



EDUCATING LEARNERS FOR THE 21ST CENTURY

RIO ROSALES ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2021-2022

1001 KOHALA ST., OXNARD, CA 93030 TELEPHONE: 805.983.0277



RIO SCHOOL DISTRICT

1800 SOLAR DRIVE
OXNARD, CA 93030
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Dear Rio Rosales Community

June 29, 2021

My name is Ryan Howatt. I am the proud principal of Rio Rosales Elementary. It is a pleasure to welcome you, or welcome you back to Rio Rosales. At Rio Rosales we believe that ***the world needs happy literate empathetic people that can solve problems together.*** This belief shapes the way we teach the heads, hands, and hearts of our future generations.

We all know that the world needs positivity and preparedness more than ever this year. We also have proven that the Rio Rosales community can overcome almost any obstacle that comes our way. This coming year the obstacles may not be as visible, but make no mistake, the effects of the COVID pandemic will echo for years to come.

As we plan for a normal return to campus, we must also plan for the needs of our community. With the shortened time last year, we need to maximize the learning this year. With the damage done to our community and to our world, we need to make sure our children are cared for and supported. With the separation of parents from our campus, we need to work to make sure this campus is a place that involves you in events that celebrate our children as well as decisions that affect how our school runs.

After spending five of the most rewarding years of my career at Rosales, I have come to understand some of the profound strengths we have here. We are kind. We are empathetic. We teach and learn at very high levels. We enjoy each others' company. I often hear and use the word "friends" here, and I believe it. As one who deeply cares for this community I also feel compelled to encourage you to find time to participate in some of the activities related to community involvement and school governance. While these meetings are not always celebratory or filled with humor and talent, they are absolutely essential to the way we run our school. Our School Site Council, English Learners Advisory Committee, and Parent Teacher Association (just to name a few) are organizations that have a direct impact on the choices and chances your children have. There were meetings last year where we did not have enough participation to make some of these important decisions.

Many of us believe that schools are the most important and basic elements in our democracy. Schools teach us how to read, write, and do math, but they also teach us that we all need to share our opinions and vote if we want the school to reflect who we are and what we strive for. I encourage you to attend a meeting this year for one of these important groups. I urge you to consider running for School Site Council or our English Learners Advisory Committee. I encourage you to attend a Rio School District meeting to see how different schools approach and solve different issues.

I have said before that this community does a great job showing up for the fun stuff and needs to show up more for the tough stuff. While the Student of the Month ceremonies and Lunch on the Lawn events bring us closer, my goal for us all next year is that we think and plan as good-willed collaborators to bring the highest levels of achievement to this deserving community.

In Partnership,



Ryan Howatt / Principal Rio Rosales Elementary

FREQUENTLY ASKED QUESTIONS AND IMPORTANT REMINDERS FOR RIO ROSALES

How will consequences for misbehavior be delivered at Rio Rosales? Behavior is dealt with on a case by case basis, and depending on the results of full and fair investigations, consequences may be restorative (designed to repair relationships) and/or punitive (designed to remove the offender from situations or people that they have harmed). A growing body of research as well as the Rio School District position promote restorative consequences to both address the behavior and teach the correct behavior.

What if I see someone else's child misbehaving? Report your concern regarding other children to a staff member. Please use Rio Rosales as a pathway to reporting and resolving behavioral concerns for other people's children. Just as you would likely be upset if another parent attempted to discipline your child, Rio Rosales expects to address these concerns on your behalf. Please do not address any behavioral issue with a child that is not your own.

How will confidentiality laws be followed at Rio Rosales? We strictly respect confidentiality laws and policies at Rio Rosales. Rio staff will not share names of other children besides your child(ren) with you during conferences or disciplinary proceedings. With respect to disciplinary matters, confidentiality is expected from all sides. While we encourage communication with families by children, we expect the children not to speak about any disciplinary proceeding with other children. We also have a strict policy regarding retaliation. We expect that there will be no retaliation for any issue relating to a disciplinary investigation and/or consequence.

Why do we have a civility policy? We have a civility policy at Rio Rosales to ensure that problems are addressed and resolved in a manner that upholds the dignity of all involved. This policy is essential to the well-being of our school. We understand that parents can be upset, especially in advocating for their child(ren). However, to move forward in productive resolutions, we expect and will model civil, productive speech that seeks to understand and resolve problems. Please also note that Rio School District administration reserves the right to direct anyone to leave the campus and/or contact law enforcement if there are actual or potential threats to a safe and civil school environment.

Can I volunteer in my child's classroom? Yes. Parents are encouraged to volunteer in their child's classroom. Please make arrangements with the teacher and the office so that your time is fully utilized while working in the classroom.

How can I arrange an observation in my child(ren)'s classroom? If you wish to observe your child in their classroom, you must make arrangements with Rio Rosales administration, who will accompany you on your observation visit. You may not "drop in" to observe. Observation times should be scheduled at least 48 hours in advance.

How will the school follow court written custody orders? Custody: The school office will abide by the most recent copy of custody documents. Be ensured that these documents are reviewed closely and confidential notations are made in your child's student profile to reflect special arrangements. Please be sure to update the school office with the most up to date copy of court orders.

Is Rio Rosales a Peanut-Free Campus? Rio Rosales is NOT a peanut-free campus because we cannot enforce the foods that families send with their children as snacks and lunches. We ARE a peanut safe campus however. We have areas designated as "peanut-free" zones that are monitored. If your child has a peanut, or any other significant allergy, please contact the Rio Rosales office so that we may assist you in providing a safe environment in which your child(ren) can eat.

How will Rio Rosales follow the Rio School District Healthy Food Guidelines? We are committed to helping you develop the healthiest children we possibly can. Part of our commitment to overall health is to provide your child with healthy nutritional options. Our cafeteria follows our Rio School District Healthy Food Guidelines. For classroom celebrations we are in our second year of a "frosting free" celebration policy. This means that foods such as cakes, cupcakes, iced cookies etc. will not be allowed on campus for birthday celebrations. Please help us to remember, follow and understand these guidelines. Please consider providing non food items such as pencils, stickers, notebooks etc. to classroom celebrations.

What are the earliest and latest times I can drop off and/or pick up my child?

Supervision starts at 7:40a if your child gets breakfast or 8:00a if they do not eat breakfast. Early drop off before our supervision starts is not advised. All students need to be picked up at their dismissal time as there is no supervision after school.

How can I clear absences and communicate attendance issues with office staff?

Be sure to contact the office at 805.983.0277 to report your child's absence on a daily basis. Reminder that a doctor's note is required for absences of 3 consecutive days or more.



2021-2022 Rio Rosales Bell Schedule

1001 Kohala Street Phone: (805) 983-0277 Fax: (805) 983-0617

Campus opens at 8:00 a.m. / Breakfast served from 7:40 - 8:00 a.m.

KINDERGARTEN

SHORTENED DAY – K

AUGUST 25 - OCTOBER 28

(260 instructional minutes)
8:05 Warning Bell
8:10 Class Begins
8:10-11:10 Instruction (180)
11:10-11:50 Lunch (40)
11:50-1:10 Instruction (80)

REGULAR DAY - K

NOVEMBER 2 - JUNE 16

(307 instructional minutes)
8:05 Warning Bell
8:10 Class Begins
8:10-9:50 Instruction (100)
9:50-10:05 Recess (15)
10:05-11:10 Instruction (65)
11:10-11:50 Lunch (40)
11:50-1:30 Instruction (100)
1:30-1:40 Recess (10)
1:40-2:22 Instruction (42)

MINIMUM DAY – K

(230 instructional minutes)
8:05 Warning Bell
8:10 Class Begins
8:10-9:50 Instruction (100)
9:50-10:05 Recess (15)
10:05-11:10 Instruction (65)
11:10-11:50 Lunch (40)
11:50-12:55 Instruction (65)

TRANSITIONAL KINDERGARTEN (230 instructional minutes)

8:00 Warning Bell
8:10 Class Begins
8:10 – 11:10 Instruction (180)
11:10 – 11:50 Lunch/Recess (40)
11:50 – 12:40 Instruction (50)

**12:40 – 1:10 Intervention Support (30)*

**Beginning November 2, 2021, small groups of students will receive 30 minutes of additional instruction. The selection will be based on teacher assessments and observation. All students will have the opportunity to participate.*

FIRST GRADE

REGULAR DAY (307 instructional minutes)

8:05 Warning Bell
8:10 Class Begins
8:10 – 10:10 Instruction (120)
10:10 – 10:30 Recess (20)
10:30 – 11:30 Instruction (60)
11:30 – 12:15 Lunch/Recess (45)
12:15 – 2:22 Instruction (127)

MINIMUM DAY (230 instructional minutes)

8:05 Warning Bell
8:10 Class begins
8:10 – 10:10 Instruction (120)
10:10 – 10:25 Recess (15)
10:25 – 11:35 Instruction (70)
11:35 – 12:15 Lunch/Recess (40)
12:15 – 12:55 Instruction (40)

SECOND AND THIRD GRADE

REGULAR DAY (307 instructional minutes)

8:05 Warning Bell
8:10 Class Begins
8:10 – 10:10 Instruction (120)
10:10 – 10:30 Recess (20)
10:30 – 11:55 Instruction (85)
11:55 – 12:40 Lunch/Recess (45)
12:40 – 2:22 Instruction (102)

MINIMUM DAY (230 instructional minutes)

8:05 Warning Bell
8:10 Class Begins
8:10-10:10 Instruction (120)
10:10-10:25 Recess (15)
10:25-11:50 Instruction (85)
11:50 -12:30 Lunch/Recess (40)
12:30-12:55 Instruction (25)

FOURTH AND FIFTH GRADE

REGULAR DAY (323 instructional minutes)

8:05 Warning Bell
8:10 Class Begins
8:10 – 10:35 Instruction (145)
10:35 – 10:50 Recess (15)
10:50 – 12:20 Instruction (90)
12:20 – 1:00 Lunch/Recess (40)
1:00 – 2:28 Instruction (88)

MINIMUM DAY (240 instructional minutes)

