

RIO DELL PANTHERS

Parent/Student Handbook



2020-2021 School Year

(Adopted 7/15/2020)

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GENERAL INFORMATION

Rio Dell Elementary School District
95 Center St.
Rio Dell, CA 95562

**Rio Dell District Office
and
Eagle Prairie
Elementary Office:**

Gina Dillard, District Secretary
Anna Heussler, Eagle Prairie Secretary

Telephone: 764-5694 Ext. 104

Office Hours: 8:00 a.m. - 4:00 p.m.

**Monument
Middle School Office:**

Stacey Sauers
Secretary/Receptionist

Telephone: 764-3783 Ext. 411

Office Hours: 8:00 a.m. – 3:30 p.m.

Total Enrollment: 290

Average Class Size: 22 students in grades K-3
30 students in grades 4-8

“The Rio Dell Elementary School District is committed to ensuring equal, fair, and meaningful access to employment and education services. The Rio Dell Elementary School District does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans’ status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment.”

2020-2021 SCHOOL HOURS

KINDERGARTEN:

Commence	8:20
Lunch	11:20-12:10
Dismissal	1:30

GRADES 1-2:

Commence	8:20
Recess	9:50-10:10
Lunch	11:30-12:10
Dismissal	2:30

GRADES 3-4:

Commence	8:20
Recess	10:10-10:30
Lunch	11:30-12:10
Dismissal	3:00

GRADES 5-6:

Regular Days:

8:20	Commence
8:25-9:20	Period 1
9:20-10:15	Period 2
10:15-10:35	Break
10:35-11:30	Period 3
11:30-12:25	Period 4
12:25-1:05	Lunch
1:05-1:30	Walk to Read
1:30-2:20	Period 5
2:20-3:00	Period 6

Early Release Days 5-6:

8:20	Commence
8:25-9:20	Period 1
9:20-10:15	Period 2
10:15-10:35	Break
10:35-11:30	Period 3
11:30-12:25	Period 4
12:25-1:05	Lunch
1:05-1:30	PE

**** Schedules Subject to change due to COVID-19 pandemic****

GRADES 7-8:

Regular Days:

8:20	Commence
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8:25-9:30	Period 1
9:30-10:35	Period 2
10:35-10:55	Break
10:55-11:40	Period 3
11:40-12:25	Period 4
12:25-1:05	Lunch
1:05-1:30	Walk to Read
1:30-2:20	Period 5
2:20-3:00	Period 6

Early Release Days 7-8:

8:20	Commence
8:25-9:30	Period 1
9:30-10:35	Period 2
10:35-10:55	Break
10:55-11:40	Period 3
11:40-12:25	Period 4
12:25-1:05	Lunch
1:05-1:30	PE

Early Dismissal Times: Every Wednesday

Kindergarten	12:30
1-4	1:00
5-8	1:30

Parent Conference: School-wide dismissal time for Parent Conference will be 1:00 p.m.

***** Schedules Subject to change due to COVID-19 pandemic *****

BOARD OF TRUSTEES

Mrs. Valerie Barrote
 Mrs. Jolon Wilson
 Mrs. Shan Grundman
 Mr. Jared Wilson
 Mrs. Faith Hansen

TERM EXPIRES

2020
 2020
 2022
 2022
 2022

ADMINISTRATION

Mrs. Angela Johnson
 Ms. Lauren Bryie

PHONE EXTENSION

102
 413

ASSIGNMENT

Superintendent
 Dean of Students

ADMIN SUPPORT

Mrs. Gina Dillard
 Mrs. Stacey Sauers
 Mrs. Anna Heussler

PHONE EXTENSION

104
 411
 114

ASSIGNMENT

District Secretary
 Monument Middle School Secretary
 Eagle Prairie School Secretary

TEACHERS

Mrs. Dana Barrote
 Mrs. Lisa Barsanti
 Ms. Jennifer Boots
 Mrs. Tracy Broberg
 Mr. Michael Cox
 Ms. Cassie Holmgren
 Ms. Julia Grosby
 Ms. Bonnie Hilton
 Mrs. April Hubner
 Mrs. Barbara Kapitan
 Mr. Adam Drake-Eastham
 Mrs. Jamie Lommori
 Mrs. Teresa Miguel
 Mrs. Brittany Moore
 Mr. Sean Molyneaux
 Ms. Sheryl Steiner
 Mrs. Charity Walker
 Mrs. Mary Lou Willits

PHONE EXTENSION

110
 201
 303
 204
 401
 404
 408
 107
 202
 305
 100
 402
 205
 302
 301
 403
 406
 203

GRADE/ASSIGNMENT

Kindergarten
 First Grade
 Tier II Support
 First/Second Grade
 Music Teacher
 Sixth Grade
 Sixth Grade
 Speech
 Second Grade
 Special Day Class
 Resource Program Teacher
 Fifth Grade
 Transitional Kindergarten/Kindergarten
 Third/Fourth Grade
 Fourth Grade
 Seventh Grade
 Eighth Grade
 Third Grade

ALL TEACHERS ARE HIGHLY QUALIFIED TO TEACH IN THEIR POSITIONS

CLASSROOM PARAPROFESSIONALS

Michelle Albonico
 Shari Barros
 Kim Cacren
 Hollie Chairez
 Danielle Claus
 Schuyler Davis
 Elizabeth Guggenbickler
 Brittany Munoz
 Connie Ridenour
 Sheila Eilers
 Jeanine Sarvinski

