 24 hours. An absence may be verified in one of the following ways:

- The parent/guardian calls the attendance office on the day of the absence.
- The student may bring a note that includes date(s) of absence, reason for absence, student's full name, grade, parent/guardian signature, and home/cell/work telephone number, and submit it to the attendance office.

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

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

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

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

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

**Unexcused Absences/Truancy:** The Superintendent or designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of student study teams. As means of correction of truancy, students will receive any of the following consequences: Citation, and SART (Student Attendance Review Team). The District participates in the School Attendance Review Board as allowed by law in order to meet the special needs of students with school attendance or behavior problems. When the student's attendance problems cannot be resolved through the completion of an attendance contract or the student and parent/guardian have failed to respond to the directives of the School Attendance Review Board to correct the problem, the parent/guardian of the student may be referred to the Rialto City Attorney and Municipal Court for possible legal action. (Board Policy 5113)

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

**Daytime Loitering Ordinance:** The City of Rialto has an active "Daytime Loitering" ordinance which prohibits any minor to loiter, idle, wander, stroll, or play in or upon public streets, highways, roads, alleys, parks, playgrounds, parking areas, or other public grounds, public places, places of amusement and eating places, vacant lots or other unsupervised places, or any place open to the public when said minor's school is in session. The other areas we serve have similar ordinances and local law enforcement enforce these ordinances and students in violation of the ordinances may be cited, resulting in the student and parent/guardian being required to appear in court. Fines (as much as \$250.00) may be imposed by the court and students often required to perform community service. Additionally, it is unlawful for the parents, guardians or other adults having care and custody of a minor to violate these ordinances. Parents, guardians, or other adults in violation of these ordinances are subject to a fine not to exceed \$1,000 and may be required to perform community service. Should truancy become a serious student problem, every effort will be made to address the difficulty. It is our intention to assist the student in resolving such dilemmas. Parents, students, and administrators must work together to make that possible. Therefore, truancies will be dealt with by the various intervention methods listed below:

- Parent notification.
- Student-administrative contracts.
- Parent/student/administrator conference.
- Excessive absences may result in a class schedule modification.
- Student Attendance Support Panel (SASP) - This meeting is an attempt to resolve attendance obstacles. This panel is composed of community members who meet to review cases referred to them by the school through our district office. Referrals are made for students with extreme attendance problems, habitual tardiness and/or truancies.

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

## **RIALTO UNIFIED SCHOOL DISTRICT'S UNIFORM COMPLAINT PROCEDURE**

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

Any individual, including a person's duly authorized representative or an interested third party, public agency or organization may file a written complaint relating to Federal Consolidated Categorical Aid Programs, State Consolidated Categorical Aid Programs, Special Education and unlawful discrimination. Federal programs include No Child Left Behind Act of 2001: Title 1 (Basic Programs), Title II (Teacher Quality and Technology), Title III (Limited English Proficient), Title IV (Safe and Drug Free Schools), Title V (Innovative Strategies); Title VI (Rural Education Achievement Program): Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid Programs, Indian Education, Nutrition Services and Special Education. State Consolidated Categorical Aid Program include Economic Impact Aid (State Compensatory Education), Economic Impact Aid (California Economic Impact Aid-Limited English Proficient). Peer Assistance and Review, School Improvement Program, School Safety and Violence Prevention, and Tobacco Use Prevention Education; unlawful discrimination because of actual or perceived sex, sexual orientation, gender (identity or expression), ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.



## **ANTI-DISCRIMINATION POLICY**

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

## **COMPLYING WITH TITLE IX**

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

## **WILLIAMS SETTLEMENT**

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

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

## **NOTICE**

**To All Parents And Students At Rialto Unified School District:**

If you are:

- Homeless
- Moving from place to place
- Sharing housing temporarily due to economic hardship
- Living in motels, shelters, campgrounds or in a location **NOT** designated for sleeping accommodations such as: a car, the park, under a freeway underpass or abandoned structures, etc.
- **As a student**, are you living with someone other than your parents or legal guardian?

If you answered **YES** to any of these questions, please ask to speak to your school's McKinney-Vento Representative. They will provide you with the school's support you need as well as information where you can get any additional help within your community. If needed, they will fill out a referral form with you and it will be submitted to the District's McKinney-Vento Liaison for further follow up and assistance.

