

Rio del Norte Elementary School  
PARENT/ STUDENT HANDBOOK

2021-2022



RIO DEL NORTE ELEMENTARY SCHOOL  
2500 LOBELIA DRIVE, OXNARD, CA 93036

Principal:

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## School Specific Information

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# Principal's Message

Welcome Rio del Norte students and families! We, the Rio del Norte family, are excited to begin the 2021-2022 school year.

At Rio del Norte, we value all types of learning and intend to foster growth in each child. We have established guidelines, routines, character education and academic curriculum to help your child master grade level standards. In order for each child to attain mastery of challenging Common Core State Standards, it will take great effort on the part of teachers, families, and students. We know that if we work together as a team, your precious children will grow by leaps and bounds.

We strive to support children socially and emotionally as well help children develop academically. We are in the second decade of the 21<sup>st</sup> century and it is our obligation to teach 21<sup>st</sup> century skills. We intend to teach children how to think critically, how to be problem solvers, and to understand the nuances of the English language. Students will learn academic skills in all core areas, with an emphasis in literacy. We will utilize the many computers we have on campus so students can access the world from their classroom.

While academic excellence is our focus, we also encourage and teach character education as well as leadership. Additionally, through the execution of thoughtful lessons, we will build capacity in our students so that they become life-long learners and are prepared to meet the demands of an ever-changing world. Critical thinking, creativity, communication, collaboration, and Caring (the 5 Cs) will be focal points across content areas. At Rio del Norte, we have high expectations for our students. We share a fundamental belief that students will rise to the occasion to meet the expectations of the adults that care for them.

Please join our faculty and support staff as partners in education. Together, we can do great things for our children.

Sincerely,

Leslie Pimentel , Principal

## **School Mascot/Symbol:**

The Eagle



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## **School Colors:**

Red, White & Blue

## **School Song:**

We are the Eagles.  
We're full of Pride.  
We're working very hard,  
Side by side.

We are the Eagles.  
Red, white and blue.  
Rio del Norte  
We love you.

Eagles are writing  
Every day  
Showing our excellence  
In many ways

We are creative  
Hard working too  
Eagles are writing  
For me and you

Eagles are reading lots of books  
In our library, and on our Nooks  
We're making connections & we're the best  
Eagles are reading lots of books

Go Eagles!

## **PARKING LOT PROCEDURES:**

*Please adhere to the parking lot procedures. It can be tempting to temporarily stop in No Stopping zones, but we ask that you take the time to follow procedures to maximize student safety.*

We have extended the drop off zone (the curb is painted yellow). This area is for families that will stop briefly to have their child walk onto campus. Please do not exit your vehicle as cars should only be stopped long enough for children to exit the car.

You may also notice that all of the parking stalls adjacent to the drop off area and near the no parking areas are now labeled STAFF. The parking lot can get extremely busy. We wanted to limit the number of cars backing out of stalls in the highest student traffic areas. By having only teachers/staff use the labeled stalls, we will have fewer cars backing up near children. Families that wish to park may use any unlabeled parking stall or street parking.

Preschool Families: Please park in an unlabeled parking stall and walk your student to class. Please do not use the drop off (yellow) area or park curbside.

## **SCHOOL HOURS:**

**7:45 am - 8:05 am .** **FREE Breakfast** served in the Cafeteria. If students are dropped off early they must remain in the cafeteria until 8am when there is supervision in the playground.

**8:00 a.m.–8:15 a.m.** **Supervision on the Playground**

- Kindergarten Parents:** Drop off your students at the front gate and have your student walk along the yellow line to the kinder playground
- First-Fifth Grade Students:** Drop off your students at the front gate or in the cafeteria. The front gate will not be open until 8a. Students will walk to the playground. Please refrain from walking your child to their classroom.

**8:14 a.m.** **Students Line Up for classes**

**8:15 a.m.** **All Classes Begin**

- Students entering class after 8:15 a.m. will be marked tardy.
- Entry gates will be locked by 8:15 a.m. At that time, tardy students must enter school through the main office.

## **MINIMUM DAY SCHEDULE:**

**12:55 p.m.** **Kindergarten Minimum Day Dismissal**

**1:00 p.m.** **1<sup>st</sup>-5<sup>th</sup> Grade Minimum Day Dismissal**

## **REGULAR DAY SCHEDULE:**

1:15 p.m.