8:05 Warning Bell
8:10 Class Begins
8:10 -10:30 Instruction (140)
10:30 -10:45 Recess (15)
10:45 -12:10 Instruction (85)
12:10 -12:50 Lunch (40)
12:50 -1:05 Instruction (15)

INCLEMENT WEATHER LUNCH SCHEDULE

Kindergarten 11:00 - 11:35 a.m. (35)
1st Grade 11:10 - 11:50 p.m. (40)
2nd & 3rd Grades 11:50 - 12:30 p.m. (40)
4th & 5th Grades 12:30 - 1:05 p.m. (35)

RIO SCHOOL DISTRICT ACADEMIC CALENDAR 2021/2022

1800 Solar Drive, Oxnard, California 93030

(805) 485-3111 www.rioschools.org

AUGUST					5
Mo	Tu	We	Th	Fr	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	20, 23, 24 - Teacher Work Days
23	24	25	26	27	25 - First Day of School, K-8 Min. Day
30	31				

SEPTEMBER					21
Mo	Tu	We	Th	Fr	
		1	2	3	
6	7	8	9	10	6 - Holiday/No school
13	14	15	16	17	15, K-8 Min. Day
20	21	22	23	24	
27	28	29	30		29, K-8 Min. Day

OCTOBER					21
Mo	Tu	We	Th	Fr	
				1	1 - Min. Day K-5
4	5	6	7	8	7, 8 - Parent Conf., K-5 Min. Days
11	12	13	14	15	12-14, Parent Conferences: 6-8
18	19	20	21	22	20 & 27 K-8 Min. Day
25	26	27	28	29	29 - Min. Day K-5

NOVEMBER					15
Mo	Tu	We	Th	Fr	
1	2	3	4	5	1 - PD Day/Non-Student Day
8	9	10	11	12	11 - Holiday/No school
15	16	17	18	19	15 - 19 - Parent Conf., K-5 Min. Days
22	23	24	25	26	22, 23, 24 - Non-Student Days/No School
29	30				25, 26 - Holiday/No school

DECEMBER					13
Mo	Tu	We	Th	Fr	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	17 - Minimum Day K-8
20	21	22	23	24	20-23, 28-30 - Winter break, Non-student Days
27	28	29	30	31	23, 24, 27, 31 - Holidays/No school

 Holiday-No School	 K-5 Minimum Days
 K-8 Minimum Day	 6-8 Minimum Day
 Non-Student Days	 Teacher Work Days/No School

JANUARY					20
Mo	Tu	We	Th	Fr	
3	4	5	6	7	3 - Return to School
10	11	12	13	14	5 & 19 - Minimum Day K-8
17	18	19	20	21	17 - Holiday/No School
24	25	26	27	28	25-27, Parent Conferences: 6-8
31					28 - Min. Day K-5

FEBRUARY					18
Mo	Tu	We	Th	Fr	
	1	2	3	4	
7	8	9	10	11	7 - Holiday/No school
14	15	16	17	18	9 & 16 - Minimum Day K-8
21	22	23	24	25	21 - Holiday/No school
28					25 Min. Day K-5

MARCH					23
Mo	Tu	We	Th	Fr	
	1	2	3	4	
7	8	9	10	11	9, 10, 11 - Parent Conf., K-5 Min. Days
14	15	16	17	18	
21	22	23	24	25	16 & 30 - Minimum Day K-8
28	29	30	31		

APRIL					11
Mo	Tu	We	Th	Fr	
				1	
4	5	6	7	8	4 - 14 - Spring Break, Non-Student Days
11	12	13	14	15	15 - Holiday/No School
18	19	20	21	22	
25	26	27	28	29	29 - Min. Day K-5

MAY					21
Mo	Tu	We	Th	Fr	
2	3	4	5	6	4 - Minimum Day K-8
9	10	11	12	13	
16	17	18	19	20	18 - Minimum Day K-8
23	24	25	26	27	27 - Min. Day K-5
30	31				30 - Holiday/No School

JUNE					12
Mo	Tu	We	Th	Fr	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	16 - Last day of School, K-8 Min. Day
20	21	22	23	24	17 - Teacher Work Day
27	28	29	30		

Revised - Board Approved 6/9/21

Classified Holidays

- July 5th
- September 6th - Labor Day
- November 11th - Veteran's Day
- November 25th - Thanksgiving Day
- November 26th - Day After Thanksgiving
- December 23rd - Admissions Day
- December 24th - Christmas Eve Day

- December 31st - New Year's Eve
- December 30th - New Year's Day
- January 17th - Martin Luther King Day
- February 7th - Lincoln's Birthday
- February 21st - Washington's Birthday
- April 15th - Friday During Spring Break
- May 30th - Memorial Day

K - 8 End of Trimester Dates

- Nov. 12 - End of Trimester 1 (55 days)
- March 4 - End of Trimester 2 (62 days)
- June 16 - End of Trimester 3 (63 days)

Rio Rosales School
Staff/Personnel 2021-2022

Principal: Ryan Howatt
 Office Manager: Rubi De La Virgen
 Support Specialist: Lorena Rivera

<u>Grade</u>	<u>Teacher</u>	<u>Room</u>
SDC Early-Elementary	Carrie Purcell	G-5
SDC Mid-Elementary	Jessica Zarate	G-6
SDC Late-Elementary	Robert Guynn	C-4
SDC Pre-K	Anna Cogswell	E-1
Transitional Kindergarten	Lisa Casta	K-3
Kindergarten	Sonia Lopez	G-4
Kindergarten	Kylie Francis	K-2
Kindergarten	Susana Loughman	K-1
1st	Amanda Bruski	F-2
1st	Julia Wittlin	E-2
1st	Kristen Steiner / Ashley Vico	E-3
2nd	Robert Wagstaff	F-3
2nd	Soila Rodriguez	F-4
2nd	Jacqueline Coronado	E-4
3rd	Erin Mooney	D-4
3rd	Clara Miranda	D-1
4th	Faye Vea	C-1
4th	Amber Gibson	D-3
4th	Matthew Bovenzi	C-3
5th	Katherine Muller	B-2
5th	Margaret O'Sullivan	B-1
5th	Mark Jester	B-3

Resource Specialist- Katrin Meyer-Gomes

Speech Therapist- Jose Laboy

School Psychologist- Amy Smith

Counselor- Victor Anaya

School Nurse- Julie Ellen Maria

Librarian- Geovanna Del Rio

SDC Instructional Assistants: Kristen Logue, Karla Mendoza Hernandez, Jessica Borja, Christine Ayala
 Ignacio Arroyo, Maria Vega, Jamie Humphrey, Elenita Poleshek, Leomar Lopez

Custodians- Rogelio Calderon, Joe Zavala

INTRODUCTION

A. Welcome!

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about our school. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable School District policies, State and Federal statutes and regulations, and the Parents Rights and Responsibilities Annual Notice

B. Preschool Program

The Rio School District offers an academic preschool program at Rio Rosales for children ages 3-5 who meet eligibility criteria.

C. Transitional Kindergarten

This program for children turning 5 years old between September 2nd through December 2nd of the current school year builds on existing readiness efforts, setting children on a path to develop the skills they will need to be successful in kindergarten. Our transitional kindergarten serves as a bridge for children who need time to absorb and express ideas, learn more about friendships, assert independence, and examine the world around them. This allows the children to become more confident as they move to the next level of academic achievement.

D. School Climate and Environment

The Rio School District believes that all students should be provided a foundation where every student feels valued and valuable, safe and respected, and socially and emotionally happy and healthy. Rio School District accomplishes this in the adoption of the “40 Developmental Assets” which acts as the framework for a positive school environment that the entire community can participate in. A discipline philosophy is also included to encourage consistent and clear expectations of students. School sites, teachers and staff are encouraged to utilize a Positive Behavior Support approach working with students in a variety of situations. This approach helps to encourage adults working with students to find alternative solutions to student issues. All of which is practiced through character education curricula, including Restorative Justice, that teach Rio School District students tolerance and problem solving skills.

E. Rio Rosales is a Safe and Civil School

Rio Rosales expects all visitors to behave in a civil and appropriate manner. Members of the Rio Rosales staff will treat parents and other members of the public with respect and expect the same in return. Rio Rosales School is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. Rio Rosales School wishes to promote mutual respect, civility and orderly conduct among district employees, parents and the public. This is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, Rio Rosales School encourages positive communication and discourages volatile, hostile or aggressive actions. Rio Rosales School seeks public cooperation with this endeavor and commits to modeling behaviors which promote dignity, respect and peaceful resolution.

Closed Campus Policy

Our school is a closed campus. Students are expected to remain on campus from the time they arrive in the morning until they are dismissed in the afternoon. **Our office cannot provide supervision for children before or after school. Supervision begins at 7:40 in our cafeteria and ends 10 minutes after the end of the school day. If children are dropped off routinely before 7:40 or picked up routinely after 10 minutes of the close of day, meetings with administration will be scheduled to ensure safety and compliance with school supervisory duties and expectations.**

A. The School Day

Students are not permitted on campus until 10 minutes prior to class starting and are to leave promptly after school unless participating in a school sponsored activity.

B. Students who need to leave the campus for any reason must be signed out through the office by a parent, guardian, or emergency contact person (who must be 18 years of age or older).

NOTE: Only those persons designated on the emergency card may sign out students.

C. Students returning to the school must check back into the office to get a pass to return to class.

D. Visitors

School Visitors

The Rio School District encourages visits to the schools and programs operated by the Rio School District by parents/guardians, members of the community, and other interested persons in order to view the educational program and facilities and to offer constructive comments.

Animals, unless given specific permission from administration, are not permitted on school grounds. School grounds extend to the sidewalk. The only exception will be for presentations with expressed written consent from administration, or animals that meet the legal criteria of service animal.

Classroom visits by members of the community and other interested persons should be arranged in advance with the teacher, principal, or principal designee in charge. Approval or denial is based upon whether there is a reasonable basis to conclude that the visit will interfere with school activities. Visitors may be accompanied by the principal or principal designee at all times while the visitor is on campus when students are present. In all cases, responsible adult behavior shall be required of all visitors. Visitors who pose a threat to the health and safety of students, teachers, or other personnel or who otherwise disrupt the normal operations of the school shall be removed.