ASSIGNMENT

Classroom Paraprofessional & Librarian
 Classroom Paraprofessional & After School Director
 Classroom Paraprofessional
 Classroom Paraprofessional
 Classroom Paraprofessional
 Classroom Paraprofessional
 Classroom Paraprofessional
 Classroom Paraprofessional
 Speech Paraprofessional
 Resource Paraprofessional
 Classroom & Resource Paraprofessional

Dwane Stutte
Terri Burt

SDC Paraprofessional
After School Employee

CLASSIFIED STAFF	PHONE EXTENSION	ASSIGNMENT
Amber Sears	112	Cafeteria Supervisor
Toni Wilson		Cook's Assistant
Alfredo Gutierrez		Custodian/Groundskeeper
Renita Snow		Custodian/Breakfast Assistant
Jose Lopez		Facilities & Maintenance

ATTENDANCE

When your child is ill, misses school, or will be late, please send a **written excuse** stating the type of illness that caused him/her to be absent or late. If it is possible to phone the school on the date of the absence, please do so. Please call Stacey Sauers at 764-3783 ext. 411 before 10:30 am if your child is absent that day.

When medical appointments can be made for the afternoon hours, there is much less interruption in the student's instructional day. Most medical offices can arrange later afternoon appointments and we at school appreciate the efforts of parents who will schedule accordingly.

When considering funding for schools, California State law no longer considers excused absences for students. Attendance and accounting are given only to students who are actually **in** school. No credit is given for students who are absent due to illness, medical, or dental appointments. This change has had a financial impact on the Rio Dell School District. As a result we will be more active in enforcing State Truancy Laws.

The following is our Truancy and Tardy Procedure:

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

1. We will send the **first truancy letter** when we have evidence of consistent truant absences or tardies. The first letter is triggered by the Education Code above. Letter one will be sent after the third absence or tardy.

2. We send the **second truancy letter** after the sixth absence.

3. We send the **third truancy letter** after the ninth absence. At this time, we send a copy of the third truancy letter the SARB coordinator and a warning letter will be sent from the SARB team.

4. If truanancies and/or tardies continue we will send a **SARB referral** and set a date for a SARB hearing. The SARB team will send a letter to the family informing them of the time and location of the SARB hearing.

The School Attendance Review Board (SARB) is typically held in Fortuna and consists of law enforcement officials (probation and police department), a representative from the District Attorney's office, as well as school officials.

To eliminate any problems please be sure your student arrives at school between 8:10 and 8:15 every morning. The bell rings at 8:20 and students are expected to be in class. **Tardy students are an inconvenience to attendance, lunch accounting and to their classroom teachers.** Students more than 30 minutes late for school without an excuse are credited with 1 day of truancy.

IMMUNIZATION

It is the parent's responsibility to keep their child's immunizations up to date. Students who do not have the correct records may be excluded from school.

Please contact the school each time your child has had an immunization or a booster so that the school may record it on the child's health record.

VISITORS, VOLUNTEERS, AND PARENTS

Late arrivals must be signed in at the office by a parent.

Any adult calling for a student or bringing items to school must first report to the office to sign in.

Parents are always welcome at the school, but it is important that the classroom teacher be notified in advance of any visit. Conferences are to be held before or after school to allow the teacher to make the best use of class time.

Volunteers are required to sign in at either office upon arriving at school. They must also fill out a volunteer form or have one on file in the office.

Students may not bring visiting friends or relatives to school with them to "visit" for the day. Only those students enrolled in our school may be present in their regular classrooms.

We have a drug free/tobacco free policy. We ask that parents and visitors to the school **not smoke** on the school grounds while waiting for students. Smoking is not permitted in the parking lots either, as it is still school property.

MEETINGS / ORGANIZATIONS

SCHOOL BOARD

The Board of Trustees meets the second Wednesday of each month at 5:30 p.m. in the conference room, room 103, at Eagle Prairie Elementary School. The public is welcome and encouraged to attend.

SCHOOL SITE COUNCIL

The School Site Council is the School's advisory group for the LCAP. This advisory group helps to decide how special monies from the State will be spent to improve the total school program, environment, or curriculum. This committee consists of parents, staff, and teachers who are interested in our school. The meetings are usually held the 3rd Tuesday of each month. If you are interested in helping, contact the Principal at 764-5694 Ext. 413

PARENT-TEACHER CONFERENCE

K-8 teachers will schedule conferences at the end of the first and second trimesters. Conferences will also take place if the teacher and/or parent feels it is necessary to meet again. You may, however, schedule a parent conference at any time! The following dates are scheduled conference dates:

K-8 GRADE CONFERENCES/ FALL

(Early dismissal for both schools)

November 18-22, 2019

K-8 GRADE CONFERENCES/ SPRING

(Early dismissal for both schools)

March 18-20, 2020

SERVICES AND PROGRAMS

HCOE SCHOOL NURSE

A HCOE school nurse will be available on an as needed basis with prior notice. The nurse deals with student health concerns, records, screenings, and health education. If special attention is required for your child, notify the office or your child's teacher so an appointment can be arranged.

The district can not dispense any medication. We will require the child to call you and a parent or guardian must come to the school to administer any and all medication.