## **ENVIRONMENTAL SAFETY**

Due to concern for the safety of students and staff with specific allergies, students are not permitted to bring **Aerosol Dispensers (i.e. spray cans, body sprays, etc.)** on campus, or to use such products in excess during school hours. *Reference: Administrative Regulation 3514-Business and Non-instructional Operations -Environmental Safety*

If a student is found with these products, parent/guardian will be contacted to address the concern.

## **RESPONSIBILITIES/CONDUCT**

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

### **Student Responsibilities:**

#### **Prohibited student conduct includes, but is not limited to:**

- Conduct that endangers students, staff, or others
- Conduct that disrupts the orderly classroom or school environment
- Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyberbullying" below
- Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
- Damage to or theft of property belonging to students, staff, or the District
- Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose, including employment
- Use of profane, vulgar, or abusive language
- Plagiarism or dishonesty in school work or tests
- Inappropriate attire
- Tardiness or unexcused absence from school
- Failure to remain on school premises in accordance with school rules
- Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs (Board Policy 5131)

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

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

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

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

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

**The following are the State laws regarding students’ duties:**

- Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to school mates; and refrain from the use of profane and vulgar language. (CCR Title 5 300)
- Pupils’ Duty to Remain at School: a pupil may not leave the school premises at recess, or at any other time before the regular hour of closing school, except in case of emergency, or with the approval of the principal/principal’s designee of the school. Students who are eighteen can be dropped from Milor if they withdraw from school or have excessive attendance issues. (CCR Title 5303)
- All pupils shall comply with the regulations, pursue the required course of study, and submit to the teacher’s authority of schools. 1993 (EC 48908)

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

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

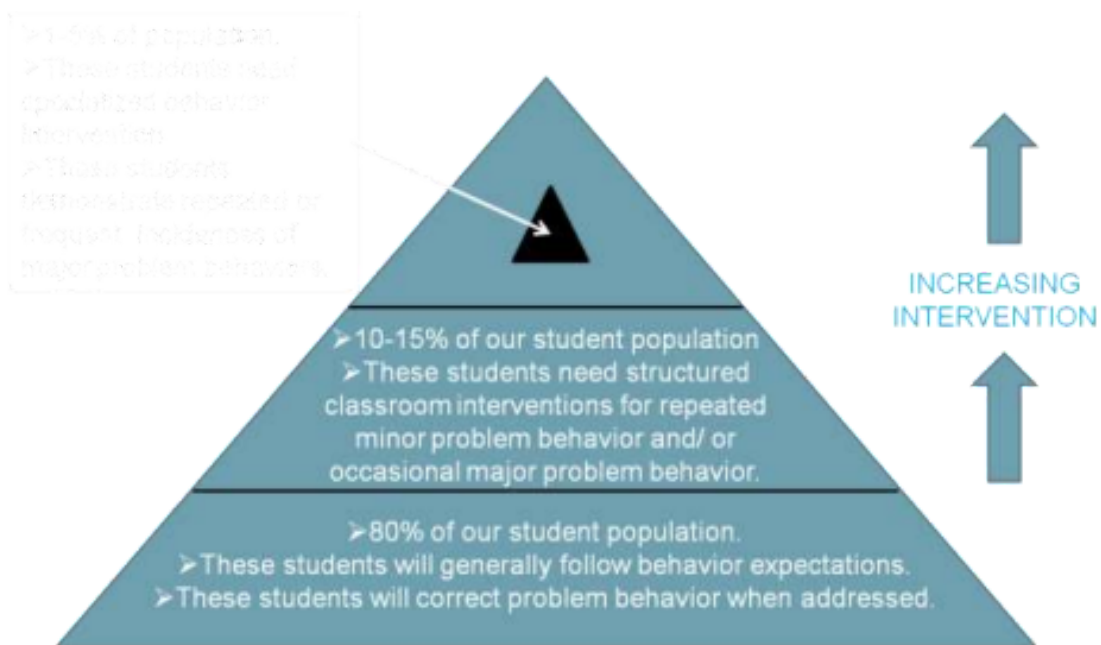
## **PBIS OVERVIEW**

### **What Is Positive Behavior Intervention And Support?**

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting positive behavioral development among all students. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through reinforcement of concrete behavioral expectations and provides a continuum of intervention that gives each student the appropriate level of behavioral support necessary to ensure success. This support is organized into three distinct tiers. Tier I supports are provided to all students. Tier II supports are designed for students who are struggling within the parameters of Tier I and need additional, small group intervention. Tier III supports are designed as intensive, individual supports for students who need the most intervention. Tier III supports involve many different stakeholders including teachers, support personnel, parents, and sometimes outside support personnel.