Possession of unauthorized dangerous instruments, weapons, or devices is prohibited on school premises or any other place where a teacher or student are required to be in connection with assigned school activities. No electronic listening or recording device may be used by students or visitors in the classroom without the teacher and principal's permissions. All Rio School District schools and property are Tobacco free zones. Therefore, the use of tobacco including chewing tobacco, cigarettes, e-cigarettes, hookahs and any other vapor emitting devices is prohibited on school grounds, including personal vehicles parked on school property.

No one, other than those designated on the emergency card, will be permitted to take a child from school. All visitors are required to check in at the school office as soon as they arrive. Parents must report to the office before going to a classroom or coming on campus. Parents who have a complaint are to request an appointment with the staff member and/or principal. No disruptions of school activities or verbal/physical assaults will be tolerated by visitors on campus. *(E.C. 44810 and 44811)*

Administration has the authority to direct non-students to leave campus. No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed expeditiously to the office of the principal or designee for the purpose of registering.

Rio Rosales expects all visitors to behave in a civil and appropriate manner. Members of the Rio Rosales staff will treat parents and other members of the public with respect and expect the same in return. Rio Rosales School is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. Rio Rosales School wishes to promote mutual respect, civility and orderly conduct among district employees, parents and the public. This is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, Rio Rosales School encourages positive communication and discourages volatile, hostile or aggressive actions. Rio Rosales School seeks public cooperation with this endeavor.

E. Child Custody

In most cases, when parents are divorced, both parents retain parental rights. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please provide a copy to the school office. If there is not a court order on file with us, we are obligated to provide the rights that the law allows to parents concerning records, visitation and information about the child.

F. School Phones are extremely busy and we only allow students to call home in case of an emergency. Whenever possible, avoid leaving phone messages for your children at school. It is difficult to ensure that they will receive the message. Parents and children are encouraged to make pick-up and after-school arrangements at home.

G. Tobacco-free and Drug-free Campus

We are a drug-free campus. Students who are required to take physician prescribed medications or over the counter medications during the regular school day may be assisted by the school nurse or other designated school personnel if the procedures listed in Section VI-A are followed and appropriate documentation from physician is on file with the school.

We are a tobacco-free campus. Smoking is prohibited in any district building or facility. In addition, smoking or the use of tobacco products by district employees or any other person is prohibited on school grounds or in district vehicles (BP 3513). All Rio School District schools and property are Tobacco free zones. Therefore, the use of tobacco including chewing tobacco, cigarettes, e-cigarettes, hookahs and any other vapor emitting devices is prohibited on school grounds, including personal vehicles parked on school property.

School Policies

A. Dress Code

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student's clothing must not present a health or safety hazard or a distraction which would interfere with the educational process (BP5132(a)).

- Clothing, jewelry and personal items (backpacks, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Hats, caps and other head coverings shall not be worn indoors. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day (Education Code 35183.5).
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Closed-toe shoes must be worn at all times. Sandals must have heel straps. Flip-flops, high heels, wedge or backless shoes/sandals are not acceptable (For safety reasons, shoes with embedded wheels (Heelys) may only be worn with the wheels removed.)

*Please label outerwear and backpacks with student's name.

The school site may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

B. Personal Property

Children are not to bring toys, games, electronic devices, etc., to school unless specific permission is given by a teacher to use for educational benefit. Upon arrival to school and through dismissal, cell phones should be turned off and not used for text messaging, taking pictures or direct-connect two-way communication unless the use is directed or expressly permitted by a school official. The school is not responsible for lost, stolen or broken personal items.

*Please label outerwear and backpacks with student's name.

C. Rio Rosales Nutrition and Wellness

As of 2018, Rio Rosales has a "frosting free" celebration policy. This means that foods such as cakes, cupcakes, iced cookies etc. will not be allowed on campus for celebrations. Please help us to remember, follow and understand these guidelines. Please consider providing non food items such as pencils, stickers, notebooks etc. to classroom celebrations. Rio Rosales is working with our community to provide non-food options along with discounted prices.

Gum is not allowed on campus. Food is allowed in designated areas only.

Child Nutrition Services shall meet or exceed established state and federal guidelines for all foods served by the District during the school day. Such guidelines shall be implemented with the objective of promoting student health and reducing childhood obesity.

Rio Rosales school strongly discourages non-nutritional food items such as candy, chips and soda. Foods that cause damage or discoloration to textbooks and/or school materials may be disallowed at the discretion of Rio Rosales administration.

Rio Rosales discourages delivery of fast food for lunches because they do not promote optimal health and they disrupt regular classroom routines.

Rio Rosales School believes that foods and beverages available to students should promote optimal health. Rio Rosales School encourages staff, students, and parents to use healthy food items or non-food items as part of classroom parties and fundraising activities. Please also remember that celebrations should not interfere with or disrupt the teaching and learning process.

While Rio Rosales honors important events in children's lives, our primary focus will remain on delivering high quality instruction. Please also remember that arrangements must be made with the classroom teacher before bringing items to school for celebrations.

D. Breakfast/Lunch Program

Child Nutrition Services shall meet or exceed established state and federal guidelines for all foods served by the District during the school day. Such guidelines shall be implemented with the objective of promoting student health and reducing childhood obesity.

Because Rio Rosales is a Title I program, each qualified child is eligible for a free breakfast and lunch for the 2018-2019 school year.

Rio Rosales School believes that foods and beverages available to students should promote optimal health. Rio Rosales School encourages staff, students, and parents to use healthy food items or non-food items as part of classroom parties and fundraising activities. Rio Rosales school strongly discourages non-nutritional food items such as candy, chips and soda. Foods that cause damage or discoloration to textbooks or school materials may be disallowed at the discretion of Rio Rosales administration.

E. Lost and Found

We keep a Lost and Found bin in the cafeteria throughout the school year. If your child loses something, he/she is free to look for it there. Unclaimed items will be donated to community agencies on a regular basis.

Attendance and Absences

Regular attendance plays a key role in the success a student achieves in school. The first step to success in school is getting there. It is an obligation of student, parent and school authorities to insist upon good attendance. Excused absences include:

- a - Illness
- b - Doctor/Dental appointments with a note from doctor's office
- c - Death in the immediate family
- d - Quarantine

A written note from the parent on the day the child returns is necessary, unless a phone call to the school is made by the parent explaining the reason for absence. For any absence of 3 or more consecutive days, a doctor's note is required to excuse absence. *Excessive absences will result in referral to the School Attendance Review Board.*

On the 10th consecutive absence without a valid excuse, students will be dropped from the attendance at Rio Rosales school and the child will have to re-enroll with the Rio School District.

A. Tardiness

If a child arrives late to school, he/she must check in with the school office for a pass to class. Please remember, tardiness results in loss of instructional time and disrupted routines for classrooms. **More than 3 tardies per year are considered excessive.** *Excessive tardiness may result in the referral to the School Attendance Review Board.* Regular communication to families will document, monitor and address tardiness. Rio Rosales School will comply with Rio School District and state guidelines for attendance.

B. Withdraw from Attendance

The school should be notified by the parent in advance of a student withdrawing from attendance at Rio Rosales School. Parents need to indicate the address of the new residence as well as the name of the new school. Your child's records and report card will be sent to the new school upon request from the new school's office. Please return all books and school materials prior to moving.

C. Independent Study (BP 6158 and AR 6158)

Taking family vacations during the school year is strongly discouraged. If a student is to be absent for more than five days for reasons other than illness or emergencies, arrangements must be made with the office for an Independent Study Contract at least five days prior to the scheduled leave. Please note that Independent Study Contracts and the work they require are no substitute for the rich learning opportunities provided in the regular classroom. Parents/guardians of students who are interested in independent study, should contact the principal or designee prior to the scheduled leave to verify eligibility. Upon return to school, student work should be turned in immediately to receive credit. It is the student's responsibility to check-in with teachers upon return to school for any additional work missed. Work that is incomplete or missing will invalidate the Independent Study Contract.

Emergency Information

Emergency cards are kept on file for all students with important information in cases of student illness, accident or other emergency. Please return the emergency card to the office as soon as possible. New emergency cards must be completed each school year and signed by the parent/guardian.

If student information should change throughout the year, it is the parent's responsibility to inform the office.

NOTE: Only those persons designated on the emergency card may sign out students.

Student Accident Insurance

Accident insurance is available to students at a reasonable price. Specific information regarding the plan will be supplied during registration and the first week of school.

Parents are encouraged to purchase this insurance as the school accepts no financial responsibility for accidents occurring on school grounds.

Health

The safety, health and well being of our children is a top priority. Children who have a fever above 100 degrees and/or have vomited and/or experienced diarrhea twice in 24 hours should stay home, both to help the child heal and reduce exposure of others to contagious agents.

If you would like to pick up your child's homework, please notify the Rio Rosales Office in the morning.

If a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.

When two or more students in any class have been identified as having a head lice infestation, all students in the class may be examined. In consultation with the district's health care personnel, the principal may also send information about head lice home to all parents/guardians of the students in that class.

A. Medication

It is desirable for medication to be administered at home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic disabilities or illness. It is also recognized that in many short-term illnesses, medication may need to be continued after a student returns to school. To accommodate this we need:

1. The original container must accompany all medicine or drugs.
2. A written physician's order and parental consent form: **“Authorization for Any Medication Taken during School Hours” District Form**, which includes the medication name, reason for medication, dosage, schedule, anticipated number of days to be administered, and side effects of the medication.
3. Students may not carry any medication with them on campus including over-the-counter medication or asthma pumps unless physician indicates that they can self administer on a Rio School District Medication Form.

B. Returning to School After an Injury or Serious Illness

When a child is injured on or off campus and returns to school with a cast, crutches, splints, etc., he/she needs a doctor's clearance. This clearance should include any physical limitations or special instructions (e.g.: No PE for a week). Without a written medical clearance, the child will be excluded from school. This is done for the protection of your child as well as for the safety of others.