TITLE 1

Eagle Prairie Elementary School and Monument Middle School are Title 1 schools. All students are eligible for services provided through Title 1 funding. All parents are encouraged to be actively involved in their child's education.

RESOURCE SPECIALIST PROGRAM

The resource program is designed to help students who may have a particular learning difficulty or disability. Students are referred to the resource program through the Intervention Team meetings. Parents, teachers, or the principal may request an Intervention Team meeting. Students referred for testing will be assessed to identify particular learning disabilities. If appropriate, an Individual Education Plan (IEP) will be developed with input from parents and school personnel. Students must meet standard eligibility criteria to be enrolled in the program.

SPEECH THERAPY

A speech therapist is available three days each week to help children with speech related problems. Referrals can be made to your child's teacher or the front office.

AFTER SCHOOL ACADEMIC INTERVENTION PROGRAM

Students in grades TK-8 who are not meeting or are at serious risk of not meeting curriculum goals based on California Common Core State Standards will be enrolled in the District's After School

Academic Intervention program. You will be notified if your child needs to be placed in the program. By extending the educational day, it is our intention to provide your child with the additional help and or motivation needed to meet the curricular goals stated in their grade level standards.

ENGLISH LANGUAGE DEVELOPMENT (ELD)

The English Language Development program has been designed to provide extra instructional assistance to non-English speaking and limited-English speaking students.

SCHOOL LIBRARY

The school library is staffed from 12-3:30 Monday-Friday. The library is a privilege and the following rules and regulations apply.

1. Only 2 books or 1 magazine and 1 book may be checked out at one time.
2. Abuse of books or library privileges may result in loss of library usage. Students are responsible for the care of the schoolbooks and materials that have been assigned to them. Any damage or wear to these items beyond normal use will be charged to the student. Education Code 48904 stipulates that if the student cannot pay for damage or wear of the items, he/she may be asked to work at the school to pay for the charges.

MUSIC/PERFORMING ARTS

The music program at Rio Dell School is unique to our area in that we have a part-time music teacher on staff. Our music specialist offers instrumental and vocal music programs. Upper grade students may participate in the instrumental program beginning in the 5th grade. All students in primary grades will have classroom music instruction.

HOMEWORK POLICY

Rio Dell Elementary School District goals include promoting and developing thinking skills, self-discipline, study habits, and time management skills. An important part of this educational process may be assigning homework.

Homework will be based on the individual student's ability and needs. Homework assignments may be given for any of the following reasons:

1. To establish study habits and time management skills
2. To finish class assignments
3. To extend classroom learning to the student's home environment
4. To do reports requiring research
5. To reinforce concepts taught in class

Students attending Rio Dell Elementary schools may have homework Monday through Thursday evenings and as needed on weekends. The amount of time spent on homework will vary according to grade-level guidelines and quantity of work completed at school.

STUDENT REWARDS AND RECOGNITION

Perfect Attendance:

*** DUE to COVID-19 the District will not be recognizing perfect attendance awards. We encourage you to keep your child home if they have a fever or have any symptoms that can be contagious. If symptoms persist longer than 2 days then you will be encouraged to seek assistance from a medical professional and will need to provide the school with a written doctor's note verifying absences. Attendance is important but so is the health and safety of all students.

Classroom Awards/Parties/Field Trips:

Many classrooms have rewards as behavior and academic incentives. The classroom teacher will determine the academic and behavioral eligibility requirements that must be met. Please talk to your child's teacher about how you might help with reward days/activities.

Honor Roll:

Students in grades 4th through 8th who receive an average GPA of 3.0-3.49 at the end of a trimester will receive Honors. Students with a GPA of 3.5-3.99 will receive recognition of High Honors. Any student who has a GPA of 4.0 or higher will receive recognition of making the Superintendent's list.

Student of the Month Award:

Each teacher will choose one student to recognize during the month for outstanding work and academics in his/her subject or grade. Students will receive awards and be recognized at the monthly awards ceremonies.

Community of Caring:

Each teacher and classmates will choose one student who during the month exemplifies the characteristics of the community of caring-- family, respect, caring, responsibility, and trust. Students will receive awards and be recognized at the monthly awards ceremonies.

Parents are invited to attend all awards ceremonies. Dates and times are on the monthly calendar.

Merits System:

In grades 5th-8th student behavior is tracked in demerits. If a student receives a behavior tracking form or is sent to the office they will receive a loss of merits. When determining eligibility for trips and other school activities the total loss of demerits may impact the students ability to participate. Please see specific trips within the handbook for the total of demerits a child can lose and still be eligible.

4.0 GPA/Behavior Trip/Activity:

Each trimester students earning a 4.0 GPA (All As or A+, No A-) and not losing more than 5 demerits will receive a special opportunity or prize. Students are expected to follow school rules during these activities. Failure to do so will result in the students being ineligible for the next opportunity. Students not earning this are expected to come to school and attend their regular program. Students earning this activity must return proper paperwork on time and do have the right to opt out.

Panther Appreciation Days (Trimester):

Students can earn monthly/bimonthly incentive days in grades 4th-8th for good attendance, grades, behavior, and citizenship. Students who have good attendance, at least a 2.0 GPA with no Ds or Fs, no "Automatic No-Go" discipline issues, and have not lost more than 15 merits will earn and special activity each trimester. The principal will check eligibility of the students the Wednesday before Panther Appreciation day. Students not earning the activity/reward for the month will go into a supervised study hall.