School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students, to provide interventions to help develop appropriate behavior among all students, and to improve school climate.

### **Intervention Pyramid**



### **Who is on the school-wide PBIS Team?**

The PBIS Tier I team at Zupanic Virtual Academy is representative of the entire school staff. Currently, our team reflects the following: Administrator, Various Grade Level Teachers, Counselor, Special Education Teacher, School Safety Officer, and Classified staff. Having a broad representation on the team improves communication among stakeholders and feedback about PBIS systems in the school and helps to ensure that involvement and buy-in throughout the school is developed and maintained.

### **What are the responsibilities of the Tier I PBIS Team?**

- Hold PBIS Team meetings on-site once per month to plan and coordinate school-wide behavior systems.
- Develop action plan goals for implementation of PBIS systems and procedures.
- Participate in an annual evaluation of PBIS Tier 1 implementation
- Provide opportunities for all stakeholders to give input and feedback into Tier 1 systems and procedures.
- Develop activities that will support PBIS Tier I action plan goals.
- Develop professional development sessions that will support these goals.
- Use effective data systems to analyze the effectiveness of Tier I practices.
- Modify, restructure, and refine Tier I practices to reflect real data measures.
- Create comprehensive Tier 1 data for use in identifying students who need Tier 2 and 3 support.
- Attend district-wide meetings and trainings to promote the continuing development and maintenance of PBIS programs at our site.
- Participate in Team Development Days to strengthen, develop, and further train the Team in effective practice and new and relevant material.
- Be culture change leaders on campus.

### **School-Wide Behavioral Expectations**

- Be Responsible
- Be Respectful
- Be Safe
- Be Focused

### **Why do we have School-Wide Behavioral Expectations?**

Having a few simple, positively stated behavioral expectations facilitates the teaching of said expectations across school settings because students will be learning using common language. By focusing on only four expectations, it is easier for students to remember. It is also important for staff because instruction focusing on only a few expectations will improve teaching and consistency across staff through the use of a common language.

### **Why are these positively stated Expectations relevant?**

Positively stated expectations are important because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating expectations positively, the hope is that staff will be more likely to use positive language when catching students engaging in the appropriate behavior.

### **Why are there only four Expectations?**

Selecting only four behavioral expectations allows these expectations to remain broad enough to encompass all potential problem behaviors. With our chosen expectations, the PBIS team believes that they can be further defined to identify specific behaviors we want our students to demonstrate. Staff can then teach all the necessary specific positive behaviors we want to see across all school settings.

### **Examples of positively stated, specific, Behavioral Expectations:**

- Be respectful of the learning opportunities of others.
- Be responsible by bringing all materials to class.
- Be safe by participating in “see something-say something”
- Be focused by attending school every day and completing work

## **DISCIPLINE POLICIES**

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

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

## **RIALTO UNIFIED SCHOOL DISTRICT**

### **DRESS CODE**

The mission of the Rialto Unified School District (RUSD), the bridge that connects students to their future aspirations, is to ensure each student achieves personal and career fulfillment within a global society.

RUSD believes that high expectations for students and a safe and engaging learning environment prepares students for academic success and their future. The student dress code should serve to support all students in developing a body-positive self-image. All students are expected to adhere to RUSD Student Dress and Grooming Board Policy 5132, which includes, but is not limited to, the three expectations.

#### **“Big Three”**

1. Clothing must cover and conceal undergarments; no private parts, including midriff, should be visible.
  2. Appropriate shoes must be worn at all times.
  3. Clothing, backpacks, and accessories must be free of images and content that are sexually suggestive, depict drugs, alcohol, or tobacco use, firearms, gang-related images, or other illegal activities.
- All RUSD staff will support students by reinforcing Dress and Grooming Board Policy 5132.
  - Students who do not comply with the dress code expectations, may be subject to progressive discipline.
  - Any student in need of appropriate clothing, will be referred to the RUSD Kindness Connection.

#### **Non-Discrimination Policy**

*The Rialto Unified School District does not discriminate on the basis of the actual or perceived race ethnicity, religion, color, age, national origin, political affiliation, gender, gender identity, gender expression, sexual orientation, mental or physical disability, parental or marital status, or any other basis protected by the federal, state or local law, ordinance, or regulation in its educational programs or employment.*



## **Physical Education Attire**

RUSD Board Policy 5132 states that students are expected to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Accordingly, the district has set standards for the physical education clothing in alignment with its Board Policy that students are expected to wear attire that is suitable for the physical activity and promotes safety.