Supervision

We provide daily yard duty supervision for 10 minutes before school begins. Teachers supervise students during morning and afternoon recesses. We have noon duty supervisors who work with students during lunch and lunch-recess. **There is no yard supervision after school.** Parents need to pick up their children promptly at the end of their school day.

A. Parking Lot

Parking is very limited. Please remember to drop off and pick up students in the safest manner possible. Drive cautiously and watch for students at all times. The handicap area is for those who have handicap parking permits. Remember do not block parked cars. Adhere to the designated no parking red zones, speed limits and crosswalks. Please make a right turn onto Kohala Street upon exiting the parking lot.

Our parking and traffic patterns are under review and may be changed to facilitate safe and efficient pickup and drop off of children. Remember that children always have the right of way and that our crossing guards have authority to make decisions about crossing children and directing traffic. Our crossing guards' priority is ensuring safe egress and ingress of children. Please understand that traffic will be impacted because of this priority.

Communication

A. Back to School Night

All parents are encouraged to attend the annual Back-To-School Night. Teachers will provide valuable information regarding academic expectations for the school year. Back to School Night is a minimum day.

B. Calendars and Newsletters

Monthly calendars and newsletters are sent home at the beginning of each month along with the menu from the cafeteria. Please post these at home for reference. Please also note that emails and electronic reminders may be used to communicate important information.

Please take every opportunity to sign up for electronic reminders and make sure that contact information, especially email addresses and phone numbers are correct so that we may reach you in a timely and efficient manner.

C. Parent-Teacher Conferences

Parent-Teacher conference dates are listed on your Yearly School Calendar. Your child's teacher will schedule a time for you. Our goal is to work together with you to provide the best education possible for your child. We expect to see you at conferences, as well as at other school activities this year.

Academics

A. Homework

The Rio Elementary School District Board Policy BP6154 states that the Board:

- Recognizes that homework contributes toward building responsibility, self-discipline, and lifelong learning habits.
- Recognizes that the time spent on homework directly influences student's ability to meet the District academic standards.
- Expects students, parents/guardians, and staff to view homework as a routine and an important part of students' daily lives

Recommended Amount of Time:

Homework assignments will vary in length and difficulty according to the individual student.

In addition to doing homework assignments, all students are expected to read nightly for a minimum of:

Kindergarten – 1st Grade: 20 minutes

2nd – 3rd Grade: 30 minutes

4th – 8th Grade: 40 minutes

Nature and Purpose of Homework

- Promotes independence and responsibility.
- Provides additional practice/reinforcement of fundamentals.
- Allows for completion of unfinished class work or assignments missed during absences.
- Supports and encourages consistent daily reading.
- May include research/projects in assigned subject areas for which there is insufficient time in class.
- Keeps parents informed of current learning in class.

Principal's Responsibility

- Principal will send home to all parents these Homework Guidelines to read prior to attending Back to School Night.

Teacher's Responsibilities

- Teacher will communicate homework procedures and expectations to all parents at the beginning of school each year (i.e., Back to School Night, introductory letter).
- Teacher will clarify at the beginning of the school year whether parents are to review and/or assist in correcting homework before it is turned in.
- Teacher generally will assign homework four days a week. These assignments should not require that the homework be completed over weekends or holidays.
- Teacher will assign homework that is commensurate with student's abilities so that the homework assignments are neither too challenging nor not challenging enough and can be completed independently.
- Homework copies will be legible and directions will be clear and understandable to student and/or parent.
- Homework will be meaningful and relevant to class work.
- Teacher will help parents understand the objectives of the school curriculum at Back to School Night and parent conferences and through student progress reports.

- Homework will be checked or corrected and returned to student in class or sent home. Teacher will review with student homework corrections/comments, if necessary.
- Teacher will notify parents when student repeatedly fails to turn in homework on time.
- Teacher will guide students and parents to available homework support services, as needed.

Student's Responsibilities

- Student is expected to complete assigned homework independently and on time.
- Student is expected to turn in neat and legible homework.
- Student will ask teacher for clarification if homework assignment is not clear.
- Student is encouraged to talk with teacher if homework assignments are too difficult or too easy.
- Student is expected to show parents any checked or corrected homework returned by the teacher.

Parent's Responsibilities

- Parents are expected to provide a regular study and/or reading time in a suitable setting with appropriate materials.
- Parents are encouraged to offer guidance but avoid doing the assignment for the child.
- Parents are encouraged to provide a balance between homework and the child's free time. If a child consistently does not complete assignments within the recommended time frame (homework is too challenging/not challenging enough), parents should contact the teacher.
- Parents are expected to understand the objectives of the school curriculum and the relationship of the homework to these objectives.
- Parents are expected to ask the child to show/discuss checked or corrected homework.

If parents have questions or concerns at any time, they are encouraged to contact their child's teacher.

B. Report Cards

Report cards will be sent home in November, March, and June. Please refer to your Rio School District Calendar for the exact days. The November report card will be discussed with you at fall parent conferences.

C. Student Recognition

Our school is proud to recognize students during the school year for their academic success and improvement. Regular, on-time attendance is crucial to ensure that students continually progress toward mastery of grade level expectations. Those students who have perfect attendance, including no tardies, will be recognized.

D. Textbooks / Technology

Students are issued textbooks at the beginning of the school year. They will be responsible for any lost or damaged textbooks. Electronic devices issued to the student are the responsibility of the student. Devices that are lost, stolen and/or damaged are the responsibility of the student to whom the device is issued.

E. Physical Education

All students are required to participate in physical education activities. If a student is unable to participate due to illness or an injury, they must bring a written excuse from a parent or legal guardian and present it to their teacher. If your child is to be excused from PE for more than three days, a note from a doctor is required.

F. Response to Intervention (RtI) and the Intervention Progress Team (IPT)

The Rio School District's leadership believes that a child's ability to learn is affected by social, emotional, behavioral, health and economic factors outside the classroom. The District's Response to Intervention (RtI) Model provides a framework making it possible for students to access a range of programs and obtain services that will support the individual needs of the child and his/her family. Both academic and Social/Emotional/Behavioral ("SBE") interventions are made available through site Intervention Progress Teams (IPT). The RtI process acts as a framework and organizing tool so that all district services and interventions will be accessible at the appropriate levels of interventions. The team is a regular education process that uses a positive problem solving team approach to do everything possible to make students' school life successful. Parents of referred students are an important part of this process. The student's progress is monitored frequently to see if those interventions are

sufficient to help the student to catch up with his or her peers. If the student fails to show significantly improved skills despite several well-designed and implemented interventions, this failure to 'respond to intervention' can be viewed as evidence of underlying problems that may lead to an assessment for possible special education services.

G. Library

Our school provides library services for students. Students visit the library on a regular basis, during which times they are allowed to check out library books to read at home and at school. It is the student's responsibility to return his/her library book within the designated time period. Failure to do so will result in lost of check-out privileges. Lost or stolen library books are considered the responsibility of the student's family. Written notification for replacement cost (s) of lost book(s) will be provided to parents. Parents will be given the opportunity to abstain from allowing their child/children from checking out books during the year.

Rio Rosales strongly encourages families to use local libraries as a resource for texts as well as events that promote and support literacy.

H. Field Trips

Field trips are part of the student's learning experience and are part of the school curriculum. They are planned and supervised by the classroom teacher. A permission slip must be signed by the parent prior to the trip. No child may attend any trip for which his or her permission slip has not been returned. Field trips are an extension of the school program and all school rules apply, including the dress code policy.

Code of Conduct

Our school adheres to the principles of **Positive Behavior Support which include:**

- Health and safety
- Legitimate Educational Purpose
- Respect of personal and public property
- Respect of the teaching and learning process

Investigations

Investigations are an important and necessary function of the Rio Rosales discipline process. Investigations are confidential, and every side in an investigation has the right to a fair process. Each side in an investigation also has the expectation of confidentiality and the right to be free from retaliation. Statements from either side are a common and important administrative tool. Written and verbal statements are routinely gathered by administration and staff to establish a position from which the investigation will continue. Statements may be written by hand or submitted via email. If statements are requested, they will go through a redaction process if and no statement from another child will be shared with a non-family member. **Confidentiality** will be strictly observed when discussing discipline with families. Just as your child's name will not be shared with other families, names of children involved in incidents with your child will not be disclosed.

Students are taught the importance of balancing their **rights and responsibilities** as citizens of our school community.

A. Student Rights

All students can learn and they have the right to:

- Be safe and protected
- Be free from verbal abuse and harm
- Have personal belongings safe
- Be treated with respect
- Learn in a "cared for" environment
- Be able to learn without distraction

B. Student Responsibilities

Students are expected to display appropriate behaviors while in class, on the school grounds, while going to and from school, and during school-sponsored activities:

- Show respect for yourself and others.
- Be in assigned seat, ready to work and with all materials, when the bell rings.
- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Use a pleasant voice when talking to others.

C. Sexual Harassment

Rio School District prohibits student sexual harassment. Student sexual harassment includes both student-to student harassment and adult-to student harassment. Sexual harassment is any unwelcome sexual behavior from another person and can include sexual comments, jokes, rumors, graffiti, or touching or staring in a sexual way. Students who sexually harass other students at school, at a school related activity or while going to, or coming from school, will be disciplined. Appropriate student discipline for sexual harassment may include suspension and/or expulsion. Students who believe that they have been sexually harassed either by an adult or by another student should immediately tell the school principal, a teacher, or a school counselor so that the District can take action to stop the harassment and protect the student.

EDUCATION CODE SECTION 231.5.

(a) It is the policy of the State of California, pursuant to Section 200, that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind in the educational institutions of the state. The purpose of this section is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies.

(b) Each educational institution in the State of California shall have a written policy on sexual harassment. It is the intent of the Legislature that each educational institution in this state include this policy in its regular policy statement rather than distribute an additional written document.

(c) The educational institution's written policy on sexual harassment shall include information on where to obtain the specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies.

(d) A copy of the educational institution's written policy on sexual harassment shall be displayed in a prominent location in the main administrative building or other area of the campus or school site. "Prominent location" means that location, or those locations, in the main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

(e) A copy of the educational institution's written policy on sexual harassment, as it pertains to students, shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

(f) A copy of the educational institution's written policy on sexual harassment shall be provided for each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired.