INDEPENDENT STUDY AGREEMENTS

Independent Study agreements will only be offered when a parent realizes their child will be out of school for not less than five school days. Independent Study agreements should be made at least one week in advance whenever possible and must be approved by administration first. A meeting between student, parent and teacher needs to happen before the student leaves. Independent Study agreements are voluntary, however being on an Independent Study gives your child and the school attendance credit for the time they are gone, as well as keeps them up to date with school work.

MIDDLE SCHOOL CREDIT REQUIREMENTS (5th-8th Grade)

Students shall meet district requirements for promotion based as follows:

Students being promoted from Rio Dell School District will be enrolled in six classes in each of their 5th, 6th, 7th and 8th grade years: Language Arts, Social Studies, Science, Math, Physical Education and PACE (Pride in School, Academics, Community Engagement, and Enrichment). Students earn 3 credits for each core class they pass each trimester, and 1 credit for PACE. Therefore, a student can earn a possible 48 credits each year. In order to pass each year and move on to the next grade, a student can lose no more than 6 credits.

If a student receives an "F" in any of the four academic classes (Language Arts, Social Science, Math and Science), they are automatically offered enrollment in the credit recovery/remediation program Rio Dell School District offers at that time. Students who have received an "F" must participate in the program until the teacher determines, in writing, the student is no longer in danger of failing in that class. Credit recovery will be offered in the second and third trimesters in order to recover credits lost in the first and second trimesters.

Credits not recovered in the following trimester will be determined as a failing grade and will be a loss of 3 credits. For example, a student receiving an F in Math in the 1st trimester will be enrolled in the credit recovery program for the 2nd trimester. At the end of the second trimester, if the work is not completed the student will lose 3 credits for the F and will not be able to continue the credit recovery into the third trimester. The credits will count against them and may affect promotion of the student.

Credits at the end of each trimester are as follows:

A= 3 credits B= 3 credits C= 3 credits D= 3 credits F= 0 credits

For 8th grade students, the mid trimester report during the third trimester will be considered for trip/activity eligibility. Final trimester grades will be used to determine graduation and activity/dance. **Please see other criteria posted under 8th Grade Trip and Graduation Section**

EIGHTH GRADE GRADUATION/TRIP REQUIREMENTS

8th Grade Graduation Ceremony/Celebration:

In order to recognize successful completion of elementary and middle school education, the Governing Board shall confer diplomas of graduation from elementary and middle schools and from special day and evening classes of elementary and middle grades. (*cf. 5127 - Graduation Ceremonies and Activities*)

Diplomas shall be awarded only to students who have completed the course of study prescribed by law and the district. (Education Code 51402)

The 8th grade promotion ceremony/celebration must also be earned by each student. Because of student safety, academic integrity, and District liability we cannot allow students to participate in the ceremony/celebration who (in their 8th grade year) have:

1. Consistently broken school rules
2. had a serious disciplinary incident
3. not attended school regularly (absences and or excessive tardies) or been referred to the SARB.

In addition, students are not allowed to participate in the ceremony/celebration if during their 8th grade year he/she has:

1. Lost more than 75 merits
2. Had more than five in school or out of school suspensions
3. Been suspended for bullying, major violence, possession of drugs/alcohol, or possession of a weapon.
4. Lost more than 6 credits total.

The principal and the District reserves the right to deem any student ineligible up until the ceremony/celebration. We also reserve the right to deem a student re-eligible based on major improvements. Students are expected to observe school rules, including dress code, during the ceremony/celebration. Students not eligible to participate in the ceremony/celebration are allowed to attend the ceremony as an audience member, but are not to participate in the graduation or at the celebration. Please note that students not eligible to attend because of lack of credits will be required to make up those credits during the summer before they will receive their 8th grade diploma.

8th Grade Trip/Activity:

The 8th grade Parent committee, in participation with the staff and students, brainstorm ideas for the 8th grade trip/activity. The trip/activity is based on grade level common core standards and is planned by the Rio Dell staff and principal. All fundraisers for this trip/activity must be approved by the principal and the Board. Parents are encouraged to help with the planning and fundraising, but final approval will be given by the principal, Superintendent, and the Board of Trustees. Students and parents/guardians are encouraged to do their part in fundraising for this event, as this is not something that will be paid out of other funds. The 8th grade trip/activity is a privilege that must be earned by each student. Because of student safety, academic integrity, and District liability we cannot allow any student to participate in the trip/activity who (during their 8th grade year) has:

1. consistently broken school rules
2. had a serious disciplinary incident
3. not attended school regularly (absences and or excessive tardies) or been referred to the SARB.
4. enrolled after the end of the second trimester ends

In addition, students are not allowed to participate in the trip/activity if he/she has:

1. Had an "F" in any subject on a trimester report card, or on the mid-trimester report for the third trimester.
2. Lost 75 or more merits
3. Had more than three in-school or out of school suspension
4. Been suspended for bullying, major violence, possession of drugs/alcohol, or possession of a weapon.
5. Had less than a 2.0 GPA on any trimester report card, or on the mid-trimester report for the third trimester.
6. Lost more than 6 credits total on any trimester report card (credits will combine)

The principal and the District reserve the right to deem any student ineligible up until the trip/activity. We also reserve the right to deem a student re-eligible based on major improvements. Students are expected to observe school rules, including dress code, during the trip/activity. Failure to do so may result in the loss of the student's ceremony and celebration. All students not attending the trip/activity are expected to come to school during that time and complete their work. Failure to do so may result in the loss of the student's ceremony and celebration.