As such, students are required to change clothing appropriate to the physical activity for hygiene, safety and movement efficiency purposes. The following options will assist to meet the expectations of dressing in "suitable" physical education attire:

- 1) Purchase the school's physical education clothing
- 2) Wear their own clothing (as long as suitable)
- 3) Borrow the school's "loaner" physical education clothing
- 4) Work with school administration to meet expectation

NOTE: Students cannot be penalized **academically** for their inability to purchase the school physical education attire or outside attire that is not suitable or in matching colors, or for wearing loaners. (Education Code 49066(c))

## **PROCEDURE FOR RANDOM SEARCHES**

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

### **Random Safety Inspection Procedure**

- The school site administrator assisted by Safety Officers shall ensure that the following safeguards are followed when conducting random safety inspections using metal detectors:
- Security team will enter the classroom, make contact with the teacher, then give announcements and basic instructions to students before conducting the random safety inspection procedures.
- Each student will walk past the random selection device. A light will flash "red" for search or "green" for no search.
- Students selected for scanning will be asked to empty their pockets and belongings of any metallic objects, and place items in a container provided. The container with items will be placed on a table in plain view of the student and officer.
- Next, the student (including their backpacks, purses, etc.) will be scanned with a hand held metal detector (wand). If there is no activation of the metal detector when the student is scanned, then he/she will not be searched.
- However, if an initial metal detector or wand activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry). Student(s) will then be scanned a second time.
- If a second activation occurs, a metal detector or wand shall be used for a third time.
- If the activation is not eliminated or explained by the student, then an officer shall escort the student to an appropriate area where a thorough interview and check of student belongings shall be conducted by a staff member of the same gender as the student in the presence of another District employee. (EC 49050 Article 8. Searches by School employees)
- The inspection shall be limited to the detection of the cause of the activation.

### **K-9 Safety Inspections**

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

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

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

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

## **BULLYING AND CYBERBULLYING POLICY**

The Rialto Unified School District is committed to providing a safe working and learning environment; takes bullying or any behavior that infringes on the safety or the well-being of students seriously. 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)***

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

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

The **Rialto Unified School District** expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff are 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:

- Unwanted teasing or taunting (verbal or non-verbal)
- Social exclusion
- Threat
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial/ethnic harassment
- Public humiliation
- 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 staff mediator through the front office
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussion confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

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

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

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

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

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

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

### **CALIFORNIA EDUCATION CODE 44807**

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

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

A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so suggests. The pupil shall not be returned to the class from which he or she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.

A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school (Renumbered and Amended Stats. 1993, Ch. 499).

## **Zupanic Virtual Academy/ RIALTO POLICE DEPARTMENT**

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

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

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

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

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

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

## **EMERGENCY PROCEDURES**

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

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

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

## **RUSD ACCEPTABLE USE POLICY INTERNET AND EMAIL PERMISSION FORM**

We are pleased to offer students of the Rialto Unified School District access to the district computer network for electronic mail and Internet access. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parent permission and must sign and return a copy of this form. Students 18 and over may sign their own forms. Access to e-mail and the Internet will enable students to explore thousands of curriculum related resources and communicate with people throughout the world. These resources will be invaluable in your student's learning experience.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Rialto Unified School District supports and respects each family's right to decide whether or not to apply for access. The network is provided for students to conduct research and communicate with others on academic topics. Students are responsible for their behavior and communications on those networks.

Access to network services is given to students who agree to act in a considerate and responsible manner. Violations of the district policy described will result in access privileges suspended or revoked as well as other disciplinary or legal action. Network storage areas will be treated like school lockers. Network administrators may review files and



communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

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

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

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

## **Zupanic Virtual Academy TITLE I SCHOOL-LEVEL PARENTAL INVOLVEMENT**

### **Parent Involvement**

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

Parents/Guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so. The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the District's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