(g) A copy of the educational institution's written policy on sexual harassment shall appear in any publication of the institution that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

D. Bus Conduct BP 5131.1

In order to help ensure the safety and well-being of students, bus drivers, and others, it is expected that students will exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving

the bus. The Superintendent or designee may deny a student the privilege of using school transportation upon the student's continued disorderly conduct or his/her persistent refusal to submit to the authority of the driver.

E. Playground Behavior

Students shall:

1. Follow directions and playground rules
2. Stay in assigned areas
3. Keep hands, feet and objects to themselves
4. Treat others with the respect (no teasing, insulting, provoking)
5. Use equipment appropriately:
6. Follow school procedures as set by the administration and teachers.

Consequences for Misbehavior

School site staff will use the Rio School District discipline matrix for inappropriate behavior. Inappropriate incidents are reported to the Principal or his/her designee who completes the following:

1. Holds a conference with the child/children to provide due process.
2. Contact child's teacher and/or parents/guardian to report the incident.
3. Determines an outcome which is appropriate to the incident and which helps the child correct his/her own future actions.

The goal of this process is to assist students in understanding the relationship between rights (free play time on the playground) and responsibilities (maintaining appropriate behavior). Ongoing referrals may be addressed through an Intervention Progress Team (IPT) meeting including playground personnel, parent, teacher, and principal.

F. Unacceptable Behavior and Suspensions

The Following behavior is UNACCEPTABLE and will result in consistently applied discipline (according to Education Code 48900, 48260, 31583):

School sites will follow the Rio School District's Progressive Discipline Matrix for unacceptable behaviors.

- Threatening, bullying, fighting, assault and battery.
- Extortion (taking or attempting to take money or property from another person by use of a threat).
- Truancy: excessive absences and/or tardiness.
- Causing or attempting to cause damage to school or private property.
- Disturbing class or student activities.
- Use of profanity, vulgarity, or obscenity.
- Disobedience, defiance, or disrespect to school employees.
- Inappropriate mode of dress.
- Possession of personal radios, tapes, CD Players.
- Electronic devices: Students are permitted to carry a cell phone; however, all cell phones must remain turned off and in student backpacks when at school. If a student is caught with the cell phone in hand during school hours, the phone will be confiscated and a parent will need to come to the office to retrieve it.
- Severe disruptive behavior is not tolerated in the Rio School District. Students may be suspended from school and a conference will be held with their parents. As an alternative to suspension, a parent may be required to spend a day at school with his/her child.

G. Bullying

The Rio School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in section 422.55 of the Penal Code and E.C.220 and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Both students who are bullied and students who bully others may have serious, lasting problems.

What students and parents can do:

What students can do:

- Be a friend to others: introduce yourself to new students, invite other students to play or hang out with you, work with an adult to solve disagreements.
- Talk to an adult.
- Be a supportive Bystander; Speak to an adult if you see another student being bullied.

What parents can do:

- Volunteer in the school.
- Participate in the School Safety Committee, School Site Council, Parent English Language Committee, or other school wide committees.
- Notify your child's teacher, school counselor, or Principal if your child reports bullying to you or you suspect something is wrong

H. Bicycles, Skateboards and Scooters

Children riding bicycles to school must park and lock them in the designated area immediately upon arrival at school. Bikes must be walked on school property and on sidewalks. Skateboards, bikes and scooters are not to be ridden on campus at any time. Skateboards and scooters should be held and put away while on school property. Bicycle (skateboard and scooter) riders under age 18 must wear a properly fitted and fastened helmet which meets specified safety standards when they ride on a street, bikeway, or public bicycle path or trail (Vehicle Code Sections 21212, 21204)

Rio School District

Teacher-Student-Parent Agreement

It is important that families and schools work together to help students achieve high academic standards. The following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

The Teacher/Staff Pledge

I understand the importance of the school experience to every student and my role as teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will provide a safe, positive and healthy learning environment for your child.
- I will strive to be aware of the individual needs of your child and will work to maximize instructional time to achieve his/her educational potential.
- I will provide your child with instruction to develop language skills for academic success.
- I will ensure that appropriate skills and concepts are taught to maximize student performance
- I will communicate class work and homework expectations clearly
- I will assign homework to promote, enhance, and/or reinforce concepts previously taught
- I will correct and return appropriate work in a timely manner.
- I will communicate with you regarding your child's progress.
- I will be available to discuss your child's progress by phone or by appointment.

The Student Pledge

I realize that my education is important to me. It helps me to develop tools I need to become a happy and productive person. I also understand my parent or guardian wants to help me do my best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- I will attend school each day staying out only when I am sick.
- I will arrive at school on time and be ready to work.
- I will return completed homework on time.
- I will share work, school information, and notes with my parent(s) or guardian and return them to school, when requested.
- I will be responsible for my own behavior.
- I will be a cooperative learner, allowing the teacher to teach and the other students to learn.
- I am responsible for seeking help in an appropriate time and manner when I need it.

The Family/Parent Pledge

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

- I will ensure that my child attends school each day unless he/she is ill.
- I will see to it that my child arrives at school on time.
- I will notify the school when my child is absent and state the reason for the absence.
- I will make sure my child gets an adequate night's sleep and has a healthy diet.
- I will support our school's/district's attendance, discipline, and homework policies.
- I will monitor my child's progress in school regularly.
- I will provide an appropriate place for my child to study.
- I will encourage my child to complete his/her homework.
- I will attend Back to School Night, parent conferences, and Open House, and other school activities.
- I will limit any activities that interfere with my child's learning.
- I will be sure that the school has my child's completed and updated Emergency Card.
- I will schedule my child's personal, medical and dental appointments after school hours when possible.

Student _____ Teacher _____ Parent/Guardian _____

Rio School District
STUDENT ACCEPTABLE USE AGREEMENT

Use of Rio School District technology is intended to support your academic success. You must read and agree to follow the network rules below to use your network account.

The Rio School District hereinafter referred to as Rio, has a strong commitment to providing a quality educational curriculum for its students, including access to and experience with technology. Rio's goals for technology in education include promoting educational excellence in schools by facilitating collaboration, innovation, and communication, providing appropriate access to all students, supporting critical and creative thinking, fully integrating technology into the daily curriculum, and preparing students and educators to meet the challenges of a highly technological and information-rich classroom and workplace.

Rio recognizes that curricular technology can enhance student achievement. Rio provides a wide range of technological resources, including Internet access, to its students for the purpose of advancing the educational mission of the district.

Students waive any right to privacy or confidentiality to material that was accessed, created, sent or stored using Rio technology or a Rio provided network account.

Rio provides students with access to technology and the Internet. Through the Internet, students may have access to applications, databases, websites, and email. Students are expected to use the technology and the Internet responsibly for school related purposes.

In compliance with California legislation, E-Rate, and the Children's Internet Protection Act, Rio addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism and provides for the education of minors about Internet safety, including appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, cyber bullying awareness and response, and protect online privacy and avoid online predators.

Students are expected and will be held accountable to follow current legal regulations and the rules set forth in this policy and the student disciplinary code. Board Policies and Administrative Regulations will govern all violations of this policy. For clarification of other related student policies and consequences including suspension or expulsion that may result from misuse, please refer to your student handbook.

Rio SD Student Acceptable Use Agreement - Rio School District BP 6163.4, AR 6163.4

This Agreement was developed in cooperation with Ventura County Office of Education and is based on the work of the © *VCOE AUP Task Force*

Student and Parents - Please review, sign and return the agreement below.

As a condition of the right to use Rio School District technology services, students understand and agree with the following:

I will use technology resources responsibly:

- I will use the Internet and other technology resources for academic activities.
- I will store only educationally appropriate materials.

- I will not use Rio technology for commercial purposes or to offer or provide products or services through Rio technology.
- I will not use technology resources to violate Rio policies, federal and/or state laws.
- I will not intentionally access and/or store inappropriate information, including, but not limited to the following:
 - material that is obscene;
 - child pornography;
 - material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions;
 - material that has been designated as for adults only;
 - material that promotes or advocates illegal activities;
 - material that promotes the use of alcohol or tobacco, school cheating, or weapons;
 - material that advocates participation in hate groups or other potentially dangerous groups.
- I will not participate in unacceptable behaviors including but not limited to:
 - personal attacks, harassment or bullying another person;
 - creation and transmission of offensive, obscene, or indecent material;
 - creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work;
 - political advocacy and/or religious proselytizing;
 - transmission of commercial and/or advertising material;
 - creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

I will use technology resources safely:

- I will not share my password with anyone.
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access social networking and collaborative web sites, blogs, or post to Internet sites as it relates to educational purpose

Rio SD Student Acceptable Use Agreement - Rio School District BP 6163.4, AR 6163.4

**This Agreement was developed in cooperation with Ventura County Office of Education and is based on the work of the ©
VCOE AUP Task Force**

I will use technology resources respectfully:

- I will not deliberately attempt to harm or destroy data on any system on the network or Internet.
- I will not damage equipment or inappropriately alter settings.
- I will not inappropriately alter any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the (insert district name/abbreviation here) network or to any other system using the (insert district name/abbreviation here) network.
- I will not go beyond my authorized access.
- I will not circumvent (i.e., use proxies) (insert district name/abbreviation here) Internet filters.
- I will not disclose names, personal contact information, or any other private or personal information about other students.
- I will not use the (insert district name/abbreviation here) network to engage in any unlawful activity or to threaten the safety of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.

I will use technology resources in a manner that respects the intellectual property of others:

- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources for material that is not my own.

I understand that:

- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using Rio technology or a Rio provided network account.
- Rio School District personnel have the right to review any material sent, emailed, accessed, or stored through Rio technology or a Rio provided network account.
- My use of the Internet will be monitored, as required by federal law. Rio's monitoring of Internet usage can reveal all activities I engage in using the Rio network.
- Rio personnel can remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- Rio does not promise that the functions of the Internet service will meet any specific requirements I may have, or that the Internet service will be error-free or uninterrupted.
- Rio administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all bulleted points in this agreement.
- In the event there is a claim that I have violated this policy or the student disciplinary code in my use of Rio Network, I will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- Rio will not be responsible for any damage I may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people.
- Rio will not be responsible for the accuracy or quality of the information obtained through the system. Rio accepts no liability relative to information stored and/or retrieved by students on Rio-owned technology resources.
- Rio will not be responsible for financial obligations arising through unauthorized use of the system.
- My parents can be held financially responsible for any harm that may result from my intentional misuse of the system.
- Although Rio will make a concerted effort to protect me from adverse consequences resulting from use of Rio technology resources, I must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities.
- Rio accepts no liability for student-owned technology resources used on Rio property.

**RIO SCHOOL DISTRICT
RIO ROSALES ELEMENTARY SCHOOL
PROGRESSIVE DISCIPLINE PLAN**

It is Rio School District's mission to ensure a quality education for all students and provide a safe learning environment. Behavioral expectations can be met by a system of accountability that is communicated to students and parents. The purpose of this discipline matrix is to provide administration with interventions that are fair and equitable for all students. Each school site develops its own progressive discipline plan that reflects interventions for classroom offenses. The goal of school discipline is for the students to develop self-control, self-esteem, and positive citizenship. Conduct detrimental to the learning of any student will not be tolerated. Disciplinary action is based on each individual incident of inappropriate behavior and will be dependent on such factors as the severity of the incident, student's attitude, previous behavior record, and individualized education program of an individual with exceptional needs. Additionally, some behaviors warrant a student to be suspended upon a first offense. (EdCode 48900.5) Parents are contacted for any serious offense.

The Progressive Discipline Plan was developed for all elementary schools within the Rio School District and outlines the consequences for inappropriate student actions that have been referred by the teacher to the principal, assistant principal, or counselor. Infractions or possible consequences may not be limited to those found in the Progressive Discipline Standard. It should be noted that although the Progressive Discipline Plan affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student. Each administrator must use his/her judgment in applying its provisions, within the limits stated. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with District Board Policy and the California Education Code.

Types of Interventions/Terms Defined

Detention: Detentions are assigned at the discretion of the teacher and administration.

Expulsion: Expulsion will be recommended for severe behavioral situations only after progressive discipline measures have failed to change a student's behavior and/or the student poses a threat to himself or other students. (Ed Code 48900; 48900.5; 48915)

Office of Student and Family Services (OSFS): OSFS is a full-service office that helps with a variety of issues and concerns-all to promote student success.

Peer Mediation Program (PMP): Peer mediation program uses students who are trained in mediation techniques to help the offending student review his behavior. Mediation is coordinated by the counselor.

School Attendance Review Team (SART): Site level team, including parent/guardian, to review excessive unexcused absences and/or tardies and to assist with an intervention plan.

School Attendance Review Board (SARB): District level board, including parent/guardian, to review excessive unexcused absences and/or tardies and to assist with an intervention plan.

School Resource Officer (SRO): Law enforcement from the Ventura County Sheriff’s Department or the Oxnard Police Department may be contacted depending upon the severity of the offense.

Intervention Progress Team (IPT): Intervention Progress Teams may be convened when disciplinary issues are considered to be unaffected by behavioral interventions. The members of a IPT may include: the parent, administrators, counselors, teachers, Office of Student and Family Services (OSFS), and others as needed.

Suspension: An out-of-school suspension is assigned at the discretion of administration. Student is removed from school from one to five days, not to exceed twenty days per school year. **A parent conference must be held when a student goes home for the suspension or when he returns from a suspension.** (Ed Code 48900-48915)

Teacher Suspension: EdCode 48910 describes when a teacher may suspend a student from class and the specific responsibilities that the teacher must complete.

RIO SCHOOL DISTRICT ELEMENTARY PROGRESSIVE DISCIPLINE PLAN

Student Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd, Subsequent Intervention/Consequence
Attempted to, or threatened to cause physical injury on student or school personnel EC 48900(a)(1)	<ul style="list-style-type: none"> ● Parent conference ● Loss of recess ● Detention ● Facilitated peer mediation ● Counselor/Student conference 	<ul style="list-style-type: none"> ● Parent conference ● Detention ● Facilitated peer mediation ● Anger management/peer relations groups and Counseling referral ● SST/OSFS referral 	<ul style="list-style-type: none"> ● Parent Conference ● SST referral ● Suspension 1-3 days
Caused physical injury to student. * Willful use of force or violence on the person of another, except in self-defense. EC 48900(a)(1); 48915(a)(1)	<ul style="list-style-type: none"> ● Parent conference ● Facilitated peer mediation ● Anger management/peer relations groups ● Suspension 1-3 days ● Recommend for expulsion unless mitigated by particular circumstances 	<ul style="list-style-type: none"> ● SST referral ● Counseling referral ● Suspension 3-5 days ● Recommendation for expulsion unless mitigated by particular circumstances 	<ul style="list-style-type: none"> ● Suspension 5 days ● Recommendation for expulsion unless mitigated by particular circumstances
Assault or battery on school personnel.* EC 48915(a)(5), 44014(a) *May result in legal action against the pupil, parent or guardian EC 44014(a). *Assault is the unlawful attempt, coupled with the present ability, to commit a violent injury. CA Penal Code section 240	<ul style="list-style-type: none"> ● Parent conference - student mediation with school personnel ● Community service with school personnel ● Suspension 1-3 days ● OSFS referral 	<ul style="list-style-type: none"> ● Parent conference - student mediation with school personnel ● Community service ● Anger management group/ counseling referral ● Suspension 3-5 days ● Recommend for expulsion unless mitigated by particular circumstances 	<ul style="list-style-type: none"> ● Parent conference ● Suspension 5 days ● Recommend for expulsion unless mitigated by particular circumstances

*Battery is defined as any willful and unlawful use of force or violence on a person.			
Brandishing a knife at another person EC 48915(c)(2)	<ul style="list-style-type: none"> • Notify SRO • Suspension 5 days • Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> • Notify SRO • Suspension 5 days • Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> • Notify SRO • Suspension 5 days • Mandatory recommendation for expulsion
Possessed, sold, or otherwise furnished any firearm. EC 48915(c)(1); possession of explosive EC 48915(c)(5)	<ul style="list-style-type: none"> • Parent conference • Call SRO • Suspension 5 days • Retain weapon • Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> • Parent conference • Call SRO • Suspension 5 days • Retain weapon • Mandatory recommendation for expulsion. 	<ul style="list-style-type: none"> • Parent conference • Call SRO • Suspension 5 days • Retain weapon • Mandatory recommendation for expulsion
Initiating threatening calls, and/or written or oral threatening messages to school, i.e. bomb or terroristic threats, etc., EC 48900.7	<ul style="list-style-type: none"> • Parent conference • SST/OSFS referral • Anger management/peer relations groups • Counseling referral • Suspension 1-3 days • May recommend expulsion depending on ability, severity or intent 	<ul style="list-style-type: none"> • Parent SRO • SST/OSFS referral • Counselor/Student conference and referral • 1 month Community Service Detention • 3-5 days Suspension • May recommend expulsion depending on ability, severity or intent 	<ul style="list-style-type: none"> • Parent conference • Suspension 5 days • May recommend expulsion depending on ability, severity or intent

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Engaging in cyberbullying against other students or staff of to threaten district property, etc. EC 32261(f)(g)	<ul style="list-style-type: none"> • Parent conference • Counselor/Student conference • Community Service • Detention 1 week of Suspension 1-3 days depending on grade level, severity, intent and circumstances 	<ul style="list-style-type: none"> • Call SRO • SST/OSFS referral • Counselor/Student conference and referral • Suspension 3-5 days 	<ul style="list-style-type: none"> • Call SRO • Suspension 5 days with/Recommend for expulsion

<p>Possession of knife* or other dangerous object of no reasonable use to the student. EC 48915(a) (2)</p> <p>*as defined per Ed Code</p>	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference and referral ● Detention 1 week or Suspension 1-3 days ● Retain weapon or object ● Recommend for Expulsion unless mitigated by depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> ● SST/OSFS referral ● Suspension 3-5 days ● Retain weapon or object ● Recommend for expulsion depending on intent and circumstance 	<ul style="list-style-type: none"> ● Suspension 5 days ● Retain weapon or object ● Recommend for expulsion depending on intent and circumstances
<p>Possession or use of controlled substance (excluding less than 1 oz of marijuana) an alcoholic beverage or intoxicant of any kind. EC 48915(a)(3), Health & Safety Code 11053 et seq.</p>	<ul style="list-style-type: none"> ● Notify SRO if controlled substance ● Parent conference ● Counselor/Student conference ● Substance abuse group ● OSFS referral ● Suspension 1-3 days 	<ul style="list-style-type: none"> ● Notify SRO if controlled substance ● Parent conference ● Substance abuse group ● Counseling referral ● Suspension 3-5 days ● Recommend for expulsion unless mitigated by particular circumstances 	<ul style="list-style-type: none"> ● Notify SRO if controlled substance ● Suspension 5 days ● Recommend for expulsion unless mitigated by particular circumstances
<p>Selling a controlled substance. EC 48915(c)(3), Health & Safety Code 11053 et seq.</p>	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● Community Service Detention 1 week or Suspension 1-3 days ● Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● Suspension 3-5 days ● Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> ● Call SRO ● Suspension 5 days ● Mandatory recommendation for expulsion
<p>Unlawfully offering, arranging, or negotiating to sell a controlled substance, alcohol, or intoxicant of any kind, and delivering or furnishing another substance in its place. EC 48900(d)</p>	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● Community Service Detention 1 week or Suspension 1-3 days 	<ul style="list-style-type: none"> ● Call SRO ● Parent/OSFS conference ● Suspension 3-5 days ● May recommend for expulsion depending upon prior discipline history or particular circumstances 	<ul style="list-style-type: none"> ● Call SRO ● Suspension 5 days ● Recommend for expulsion depending upon prior discipline history or particular circumstances
<p>Committed or attempted to commit robbery or extortion. EC 48900(e)</p> <p>Robbery: taking property by the use of violence</p> <p>Extortion: using threats to obtain money or property from others.</p>	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● Counselor/Student conference/Counseling referral ● Community Service Detention 1 week or Suspension 1-3 days ● May Recommend expulsion depending on prior 	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● SST/OSFS referral ● Suspension 3-5 days ● Community Service Detention/ 2 weeks ● May recommend expulsion depending on prior discipline history or particular circumstances 	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● SST referral ● Suspension 5 days ● Community Service Detention /3 weeks ● May recommend expulsion depending on prior discipline history

	discipline history or particular circumstances		or particular circumstances
Fire-setting, arson.* EC 48900(f) *May result in liability against parent or guardian for damages. EC 48904	<ul style="list-style-type: none"> ● <u>Notify Fire Marshall</u> ● Parent conference ● Counselor/Student conference ● Community Service Detention 1 week/Suspension 1-3 days ● May recommend for expulsion depending upon prior discipline, severity, intent, and circumstances 	<ul style="list-style-type: none"> ● <u>Notify Fire Marshall</u> ● Parent conference ● SST/OSFS referral ● Community Service Detention 2 weeks ● Suspension 3-5 days ● May recommend for expulsion depending upon prior discipline, severity, intent, and circumstances 	<ul style="list-style-type: none"> ● <u>Notify Fire Marshall</u> ● Parent conference ● SST referral ● Suspension 5 days ● May recommend for expulsion depending upon prior discipline, severity, intent, and circumstances