BREAKFAST AND LUNCH PROGRAM

The Rio Dell School District is now a Community Eligibility Provision school district. This means that every student who attends our schools qualifies to receive a free breakfast and lunch each day.

The Rio Dell School District will be offering a breakfast program again this year for all students. Breakfast will be a nutritionally balanced meal and will be served from 7:45 a.m. - 8:15 a.m. in the gym at the elementary school.

The school provides a hot and nutritious lunch, as well as milk for those who bring their lunch. Again this year, students in grades 1-8 will be able to choose what they will eat for lunch. The Federal School Nutrition Program is called "Offer vs. Serve." Each student must choose a certain number of components made up of protein, vegetables, and fruits. Students are NOT required to take everything offered on the menu, but must take a minimum of three items to make up a nutritionally balanced meal.

Federal law states that children who receive free or reduced price meals must be treated in the same manner as those children who pay full price for their meals. In U.S. Department of Agriculture child nutrition programs, no child may be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you or any individuals have been discriminated against, write immediately to the Secretary of Agriculture, Washington, DC. In the event that the district no longer participates in the Community Eligibility Provision, Board Policy established July 16, 1997, states that the district will no longer allow students to charge lunch or breakfast. All meals must be prepaid. Previous lunch balances are still the responsibility of the parent/guardian.

It is the policy of the Rio Dell Elementary Board of Trustees that students enrolled in our district may leave campus at lunch time **only when under the direct supervision of their parent or guardian and signed out in the office. They may not leave our school campus for an unsupervised lunch break.** Our lunch period is forty minutes. Students going home for lunch must return to school on time to begin classes.

Rio Dell does not accept payment from visiting students. Meals served to visiting students are included as part of the total count of meals served in the CEP school and are reimbursed based on the CEP claiming percentage (USDA Policy Memorandum SP 54-2016).

SCHOOL WELLNESS POLICY

During the 2012-2013 school year, the cafeteria menu was changed to meet new Federal requirements. An emphasis was placed on fruits and vegetables and whole grains. The amount of carbohydrates and sugar was limited to the prescribed daily allowance. The only beverages served on campus are water and 1% milk. No vending machines are on campus. The After School Program serves a nutritious snack daily.

Soccer	September
Girls' Basketball	October – December
Boys' Basketball	January – March
Cheerleading	January - March
Track & Field	March – May

The coach sets practice times. Games for girls' and boys' are generally scheduled for Tuesdays and Thursdays, but this may vary.

INSURANCE

Student insurance may be purchased at the beginning of each school year. Information on student insurance is in the back of this handbook. If you have any questions, please contact the office.

SAFE ACCESS TO SCHOOL

The District does not provide bus transportation. Student access to school is by parent transportation, walking, or biking. If your child walks or bikes to school we encourage them to access the school by way of the designated “Safe Route to School.” For students that live on the west side or Wildwood Ave., or on Bellevue, we would encourage them to walk to Center Street and cross Wildwood with the assistance of the automated crossing signal. For students that live on the east side of Wildwood and south of Davis, we would encourage students to use the crosswalks on Davis and access the school property by using the asphalt paths by the old soccer field, or the tennis courts. For students that live on the northside of Center, and in the Riverside area of town, we encourage students to use the designated crosswalks on all streets.

HOMELESS CHILDREN

BP 6173

The Governing Board recognizes its obligation to ensure that homeless children have access to the same free and appropriate public education provided to other children within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging performance standards as other students. Students shall not be segregated into a separate school or program based on their status as homeless, nor shall homeless students be stigmatized in any way.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

The district shall provide transportation for a homeless student to and from a district school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries but continues to attend this district's school of origin, the Superintendent or designee shall consult with the Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation.

DRESS CODE

The district requests that students' clothing be clean, neat, and fit properly. Clothing that shows the midriff, spaghetti straps, and deep cut shirts are not allowed. Shirt straps must be at least 1 ½ inches

wide. No lace or see through tops that show bra straps are allowed. Shorts and skirts must be mid thigh in length worn at school and all school sponsored activities, unless the clothing is part of a School Uniform. Clothing may be deemed inappropriate if it is obscene, shows the student's underwear including bra straps, vulgar, in bad taste, or disrupts the learning environment. Pajama pants are considered sleeping attire and hence, not appropriate for school. Also, clothing promoting alcohol, marijuana, tobacco, or other drugs will be considered inappropriate. The school district realizes that torn clothing is in style but clothing that is torn, ripped or worn out in inappropriate places will be considered obscene and must be changed immediately. **The administration reserves the right to determine clothing that detracts from the educational environment.** If clothing is deemed inappropriate the parent/guardian will be notified so that replacement clothing may be brought to school. Caps or hats are not to be worn indoors at any time. All shoes must have a strap on the back. Closed toe shoes must be worn for PE. **Flip-flops are inappropriate for school activities and are not allowed.** Appropriate pajamas are only allowed on an administration approved *special* "PJ Day".