**Kindergarten Dismissal 8/28-10/31**

2:22 p.m.

**Kindergarten Dismissal 11/1-6/17**

**Parents:** Legally park your car and walk to the kindergarten playground to pick up your child. **NO DOUBLE PARKING. PLEASE ADHERE TO THE CALIFORNIA PARKING LAWS AND RULES**

2:27 p.m.

**1<sup>st</sup>-5<sup>th</sup> Grade Regular Day Dismissal:**

1st-2nd graders are dismissed out of the field gate on Kentia Street

3rd-5th graders are dismissed out of the field gate on Quail Run

Bus riders are dismissed out of the gate next to the main office

Students attend the after school program will report to their after school program teachers located near their classrooms

**NO DOUBLE PARKING, PLEASE LEGALLY PARK YOUR CAR AND ADHERE TO THE CALIFORNIA PARKING LAWS AND RULES**

## **BREAKFAST/LUNCH PROGRAM :**



Free breakfast and free lunch will be provided to all students regardless of income level.

**We will only be able to continue to provide free breakfast and lunch if we get 100% of our meal/income verification forms turned in. Please help us by turning this in form so we can continue our free lunch program for all RdN students.** Students may purchase orange juice for 50¢

## **SCHOOL ATTIRE:**

Rio Del Norte students are expected to dress in a manner that is not disruptive to learning and promotes safe participation in all school activities. *Clothing should be school appropriate and conducive to Physical Education participation.* As such, spaghetti straps and open-toed/backless shoes are not permitted.

Painting, gluing, gardening and other “messy” activities are a vital part of our program, so please keep this in mind when choosing school attire for your children. All outerwear should be labeled with your child’s name for easy return if lost. Every year, Rio del Norte donates hundreds of pieces of outerwear to charity.

**Please label your child’s outerwear with his/her first and last name.**

## **PARENT PARTICIPATION:**

Research shows a direct correlation between student success and active parent participation. Rio del Norte encourages all parents to take an active role in their children’s education. We welcome all parents to participate as partners at our school and invite every parent to volunteer in our classrooms or assist at home, as work schedules allow. We also welcome all parents to become active members of one of our committees. Opportunities to sign up as classroom volunteers and serve as members of our PTA, English Learner Advisory Committee, or School Site Council committees will be available at “Back-to-School Night.” If each parent volunteers at least one hour a week to support our students, we will see our Rio del Norte Eagles soar! Thank you in advance for your active involvement.

## **EMERGENCY CARDS:**



A new emergency card for your child must be filled out each year. When your child brings the emergency card home the first week of school, please be sure to fill out both sides of the card completely and return it to school immediately. Only individuals listed on this card are allowed to pick your child up from school. As the year progresses, please update the office on any change of address, phone numbers, and emergency contacts.

## **SCHOOL SAFETY/SECURITY:**

The cafeteria doors, gates are open from 7:45a-8:05a. The gates will re-open for dismissal at the end of the school day. The gates are locked during school hours, so the only entrance is through the office from 7:45-2:00. This single point of entry for our school allows us to monitor who is on campus at any given time. We ask that volunteers sign in and out and wear a visitor badge at all times while on campus. We ask that parent drop their child off at the front gate or in the cafeteria each morning.

## **EMERGENCY PROCEDURES:**

The Rio del Norte Staff is trained to assist students in any emergency and is prepared to care for students for up to 72 hours, if needed. Our school regularly practices emergency drills and is committed to continual improvement of our plan. In the event of an emergency that requires evacuation from the classrooms, students will move to the field area of our campus. Parents, or other individuals that have parent authorization on student emergency cards, may sign out students at the student gate on Quail Run Drive in the aftermath of an emergency.

If an emergency requires students to be evacuated to another site, a school district bus will transport students to that site and a sign with the address of the Evacuation site will be posted on the Quail Run Gate. If our telephones are working, an emergency message will be automatically sent to the preferred phone number you have designated on your student's emergency card.

## **ATTENDANCE:**

This year our goal is to increase our school attendance rate to 96%. Good attendance continues to be a major challenge at Rio del Norte School. Reasons for unexcused absences included travel, illness of a sibling or parent, childcare issues, and very minor health issues (runny nose, sore hand, stomach ache with no fever or other associated symptoms, etc.). These absences impact the ability of children to receive instruction and grow academically. *If you are unsure if your child is well enough to attend school, we encourage you to send your child to school and check in at our health office and office staff will assist you in making that determination.* Once the student has reported for school, he/she will receive credit for being here. If you determine that your child is truly ill, by law, parents are expected to call the school at (805) 604-1412, or send a note to the office with the date, child's name, teacher's name, name of parent writing the note and the reason for the absence within 72 hours of the absence.

Please make sure your child attends school each day, unless severely ill. Independent study contracts are available for students whose parents know in advance that they will miss school for five or more days.

However, we cannot teach your child if he/she is not here. In order to maximize your child's academic success, we strongly encourage your child to be in school and on time every day.

### **LIMITING DISRUPTIONS TO THE CLASSROOM:**

We make every effort to limit disruptions to the classroom to ensure class time is maximized for all children. We appreciate your support on this and you can help by:

- Coordinating class visits with our office and teacher at least 24 hours in advance
- Refraining from picking your child up even a few minutes early – In the event that you must pick your child up early, our office staff will call your child up to the office *once you arrive on campus*
- No interruptions will be made to classrooms to deliver food or homework during school hours. Please make arrangements with teachers before bringing in any type of



## **Title I School-Level Parental Involvement Policy Rio del Norte Elementary**

Rio del Norte has developed a written Title I parental involvement policy with input from Title I parents. At the annual Title I meeting, ELAC, and SSC meetings, this document was reviewed. Parents had the opportunity to provide input in order to modify this policy. The policy is available to all parents. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Rio del Norte, the following practices have been established:

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. At Rio del Norte, parents are invited to Coffee with the Principal meetings. One Coffee with the Principal was dedicated exclusively to Title I information.

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. In addition to morning Coffee with the Principal meetings, Rio del Norte hosts Pastries with the Principal directly after school on select afternoons. Additionally, ELAC and SSC meetings are scheduled in the evenings. Another example is Rio del Norte's structure of Back to School Night. That evening is broken into three distinct sessions beginning at 5:30 and ending at 7:00 PM. This is done to accommodate as many working families as possible.

The school involves parents of Title I students in an organized, ongoing, and in a timely matter, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. All parents are invited to participate in ELAC and SSC meetings.

The school provides parents of Title I students with timely information about Title I programs. SES tutoring opportunities are advertised via mailings and calendars.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. This occurs at Rio del Norte's annual Title I meeting, ELAC, and SSC meetings.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

### **School-Parent Compact**

Rio del Norte Elementary distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

The school's responsibility to provide high-quality curriculum and instruction

The ways parents will be responsible for supporting their children's learning

The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

### **Building Capacity for Involvement**

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

The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Rio del Norte schedule individual conferences with all students at the end of the first trimester. Additional opportunities are available per parent or teacher request throughout the school year.

The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Rio del Norte hosts events, such as Math Literacy Nights and Positive Parenting seminars and is open to all families.

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. All school-home communication is distributed in English and Spanish.

### **Accessibility**

Rio del Norte provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Translation, accessibility for individuals with disabilities, and child care is provided to parents at events.

# GENERAL PROVISIONS

## A. Introduction

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 be all encompassing so as 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 partners with preschool programs at some of its elementary schools. The district is partners with the Ventura County Office of Education, the Rio Neighborhoods for Learning, Child Development Resources and Child Development Inc. to provide this program for children ages 3-5 who meet eligibility criteria.

## C. Transitional Kindergarten

This program is for children turning 5 years old between September 2<sup>nd</sup> and December 2<sup>nd</sup> of the current school year. The program 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, in essence, need the gift of time, time that is essential 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. RSD 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. “Judicious Discipline” is a philosophy for classroom management and school discipline. It is a citizen approach that teaches students about their rights and responsibilities for living and learning in a democratic society. 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 curriculums that teach RSD students tolerance and problem solving skills.

## **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.

### **A. The School Day**

**Students are not permitted on campus until 15 minutes prior to class starting (30 minutes prior to school starting in the cafeteria) 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 and should be prepared to show proof of identity.**

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

### **D. Visitors**

Visitors must have permission from the office to be on campus. They must be adults and sign “in” and “out” at the office. A visitor’s badge will be provided to wear while on campus. Students’ friends or relatives may not attend classes with the student without prior approval from the principal. Visits should be arranged at least 24 hours in advance with the classroom teacher.

### **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 bring a copy to the office. Unless your Court Order is on file with us, we must 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. *Please, avoid leaving phone messages for your children while 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. Parent phone calls will not be transferred to classrooms during school hours.**

### **G. Tobacco-free and Drug-free Campus**

We are a drug-free campus. Students who are required to take physician prescribed 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. 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)

## 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.
- Shoes must be worn at all times. Sandals must have heel straps. Flip-flops or backless shoes or sandals are not acceptable (For safety reasons, shoes with embedded wheels (Heelys) may only be worn with the wheels removed.).

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 without teacher permission. 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. Gum and Food

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

### D. Breakfast/Lunch Program

Free breakfast and free lunch will be provided to all students regardless of income level. **We will only be able to continue to provide free breakfast and lunch if we get 100% of our meal/income verification forms turned in. Please help us by turning this in form so we can continue our free lunch for all program.** Students may purchase orange juice for 50¢

### E. Lost and Found

We keep a Lost and Found bin during the year. If your child loses a personal article, he/she is free to look for it there. Unclaimed items will be donated 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
- 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. **Excessive absences may result in referral to the School Attendance Review Board.**

### **A. Tardiness**

If a child arrives late to school, he/she must stop by the Office for a pass to class. Please remember, tardiness results in loss of instructional time. **More than 3 tardies per year are considered excessive.** **Excessive tardiness may result in the referral to the School Attendance Review Board.** Your child will receive a warning for the first tardy within one week; two tardies in a week will earn your child a recess detention.

### **B. Withdraw from Attendance**

The school should be notified by the parent in advance of a student withdrawing from attendance. Parents need to indicate where the parents are moving and the address of the new school, if possible. 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)**

Planning family vacations during the school year is discouraged. If a student is to be absent for more than five days for reasons other than illness or emergencies, arrangements should be made with the office for an Independent Study Contract five days prior to the scheduled leave. 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.

### **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.** You must have contact phone numbers on the back of the emergency card. These should not be the same as the home number on the front of the card. **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**

When your child is ill the evening before or the day of school, please keep your child home. Children who run a fever, vomit, experience diarrhea, coughing, sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours of rest before returning to school. If you would like to pick up your child's homework, please notify the main office in the morning in order to make arrangements with the child's teacher.

#### **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.)

#### **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 and Safety**

Students may also arrive at the cafeteria 30 minutes before school begins, beginning at 7:30 a.m., where there will be adult supervision. However, they must remain in the cafeteria until supervision is available in the playground. We provide daily playground supervision for 15 minutes before school begins, beginning at 7:45 a.m. 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. There is no supervision for them after they are dismissed.

#### **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 to avoid blocking parked cars. Adhere to the designated no parking red zones, speed limits and crosswalks.

## 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 school site 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.

### **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 hope to see you at conferences, as well as at other school activities this year.

### **D. Technology**

The Rio del Mar website (which will be further developed this year) will host pages of information regarding events and activities happening at school. Links can be found on the website. In order to get important information to you quickly, we use an automated phone calling system. Please make sure to keep your telephone number up to date in order to receive information.

## 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 life-long 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 – 1<sup>st</sup> Grade: 20 minutes

2<sup>nd</sup> – 3<sup>rd</sup> Grade: 30 minutes

4<sup>th</sup> – 8<sup>th</sup> Grade: 40 minutes

### **Nature and Purpose of Homework**

- 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.
- Homework varies from class to class. Some classes may offer optional or mandatory homework.

### **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 homework before it is turned in.
- 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.
- Teachers will help parents understand the objectives of the school curriculum at Back to School Night and parent conferences and through student progress reports.
- Teacher will notify parents when a 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.

### **Parents' 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 throughout the year.

#### **D. Textbooks**

Students are issued textbooks at the beginning of the school year. They will be responsible for any lost or damaged textbooks. Failure to pay for replacement of these materials may result in a delay in the release of school records.

#### **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 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 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 students' 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.

**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

### A. 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.

### **B. 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.

### **C. 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 follow the 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. Contacts child's teacher and/or parents/guardian to report the incident.
3. Determine 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.

### **D. 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.

#### **E. 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. Skate boards, bikes and scooters are not to be ridden on campus at any time. Skate boards 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).

Vehicle Code Section 21212 states that:

(a) A person under 18 years of age shall not operate a bicycle, a non motorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a non motorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

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