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Stolen or attempted to steal school property or private property. EC 48900(g)	<ul style="list-style-type: none"> ● Call SRO depending upon severity ● Parent conference ● Counseling referral ● Community Services Detention 1 week ● Suspension 1-3 days depending upon grade level, severity, intent, and circumstances. 	<ul style="list-style-type: none"> ● Call SRO depending upon severity ● Parent conference ● SST/OSFS referral/Counseling report ● Community Service Detention 2 weeks ● Suspension 3-5 days ● May recommend expulsion depending on prior discipline, severity, intent and circumstances 	<ul style="list-style-type: none"> ● Call SRO depending upon severity ● Parent conference ● SST/OSFS referral/Counseling report ● Community Service Detention 3 weeks ● Suspension 5 days ● May recommend expulsion depending on prior discipline, severity, intent and circumstances
Knowingly received stolen school property or private property. EC 48900(l)	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● Counselor/Student conference ● Community Service Detention 1 week or Suspension 1-3 days depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> ● Call SRO ● SST/OSFS referral ● Counselor/Student conference and referral ● 3-5 days Suspension 	<ul style="list-style-type: none"> ● Call SRO ● 5 days Suspension with recommendation for expulsion
Habitual use of profanity or vulgarity; committing obscene act. EC 48900(i)	<ul style="list-style-type: none"> ● Parent contact ● Counseling referral ● Behavior Contract (positive reinforcement, encouraging self-correction) 	<ul style="list-style-type: none"> ● Parent contact ● SST referral/Counseling report ● Detention 	<ul style="list-style-type: none"> ● Parent contact ● SST referral/Counseling report ● Detention

	<ul style="list-style-type: none"> • Suspension 1-3 days depending upon grade level, intent, and circumstances 	<ul style="list-style-type: none"> • Behavior Contract (positive reinforcement, encouraging self-correction) • Suspension 3-5 days depending upon grade level, intent, and circumstances 	<ul style="list-style-type: none"> • Behavior Contract (positive reinforcement, encouraging self-correction) • Suspension 3-5 days depending upon grade level, intent, and circumstances
Possession of drug paraphernalia. EC 48900(j)	<ul style="list-style-type: none"> • Parent conference • Counselor/Student conference • Backpack daily a.m. search • Community Service Detention 1 week or Suspension 1-3 days depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> • Parent conference • Counselor/Student conference Counseling referral • Backpack daily a.m. search • SST/OSFS referral • Community Service Detention 2 weeks or Suspension 3-5 days depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> • Parent conference • Counselor/Student conference Counseling referral • Backpack daily a.m. search • SST/OSFS referral • Community Service Detention 3 weeks or Suspension 5 days depending upon grade level, severity, intent, and circumstances

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Imitation firearm. EC 48900(m)	<ul style="list-style-type: none"> • Call SRO • Parent conference • Counselor/Student conference • Suspension 1-3 days depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> • Call SRO • Parent conference • SST/OSFS referral • Counselor/Student conference and referral • Suspension 3-5 days depending upon grade level, intent, and circumstances 	<ul style="list-style-type: none"> • Call SRO • Suspension • Suspension 5 days with recommendation for expulsion
Committed or attempted to commit a sexual assault or committed a sexual battery. EC 48900(n); 48915(c)(4) Penal Code 243.4	<ul style="list-style-type: none"> • Call SRO • Parent contact • Counselor/Student conference • Counseling referral • SST/OSFS referral • Suspension 1-3 days • Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> • Call SRO • Parent conference • SST/OSFS referral • Counselor/Student conference and referral • Suspension 3-5 days • Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> • Call SRO • Parent conference • Suspension 3-5 days • Mandatory recommendation for expulsion

Harassed, threatened, or intimidated a witness. EC 48900(o)	<ul style="list-style-type: none"> ● Call SRO ● Parent contact ● Suspension 1-3 days depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● SST/OSFS referral ● Counselor/Student conference and referral ● Suspension 3-5 days with recommendation for expulsion depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> ● Call SRO ● Parent conference ● 5 days Suspension with recommendation for expulsion depending upon grade level, severity, intent, and circumstances
Aiding or abetting infliction or attempted infliction of physical injury (cannot expel solely for this incident). EC 48900(s)	<ul style="list-style-type: none"> ● Parent conference ● Facilitated peer mediation ● Anger management/peer relations groups ● Suspension 1-3 days 	<ul style="list-style-type: none"> ● SST/OSFS referral ● Counseling referral ● Facilitated peer mediation ● Anger management/peer relations groups ● Suspension 3-5 days 	<ul style="list-style-type: none"> ● SST/OSFS referral ● Counseling referral ● Facilitated peer mediation ● Anger management/peer relations groups ● Suspension 5 days/with Recommendation for expulsion depending upon grade level, severity, intent, and circumstances
Physical sexual harassment: intentional or obvious unwelcome touching or sexual advances. Could include "depantsing". EC 48900.2, EC 212.5(c) Grades 4 and above	<ul style="list-style-type: none"> ● SST referral ● Counseling referral ● Facilitated peer mediation ● Anger management/peer relations groups ● Suspension 1-3 days 	<ul style="list-style-type: none"> ● SST/OSFS referral ● Counseling referral ● Facilitated peer mediation ● Anger management/peer relations groups ● Suspension 5 days ● Call SRO 	<ul style="list-style-type: none"> ● SST/OSFS ● Counseling referral ● Facilitated peer mediation ● Anger management/peer relations groups ● Suspension 5 days/with Recommendation for expulsion ● Call SRO
Smoking, use, or possession of tobacco. EC 48900(h)	<ul style="list-style-type: none"> ● Parent contact ● Counseling referral 	<ul style="list-style-type: none"> ● Parent contact ● Counseling referral ● Research paper on effects of smoking 	<ul style="list-style-type: none"> ✦ SST/OSFS referral

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
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Visual sexual harassment: offensive posters, cards, cartoons, writing, graffiti, drawings, objects, or gestures. EC 48900.2, EC 212.5(c) Grades 4 and above	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST referral ● Suspension 1-3 days 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral ● Counseling referral ● Suspension 5 days 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral/Counseling report ● Suspension 5 days
Verbal sexual harassment: offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature. EC 48900.2, EC 212.5(c) Grades 4 and above	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST referral ● Suspension 1-3 days 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral ● Counseling referral ● Suspension 5 days 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral/Counseling report ● Suspension 5 days
An act of hate violence, i.e., any words or actions that reflect negatively on a person's disability, gender, nationality, race/ethnicity, religion, sexual orientation, or association with person/group with one of more or these characteristics. EC 48900.3	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST referral/Counseling report ● Suspension 1-3 days 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral ● Counseling referral ● Suspension 5 days 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral/Counseling report ● Suspension 5 days
Continual threats, intimidating or menacing another student, hostile environment, bullying, etc. EC 48900.4 Grades 4 and above	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST referral/Counseling report ● Suspension 1-3 days 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral/Counseling report ● Counseling referral ● Suspension 3- 5 days/ with Recommendation for expulsion depending upon grade level, severity, intent, and circumstances 	<ul style="list-style-type: none"> ● Parent contact ● Counselor/Student conference ● Peer relations group ● SST/OSFS referral/Counseling report ● Suspension 5 days/ with Recommendation for expulsion depending upon grade level, severity, intent, and circumstances
Possession of pornographic material, whether in written or electronic form	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Counselor/Student conference 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Counseling referral ● SST/OSFS referral 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● SST/OSFS referral/Counseling report
Possession or use of matches or lighter. EC 48900(b),	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Counselor/Student conference 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Daily a.m. office backpack search 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Daily a.m. office backpack search

	<ul style="list-style-type: none"> ● Think paper detention 	<ul style="list-style-type: none"> ● Counseling referral ● Community Service Detention 1 week 	<ul style="list-style-type: none"> ● SST referral/Counseling report ● Community Service Detention 2weeks
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Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
Habitual or flagrant disruption of school or classroom activities (i.e., horseplay, play fighting, running, other interruption of the learning process.	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference 	<ul style="list-style-type: none"> ● Parent conference ● SST referral ● Counseling referral ● Detention 	<ul style="list-style-type: none"> ● Parent contact ● SST referral/Counseling report ● Parent all day at school
Habitual or egregious cheating.	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference ● Think paper detention 	<ul style="list-style-type: none"> ● Parent conference ● SST referral ● Teacher/Student tutoring sessions 	<ul style="list-style-type: none"> ● Parent conference ● SST referral/Counseling report ● Teacher/Student tutoring sessions
Reckless riding, continued defiance of bike rules, riding skateboards, roller skates/ blades, scooters, etc. on school campus.	<ul style="list-style-type: none"> ● Loss of recess 	<ul style="list-style-type: none"> ● Parent conference ● Detention 	<ul style="list-style-type: none"> ● Confiscate item ● Parent to retrieve item ● Alternative means of getting to school
Defiance of authority including lying and refusing to provide or falsifying information, etc.	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference ● Anger management group ● Facilitated mediation ● Community Service Detention 1 week 	<ul style="list-style-type: none"> ● Parent conference ● SST/OSFS referral ● Counseling referral ● Anger management group ● Facilitated mediation ● Community Service Detention 2 weeks 	<ul style="list-style-type: none"> ● Parent conference ● SSTOSFS referral/Counseling report ● Anger management group ● Facilitated mediation ● Community Service Detention 3 weeks
Intimidating or menacing school personnel or students, including hand gestures, written materials, verbal comments, etc.	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference ● Peer relations group ● Anger management 	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference ● SST/OSFS referral ● Counseling referral ● Community Service Detention 1 week 	<ul style="list-style-type: none"> ● Parent conference ● SST/OSFS referral/Counseling report ● Community Service Detention 2 weeks

Swearing, use of profanity.	<ul style="list-style-type: none"> ● Parent contact ● Counseling referral ● Behavior Contract (positive reinforcement, encouraging self-correction) 	<ul style="list-style-type: none"> ● Parent contact ● SST referral/Counseling report ● Detention ● Behavior Contract (positive reinforcement, encouraging self-correction) 	<ul style="list-style-type: none"> ● Parent contact ● SST referral/Counseling report ● Detention ● Behavior Contract (positive reinforcement, encouraging self-correction) ● Suspension 1-3 days depending upon grade level, intent, and circumstances
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Exhibiting pre-fight behavior such as name-calling, insults, challenging to fight, squaring off, using words likely to cause a physical altercation etc.	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference ● Peer relations group ● Detention 	<ul style="list-style-type: none"> ● Parent conference ● SST/OSFS referral ● Counseling referral ● Community Service Detention 1 week 	<ul style="list-style-type: none"> ● SST/OSFS referral/ Counseling report ● Community Service Detention 2 weeks
Violation of hands-off (i.e., pushing, grabbing, hitting, spitting, etc.)	<ul style="list-style-type: none"> ● Loss of recess ● Parent conference ● Counselor/Student conference ● Detention 	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference ● Peer relations group ● Community Service Detention 2 weeks 	<ul style="list-style-type: none"> ● Parent conference ● SST/OSFS referral ● Counseling referral ● Community Service Detention 3 weeks
Gang gesturing/writing.	<ul style="list-style-type: none"> ● Parent conference ● Counselor/Student conference ● Detention 	<ul style="list-style-type: none"> ● Parent conference ● SST/OSFS referral ● Counseling referral ● Community Service 	<ul style="list-style-type: none"> ● Parent conference ● SST/OSFS referral/Counseling report ● Community Service

Student Infraction	1st Intervention/Consequence	2nd Intervention/Consequence	3rd, Subsequent Intervention/Consequence
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"No show" to administrator-assigned detention.	<ul style="list-style-type: none"> ● Parent conference 	<ul style="list-style-type: none"> ● Parent conference ● Parent all day at school 	<ul style="list-style-type: none"> ● Suspension ● Parent all day at school
Inappropriate use of school phone, cell phone, or public phone.	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Loss of recess 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Detention 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Community Service Detention 2 weeks

Possession of water balloons, squirt guns, water or food fights of any kind, poppers, laser pen.	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Community Service ● Detention 1 week 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Community Service ● Detention 2 weeks 	<ul style="list-style-type: none"> ● Confiscate item ● Parent conference ● Daily office a.m. backpack search ● Community Service
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			<ul style="list-style-type: none"> • Detention 3 weeks
Unauthorized area.	<ul style="list-style-type: none"> • Loss of recess • Counselor/Student conference 	<ul style="list-style-type: none"> • Parent contact • Counselor/Student conference • Detention 	<ul style="list-style-type: none"> • Parent contact • SST referral • Counseling referral
Falsifying or altering documents, misuse of passes, wrongful possession of school materials, etc.	<ul style="list-style-type: none"> • Loss of recess • Parent conference • Counselor/Student conference 	<ul style="list-style-type: none"> • Parent conference • Counselor/Student conference • Counseling referral • Detention 	<ul style="list-style-type: none"> • Parent conference • SST referral/Counseling report • Community Service Detention 2 weeks
Violation of dress code.	<ul style="list-style-type: none"> • Student referral to office to change clothing • Call parent 	<ul style="list-style-type: none"> • Student referral to office to change clothing • Call parent • Loss of recess • Counselor/Student conference 	<ul style="list-style-type: none"> • Student referral to office to change clothing • Call parent • Loss of recess • SST referral
Tampering with or signaling false fire alarm, fraudulent or unauthorized use of 911.	<ul style="list-style-type: none"> • Parent conference • Fire or Police conference • Counselor/Student conference 	<ul style="list-style-type: none"> • Parent conference • SST/OSFS referral • Counseling referral • Community Service Detention 2 weeks 	<ul style="list-style-type: none"> • Parent conference • SST/OSFS referral/Counseling report • Community Service Detention 3 weeks
Habitually unprepared for class	<ul style="list-style-type: none"> • Parent conference • Daily home contact log • SST referral 	<ul style="list-style-type: none"> • Parent conference • Daily home contact log • Counselor home visit • Loss of recess 	<ul style="list-style-type: none"> • Parent conference • Daily home contact log • SST referral/Counseling report • Loss of recess
Tardy EC 48260	<ul style="list-style-type: none"> • Refer to SART 	<ul style="list-style-type: none"> • Refer to SART 	<ul style="list-style-type: none"> • Refer to SARB
Truancy EC 48260	<ul style="list-style-type: none"> • Refer to SART 	<ul style="list-style-type: none"> • Refer to SART 	<ul style="list-style-type: none"> • Refer to SARB

McKinney-Vento Education Program

Title X, Part C, of the No Child Left Behind Act, McKinney-Vento Assistance Act requires Local Education Agencies (also known as school districts) to:

1. Ensure that homeless children and youth have equal access to the same free and appropriate public education, including public preschool education, as provided to other children and youth;
2. Remove barriers to enrollment, attendance, and success of homeless students;
3. Immediately enroll homeless students in school, even if they lack the required documentation for enrollment;
4. McKinney-Vento participants have access to educational and other services necessary for them to meet the same challenging performance standards as the general population of students;
5. Not be stigmatized or segregated on the basis of their status as homeless.

FEDERAL EDUCATIONAL DEFINITION OF HOMELESS

According to the McKinney Vento Assistance Act, a homeless student is a person between the ages of two and eighteen who lacks a fixed, regular, and adequate nighttime residence who is:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Awaiting foster care placement;
6. Staying in a primary nighttime residence that is a public or private place not designed for regular sleeping accommodations for human beings;
7. Living in a cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
8. Migratory children who qualify as homeless because the children are living in conditions described in above;
9. "Unaccompanied", not in the physical custody of a parent or guardian.

EDUCATIONAL RIGHTS OF HOMELESS STUDENTS

Students who find themselves in any of these living situations are deemed homeless by the federal definition and are entitled to the following rights:

1. School placement must be made regardless of whether the child or youth resides with the homeless parent or has been living in a temporary residence
2. Homeless students have the right to attend the school of origin, or the school in the attendance area in which they are temporarily residing.
3. Homeless students shall, to the extent feasible, be placed in their school of origin, unless it is against the wishes of their parent/guardian, then the students will attend the school in the area where they are temporarily residing. School placement for homeless students is based on the student's best interest as defined in law.
4. Homeless students have the right to attend the school of origin for the duration of their homelessness. If the student becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year.
5. Students who become homeless in between academic years are entitled to attend the school of origin for the following academic year.
6. School districts are required to adopt policies and practices to ensure that transportation is provided to or from the school of origin, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison).
7. If a homeless student continues to live within the boundaries of the school district of the school of origin, the school district must provide or arrange transportation for the students to and from the school of origin.
8. If a homeless student continues to attend the school of origin but is living within the boundaries of another school district, the school district of origin and the school district where the homeless student is living must agree upon a method to apportion the responsibility and costs for providing the students with transportation to and from the school of origin.
9. If the school districts cannot agree upon a method, the responsibility and cost for transportation are to be shared equally.
10. In the case of an unaccompanied youth, the school district's homeless liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the students of his/her right to appeal rights.
11. If the student is placed at a school other than school of origin or a school requested by the parent/guardian, the school shall provide a written explanation of its decision, including their right to appeal the decision.

RESPONSIBILITY OF THE SCHOOL

Per the MCKINNEY-VENTO ACT, schools must:

1. Identify students who meet the federal definition of homelessness.
2. Enroll immediately, even if records normally needed for enrollment are lacking, such as proof of residency, school records, immunizations, etc.
3. Contact the last school of attendance to obtain relevant records.
4. Do not immediately drop students from the school due to change of address.
5. Investigate a student's change of address and if it is due to loss of housing, the student must be allowed to attend for the duration of homelessness.
6. When homeless students become permanently housed, allow them to complete the school year.
7. The school district shall provide transportation to the school of origin and share the cost of transportation if the student is displaced to a neighboring school district.
8. If a dispute arises, allow the homeless student to immediately enroll/continue attending in the school, pending resolution of the dispute. Explanations and the right to appeal MUST be provided IN WRITING, to parents/guardians.
9. School districts must have a dispute policy in place.

RESPONSIBILITY OF THE PARENT/GUARDIAN

1. Enroll your children in school immediately.
2. Sign your children up for food program (you automatically qualify).
3. Make sure your children attend school everyday.
4. Ask about support services like tutoring, counseling, after school programs, etc.
5. Meet with your child's teacher regularly.
6. Give your input on what you think is best for your child.
7. Notify the school when moving.
8. When leaving a school, get current school records (ie.immunizations, grades, IEPs)
9. Contact the new district's homeless liaison for help in enrolling in the new school