ARTICLES FROM HOME

Students may not bring toys, stuffed animals, etc. from home unless approved by a teacher for a project or sharing. Toys, stuffed animals, models or the like are an interruption to learning and should not be at school. Ipod's, phones, etc. should not be brought to school. The district is NOT responsible for lost, broken, or stolen items. **See Electronic Agreement for further details.**

STUDENT BEHAVIOR

The Discipline System is designed to provide rewards and privileges to students for their success, and appropriate loss of privileges and consequences for misbehavior. The Behavior Code details standards of behavior at school and the consequences of misbehavior. This Discipline System is a working document that is intended to cover most situations. Clearly not all behavior and consequences can be covered in a few pages. **Students should understand that the teacher and/or the principal are the deciding factors in every situation.**



<p>BE SAFE</p>	<p>CLASSROOM Voice Volume 0-3</p> <ul style="list-style-type: none"> • keep hands and feet to yourself • wait your turn • four on the floor • walk 	<p>OFFICE Voice Volume 1</p> <ul style="list-style-type: none"> • wait your turn • wait behind the counter 	<p>LIBRARY Voice Volume 0-3</p> <ul style="list-style-type: none"> • keep hands and feet to yourself • walk • wait in line to check out a book 	<p>CATERERIA Voice Volume 2</p> <ul style="list-style-type: none"> • eat your own food • wait in line patiently and quietly • sit at seat until you are dismissed 	<p>ASSEMBLY Voice Volume 0</p> <ul style="list-style-type: none"> • keep hands and feet to yourself • sit on your bottom 	<p>RECESS Voice Volume 3</p> <ul style="list-style-type: none"> • keep hands and feet to yourself • stay within recess area • wait in line patiently and quietly 	<p>BATHR Voice Volume</p> <ul style="list-style-type: none"> • keep hands and feet to yourself • wash your hands with soap and
<p>BE RESPECTFUL</p>	<ul style="list-style-type: none"> • listen/follow directions • take care of all property • use appropriate voice level 	<ul style="list-style-type: none"> • listen/follow directions • wait your turn • use appropriate voice level 	<ul style="list-style-type: none"> • listen/follow directions • handle books with care • use appropriate voice level 	<ul style="list-style-type: none"> • use good manners • raise your hand if you need help • use appropriate voice level 	<ul style="list-style-type: none"> • eyes facing forward • clap for everyone • use appropriate voice level 	<ul style="list-style-type: none"> • share equipment • take turns and play cooperatively • listen to adults 	<ul style="list-style-type: none"> • respect others' privacy • use appropriate voice level
<p>BE RESPONSIBLE</p>	<ul style="list-style-type: none"> • be ready to work • stay on task 	<ul style="list-style-type: none"> • get permission from your teacher before leaving 	<ul style="list-style-type: none"> • I look for books on my own • keep the 	<ul style="list-style-type: none"> • make room for others at the table 	<ul style="list-style-type: none"> • wait for your teacher to excuse you 	<ul style="list-style-type: none"> • return all equipment • pick up your 	<ul style="list-style-type: none"> • flush • keep the bathroom



Eagle Prairie Elementary School Discipline Matrix (K - 4th grades)

*****The purpose of this discipline matrix is to provide a safe learning environment for all students through positive reinforcement*****

*****A student's prior discipline history may play a role in determining the consequences of their actions*****

LEVEL 1: Non-referral behaviors

Dress code violation, argumentative, candy/gum/food, general misconduct, insulting others, excessive noise, not following directions, off-task behavior, out of seat, profanity, running/horseplay, throwing objects, tardy; (repeated level 1 offenses can move to level 2 consequences)

Consequences occur in this order...

***1st offense	Verbal warning and redirect
***2nd offense	Teacher conference and consequence
***3rd offense	Alternate placement and parent notification

LEVEL 2: Possible referral behaviors

Defiance, lying/cheating, pushing/shoving, bullying/threats/intimidation, destruction of school property/personal property, trespassing, endangerment of others, safety violations, obscenity/profanity, disrespectful to adults, misconduct on bus and playground, inciting and/or promoting a fight; (repeated level 2 offenses can move to level 3 consequences)

Consequences to include one or more of the following...

***Loss of privilege or Community Service	***In school suspension
***Referral to administrator and/or counselor	***Referral to SST

LEVEL 3: Mandatory referral behavior

Assault, fighting, vandalism, extortion, theft, reckless endangerment, repeated bullying/ threats/intimidation, leaving school grounds, false fire alarms, sexual harassment; (repeated level 3 offenses can move to level 4 consequences)

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal	***Moderate term suspension (3-5 days)
***Short term suspension (1-2 days)	***Referral to law enforcement agency

LEVEL 4: Immediate referral and removal from class behaviors

Possession of weapons, aggravated assault, possession of drugs/tobacco/alcohol, arson, robbery, commission of a felony as defined by the law.

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal	***Expulsion
***Moderate term suspension (3-5 days)	***Referral to law enforcement agency
***Long term suspension (6-10 days)	

NOTE: At any time, a teacher or administrator may institute a disciplinary measure outside this matrix as deemed necessary by the California Education Code.