**Zupanic Virtual Academy developed a written Title I parental involvement policy with input from Title I parents.**

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

**To involve parents in the Title I program at Zupanic Virtual Academy, the following practices have been established:**

- a) The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Parents were informed during back to school night, during orientation meetings and through home fliers and parent links.
- b) The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. We practice an open door policy which gives parents an opportunity to come in and meet with an administrator and staff members throughout the day and into the evening in order to accommodate parent's schedules.
- c) The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review\*, and improvement of the school's Title I programs and the Title I parental involvement policy. \*\* *Parents are called and invited to planning meetings to participate in the process. Parents are constantly informed through parent links about school and district events. Parents are informed and invited to participate in School Site Council and English Language Advisory meetings.*
- d) The school provides parents of Title I students with timely information about Title I programs. Milor High School parents are informed about Title I at our parent orientations, back to school night and during our School Site Council, and English Language Advisory Committee meetings. They are also informed about title one activities and meetings through our parent link and through home mailings.
- e) The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Milor Parents are invited to attend orientations, ELAC, SSC, parent summit, parent teacher conferences, and all parent information meetings at Milor and in the district. We practice an open door policy and meet with parents as much as possible to ensure their student continues to achieve.
- f) If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. We actively allow parents to contact the school counselor or administration and set up meetings in order to address their child's needs and promote student achievement.

## **SCHOOL-PARENT COMPACT**

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

The school-parent compact below is in effect during the 23-24 school year. A copy of this document will be given to your student the first week of school. Please sign and have your student return it to the school.

## **School-Parent Compact 2023-2024**

### **School Responsibilities**

Zupanic Virtual Academy will:

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

### **Parent Responsibilities**

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

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

### **Student Responsibilities**

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

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

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

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

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

## **BUILDING CAPACITY FOR INVOLVEMENT**

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

- The school provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children. Zupanic Virtual Academy staff conducts parent meetings to make sure that the parents understand the state, district, and schools requirements in order for their child to achieve, and progress towards graduation.
- The school provides Title I parents with materials and training to help them work with their children to improve their children’s achievement. This is done by informing parents about district and school events. This is also accomplished by inviting parents to participate in training and parent classes at the Dolores Huerta PDC
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Milor holds parent meetings in addition to orientation, back to school night, conferences, and home mailings about Parent University, and district parent meetings and training opportunities.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Zupanic Virtual Academy implements an open door policy where we are in constant communication with parents to keep them informed and involved with what’s going on in the district, and the school.
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. All parents are informed in writing and through parent links. Teachers and staff may contact parents via phone call to personally inform them about a school event and to invite them to the meeting and inform them about upcoming school activity.

The school provides support for parental involvement activities requested by Title I parents. Milor staff goes above and beyond to keep parents informed about their child’s progress and to assist them in order to make sure that the child progresses towards graduation.

### **Accessibility**

Zupanic Virtual Academy provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Zupanic Virtual Academy sends home school information in both languages English and Spanish in order to keep parents informed about what’s happening at

Zupanic Virtual Academy. This is also done through the parent link and with written information that goes home to parents.

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

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

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).

If a staff member becomes aware of an incident of sexual harassment involving students, it is the staff member's responsibility to notify an administrator who will ensure that the incident is investigated promptly and notify the principal of District Title IX Coordinator (students).

A complaint may be filed using the district's Sexual Harassment Complaint Form (students).

The principal will notify the complainant of the name of and phone number of the district Title IX Coordinator (students), Senior Director of Personnel Services, extension 2431.

Upon receipt of a written sexual harassment formal complaint, the principal or an administrator designated by the District Title IX Coordinator (students) shall promptly and thoroughly investigate the complaint, render a conclusion and complete that investigation as soon as feasible but no later than 45 days of receipt of complaint. A written report of findings and disposition of the complaint will be given to the complainant in a timely manner.

The complainant may appeal disposition to the Superintendent or designee or the California Department of Education within 15 days of receipt.

No student or staff member shall suffer any reprisals for reporting any incidents of sexual harassment or for making any complaints. In all cases involving sexual harassment, confidentiality will be maintained.

The complainant will be advised that if he/she desires to file a discrimination complaint then the Uniform Complaint Procedure may be used.

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

#### **Disciplinary Action**

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

#### **Local Support Offices:**

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

Legal Aid Clinic  
354 West 6th Street  
San Bernardino, CA 92401  
Phone: (909) 889-7328

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

**Formal Written Complaint Procedure:**

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

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

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

**Purpose:** The Rialto Unified School District Board of Education (hereinafter "District") recognizes that harassment on the basis of sex is a violation of the law. The District believes that students have the right to attend school in an environment which promotes an equal educational opportunity free of sexual harassment. In keeping with this policy, the District will not tolerate sexual harassment by or to any of its students.

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

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

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

- Any student who feels that he/she is being sexually harassed should immediately report the incident to the site principal, a staff member, or the District Title IX Coordinator (students). Any principal/staff member who receives a sexual harassment complaint involving a student shall notify the District Title IX Coordinator (students).
- It is the responsibility of the Title IX Coordinator to ensure that all complaints regarding sexual harassment are appropriately investigated according to the procedures outlined in [AR5145.7 (a)] and that complainants are advised of local civil remedies.

- The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties concerned and aims toward an equitable resolution.
- There shall be an annual written notification of the District's sexual harassment policy to students, employees, and parents/guardians.
- Any employee who engages in, permits, or fails to report sexual harassment, shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.
- The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. Any student who engages in sexual harassment shall be subject to disciplinary action as outlined in corresponding procedures.
- Any student who engages in sexual harassment shall be subject to disciplinary action as outlined in AR 5145.7.

### **Committed Sexual Harassment**

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

For the purpose of this chapter, the conduct described in EC Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or perverse to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to students enrolled in kindergarten and grades 1- 3, inclusive. (Add Stats. 1992 Ch. 90





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

Date Filed: \_\_\_\_\_ Name of student being bullied/ harassed: \_\_\_\_\_

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

Please identify yourself:

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:	<input type="checkbox"/> Race, color or nationality	<input type="checkbox"/> Disability
	<input type="checkbox"/> Gender or Gender Identity	<input type="checkbox"/> Other

School Site: \_\_\_\_\_ 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 A. Willow Ave., Rialto, CA 92376**

**TRANSFER REQUEST**

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

## **Rialto Unified School District 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 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.
- Food delivery (DoorDash, UberEats, etc.) is prohibited on school grounds.

### **Eating Environment**

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

### **Child Nutrition Operations**

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

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

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

### **Annual Review**

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

***This institution is an equal opportunity provider.***

## **RUSD BOARD POLICY**

### **Policy 5132: Dress And Grooming Status: ADOPTED**

**Original Adopted Date: 08/25/1999 | Last Revised Date: 10/09/2019 | Last Reviewed Date: 10/09/2019**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program .

#### **(cf. 4119.22/4219.22/4319.22- Dress and Grooming)**

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 0415 – Equity)

(cf. 5145.2 – Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action. (cf. 5144 - Discipline)

#### **Gang-Related Apparel**

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183) (cf. 0450 - Comprehensive Safety Plan) (cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics. Uniforms The Board may approve a school-initiated dress code requiring students at the school to

wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety. The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

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

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

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

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

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

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

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

## Firearms Safety Memorandum

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Rialto Unified School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.** To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law. With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.<sup>1</sup>

**Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm. With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.<sup>2</sup>

<sup>1</sup> See California Penal Code sections 25100 through 25125 and 25200 through 25220. <sup>2</sup> See California Penal Code section 25100(c).

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

***Cuauhtémoc Avila, Ed.D.***

Date published: August 20, 2021  
California Department of Education

<sup>3</sup> See California Civil Code Section 29805.

<sup>4</sup> See California Civil Code Section 1714.3

**Student Discipline/Suspension**  
**Education Code 48900**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of EC 48900 subdivisions (a) to (t), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, 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. Please note that with the passage of AB 424 no one has the authority to grant permission to possess a firearm on school grounds.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a 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 either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.



- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school- sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) “Bullying” means 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 as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - (i) A message, text, sound, video, or image.
    - (ii) A post on a social network internet website, including, but not limited to:
      - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
      - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual

pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

***(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:***

***(1) While on school grounds.***

***(2) While going to or coming from school.***

***(3) During the lunch period whether on or off the campus.***

***(4) During, or while going to or coming from, a school-sponsored activity.***

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

### **Sexual Harassment EDC 48900.2**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive 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 pupils enrolled in kindergarten and grades 1 to 3, inclusive.

### **Hate Violence EDC 48900.3**

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil 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 pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

### **Harassment EDC 48900.4**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil 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 pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

### **Terroristic Threat EDC 48900.7**

- (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**Recommendation for Expulsion  
Education Code 48915**

- (a) (1) Except as provided in subdivisions (c) and (e), the principal or the 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, due to the particular circumstance:
  - (A) Causing serious physical injury to another person, except in self-defense.
  - (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
  - (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
    - i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
    - ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
  - (D) Robbery or extortion.
  - (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
  - (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
  - (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
  - (2) Brandishing a knife at another person.
  - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
  - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
  - (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

- (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
  - (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
  - (3) Is not housed at the school site attended by the pupil at the time of suspension.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
- (g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- (h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.