Monument Middle School

Discipline Matrix (5th - 8th grades)

*****The purpose of this discipline matrix is to provide a safe learning environment for all students through positive reinforcement*****

*****A student's prior discipline history may play a role in determining the consequences of their actions*****

LEVEL 1: Non-referral behaviors

Dress code violation, argumentative, candy/gum/food, general misconduct, insulting others, excessive noise, not following directions, off-task behavior, out of seat, profanity, running/horseplay, throwing objects, PDA between couples (to include hand holding and any physical touch) tardy; (repeated level 1 offenses can move to level 2 consequences)

Consequences occur in this order...

***1st offense	Verbal warning and redirect
***2nd offense	Verbal conference in hallway for last warning
***3rd offense	Alternate placement and/or after school or lunch detention (parent notification)

LEVEL 2: Possible referral behaviors

Defiance, lying/cheating, pushing/shoving, bullying/threats/intimidation, destruction of school property/personal property, trespassing, endangerment of others, safety violations, obscenity/profanity, disrespectful to adults, misconduct on bus and playground, inciting and/or promoting a fight; (repeated level 2 offenses can move to level 3 consequences)

Consequences to include one or more of the following...

***Referral to administrator (and/or counselor)	***In-school suspension
***Detention or Community Service	***Referral to SST (student study team)

LEVEL 3: Mandatory referral behavior

Assault, fighting, vandalism, extortion, theft, reckless endangerment, repeated bullying/ threats/intimidation, leaving school grounds, false fire alarms, indecent exposure, sexual harassment, misuse of electronics / cyberbullying / hate postings; (repeated level 3 offenses can move to level 4 consequences)

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal	***Moderate term suspension (3-5 days)
***Short term suspension (1-2 days)	***Referral to law enforcement agency

LEVEL 4: Immediate referral and removal from class behaviors

Possession of weapons, aggravated assault, possession of drugs/tobacco/alcohol, arson, robbery, commission of a felony as defined by the law.

Consequences to include one or more of the following...

***Immediate referral to administrator / classroom removal	***Expulsion
***Moderate term suspension (3-5 days)	***Referral to law enforcement agency
***Long term suspension (6-10 days)	

NOTE: At any time, a teacher or administrator may institute a disciplinary measure outside this matrix as deemed necessary by the California Education Code.

NOTE: Behaviors that are threatening, defiant, involving illegal substances, fighting, or are damaging to school property will be treated as excessive misbehavior and is Grounds for Suspension and/or Expulsion.

Grounds for Suspension/Expulsion

- Education Code Section 48900 provides grounds for suspension and/or expulsion as related to a school activity or school attendance whether an incident should occur (a) in the district of residence or any other district, (b) going to or from school, and/or (c) during lunch whether on or off campus:
 1. Causing physical injury
 2. Possessing dangerous object
 3. Possessing controlled substance
 4. Possessing look alike substances
 5. Robbery/extortion
 6. Causing damage to school property or to private property
 7. Possessing tobacco
 8. Obscene act
 9. Possessing drug paraphernalia
 10. Possession of stolen school property or private property
 11. Possessing imitation firearm
 12. Sexual assault
 13. Threatened pupil-witness (as in the case of a witness for an expulsion hearing)
 14. Sexual harassment (not K-3)

EXPULSIONS

- Education Code Section 48915 states that a principal or superintendent shall recommend the expulsion of any student unless under the circumstances it is deemed inappropriate for any of the following acts:
 1. Causing serious physical injury
 2. Possession of any knife, explosive, or dangerous object
 3. Unlawful possession of any controlled substances
 4. Robbery/extortion
 5. Assault or battery
- Principal shall immediately suspend and recommend expulsion for:
 - Possession of firearm
 - Brandishing a knife
 - Sought to sell a controlled substance
 - Sexual assault
- Board shall expel
 - If other means of correction have not worked
 - If 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

DISASTER PREPAREDNESS

The Rio Dell Elementary School District has prepared for certain disasters including earthquakes. You should be aware of the procedures we will be using in the event of a major disaster such as an earthquake, and discuss these with your child. We have attempted to answer many of the questions that may arise; but if you have other questions, please feel free to contact us and we will try to answer the questions for you.

The school buildings in the Rio Dell Elementary School District meet earthquake standards. School buildings have withstood earthquakes with less damage than houses or other buildings, and are probably the least likely to suffer major damage in the community. It may be the safest place for your child to be.

Each year, the staff at school receives training with regard to major disasters. These preparations, along with supplies, make the school ready for a major disaster.

In the event of a major disaster, your child will be kept at school until released to you or a designee. Many parents work out of Rio Dell and may not be able to get home as they normally do. We do not want the children going to an empty house that may be dangerous. We are prepared to house students overnight, if necessary.

Experience shows us that after a major disaster, many parents go to school to pick up their children. We have taken steps to release students as quickly as possible. Please do not take your children until you have properly signed them out.

Please take time to review with your child with whom it is all right to go home – such as those we have listed for emergencies.

STUDENT SEXUAL HARASSMENT POLICY

BP 5145.7

Purpose of Policy

It is the policy of the Governing Board of the Rio Dell School District to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

It is the position of this Board that sexual harassment is unlawful and will not be tolerated. It is a violation of this policy for any employee, agent, student, or party with which the District has a cooperative agreement, to engage in sexual harassment.

Definition of Sexual Harassment

As defined by Education Code Section 212.5, “Sexual harassment means unwelcome sexual conduct including advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress.

- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, and services, honors, programs, or activities available at or through the educational institution."

Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Examples of conduct which may constitute sexual harassment included, but are not limited to:

Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons.

Among peers, continuing to sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.)

Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.

Within the educational environment, engaging in sexual behavior to control influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering favors or education or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Any expression of sexual interest between adults and students, regardless of reciprocity is considered inappropriate and shall be subject to discipline under applicable state law.

Reporting Procedure

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the District, should promptly report the facts of the incident(s) and the name of the individual involved to an adult staff member with whom they feel comfortable, and that person shall report the incident to the school site administrator or Superintendent. A written report of the alleged incident will be developed by the site administrator or Superintendent. A copy of the report, along with a copy of this policy, shall be mailed to the parent of the student who initiated the complaint.

All staff, upon personal knowledge of an incident of sexual harassment, are obligated to report it to the school principal. Failure to do so is a violation of this policy. Failure of staff to report student allegations of sexual harassment within three (3) school days is a violation of this policy.

Students who feel aggrieved because of unwelcome conduct that may constitute sexual harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her instructor if that instructor is the individual who is harassing the students. Any individuals making a report may bring an advocate to assist them.

Filing Complaints with State and Federal Agencies

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

U.S. Office for Civil Rights
50 United Nations Plaza, Room 239, San Francisco, CA 94102 (415)556-7000

Confidentiality

An allegation of sexual harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigative process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

Retaliation is Prohibited

The initiation of an allegation of sexual harassment, will not cause any reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with the District, his or her employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any District programs. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

Time Limits

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place.

Investigation Guidelines

All investigations of allegations of sexual harassment shall be handled promptly, in a serious, sensitive and confidential manner. The Superintendent shall determine who shall do the investigation.

- (1) The designated investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegations, and they will be given an opportunity to respond. The person accused shall not be given a copy of the complaint but shall be informed of the allegations. The name of complaint party shall remain confidential to the extent possible.
- (2) All parties, specifically including complainants, and witnesses, will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainant and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.

- (3) A written report of the investigation findings shall be filed by the investigator with the Superintendent within twenty (20) school days of the date the student filed the incident report. The Superintendent may extend the timeline depending on the nature of the investigation. A summary of the report shall be mailed to the student who reported the harassment, their parent(s), and the person accused.

Disciplinary Action

When an allegation of sexual harassment is supported by the investigation and disciplinary action is necessary, the Superintendent will determine what course of action is appropriate, depending upon whether the harasser is a student, staff member, or agent of the District.

Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements.

Students who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law.

Agents of the District who violate this policy may be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

Appeal Procedures

Either the complaining party or the accused may appeal the findings of an investigation to the Governing Board of the District. Appeals shall be made in writing within ten (10) business days from the date of a finding.

Training and Curriculum

To implement this policy, Rio Dell School District will provide appropriate training programs for staff and students.

Notification

There will be adequate notification of the policy to include permanent posters in public areas, offices, and hallways. The policy will be published in site handbooks and the District Summer Mailing.

Administrative Regulation

The Superintendent shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: Posting and other means of distributing the policy; a process under which complaints will be handled, formally or informally, an explanation of possible civil proceedings and potential legal consequences of sexual harassment. The Superintendent will initiate training and education programs to enable all persons, and in particular, supervisors, to better understand the problem of sexual harassment. In addition, the Superintendent shall designate appropriate employees to enforce or administer this policy within the District and shall provide for appropriate training for Principals on an annual basis.

Special Assistance

It is expected that questions may arise concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be following in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, individuals may contact the Superintendent.

Current Legal references barring sexual harassment in education:

Title VII of the Civil Rights Act – 42 CUS Section 2000-e-2(a)(1)
California Fair Employment & Housing Act – Government Code Section 12940
Title IX of the Education Amendments of 1972 29 USC Section 1681 et. seq.
California Education Code, Section 200 et seq.

UNIFORM COMPLAINT PROCEDURES

BP 1312.3(a)

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 20 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(Refer to BP 0410 – Nondiscrimination in District Programs and Activities)

(Refer to BP 4030 – Nondiscrimination in Employment)

(Refer to BP 4031 – Complaints Concerning Discrimination in Employment)

(Refer to BP 5131.2 – Bullying)

(Refer to BP 5145.3 – Nondiscrimination/Harassment)

(Refer to BP 5145.7 – Sexual Harassment)

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

(EC. 0450 – Comprehensive Safety Plan)

(EC. 1312.1 – Complaints Concerning District Employees)

(EC. 1312.2 – Complaints Concerning Instructional Materials)

(EC. 3260 – Fees and Charges)

(EC. 3320 – Claims and Actions Against the District)

(EC. 3553 – Free and Reduced Price Meals)

(EC. 3555 – Nutrition Program Compliance)

(EC. 5141.4 - Child Abuse Prevention and Reporting)

(EC. 5148 – Child Care and Development)

(EC. 6159 – Individualized Education Program)

(EC. 6171 – Title I Programs)

(EC. 6174 – Education for English Language Learners)

(EC. 6175 – Migrant Education Programs)

(EC. 6178 – Career Technical Education)

(EC. 6178.1 – Work-Based Learning)

(EC. 6178.2 – Regional Occupational Center Program)

(EC. 6200 – Adult Education)

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4210.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 – Student Records)

(cf. 9011 – Disclosure of Confidential/Privileged Information)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination