



EDUCATING LEARNERS FOR THE 21ST CENTURY

RIO ROSALES ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2026-2027

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The world needs happy, literate, empathetic people who can solve problems together.

RIO SCHOOL DISTRICT

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RIO SCHOOL DISTRICT BOARD OF TRUSTEES

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Dear Rio Rosales Community,

2026.06.18

Welcome to the 2026-2027 academic year at Rio Rosales! My name is Ryan Howatt and as our school's principal I extend a warm welcome, or welcome back! This will be my eleventh year at Rio Rosales, my sixteenth year as a principal, and my twenty-sixth year in education. Things have changed so very much since I started as a Kindergarten teacher writing on *real* blackboards *last century*.

Our world has shifted dramatically, and we are barely keeping up with all of the changes. While our world will almost certainly stay at this breakneck pace, we humans need to remember that our role in shaping the future is one that we need to take seriously. Information and opinion flies into our faces from the screens that we watch. Trends and influencers collect money and "likes" to increase their bank accounts and ability to make you try and buy the latest and greatest gadgets. We have moved from a society that seeks information to a society that must use critical thinking to seek the truth. It may sound incredible, but this all shows up in the classroom. It shows up in the way kids talk to each other and in the way that children think about their studies. I do believe that technology has a positive place in this modern world...we can see things, go places, and connect like never before. However, this often comes at the expense of increasing the odds of success for the children in this community and of this generation. I encourage you all to think about what else is out there in the world that is not found on phones and provides as many questions as answers. The simple act of carefully observing something as simple as a snail, and coming up with some questions that might lead to deeper research is an incredibly valuable opportunity, both to learn and to pause and reflect. Perhaps the most important work we will accomplish in the journey from Transitional Kindergarten to fifth grade centers upon our ability to be patient, observe, and develop the essential critical thinking and communication skills needed to access a future we can hardly imagine.

Another foundational component of our work here is the idea that diversity makes us a better place. This modern world holds little hope for exclusion or hate...our futures are simply too interdependent. Rosales is a place where different abilities and experiences are woven into the fabric of everyday life in the classroom and on the playground. I commit, as I do every year, to upholding the dignity of every human being that walks through the gates. I encourage you to do the same. We are all different. We all have things that we do well and things we need to work on. We all have the right to dream of a future where we all belong and meaningfully participate in this

democracy. I ask you most humbly and respectfully to make this a part of how you talk about school with your children. We. All. Belong.

Please take time to read and review this handbook. It is your responsibility to read and reference the rules and guidance inside. Please also know that we are here to help support you should you have any questions.

The work of preparing these little Dragons is among the most important work we will do together. Let's continue...together!

Ryan Howatt
Principal/Rio Rosales Elementary

FREQUENTLY ASKED QUESTIONS AND IMPORTANT REMINDERS FOR RIO ROSALES

What is the right way to drop my child off at school? Safety is our first priority at Rio Rosales and the time that we transfer our guardianship to one another is perhaps the most important part of the day. Rio Rosales is a walking school, and if you can walk your child(ren) to school, we recommend it. Walking your child(ren) to school is healthy, safe, and a wonderful time to be together...AND...it greatly reduces traffic and parking pressure. If you must drive, follow the rules of the road. Do not drop your child off at crosswalks, park in spaces that are designated by cones or street markings. Do not use the staff parking lot as a pickup/dropoff area. We have had close calls in the past and must work together to ensure that an avoidable tragedy never happens here. Leave extra time to get to school and consider parking on Latigo or Milagro to keep our streets clear...and remember to follow the direction of our crossing guards. Children have the right of way, and the right to be safe. If you are here after 8:10 you will need to sign in with our office. Remember that in the morning, teachers' focus is on their students. Conversations with teachers should be scheduled for a time when appropriate focus can be dedicated to you.

How will consequences for misbehavior be delivered at Rio Rosales? Behavior is dealt with in accordance with the Rio School District Discipline Matrix, 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. While behaviors may be typical for children, they may not be tolerated. Please encourage your child to report to staff *before* they come home and report to you. This will help us to investigate and address the incident(s) in a timely manner. This will also help you to increase the self advocacy of your child(ren).

What should I do if I am concerned about bullying and/or racist incidents on campus?

Harmful acts, despite our best efforts, can happen in school. If you feel that there has been an incident caused by or related to intolerance of another ethnicity, gender, or other factor, encourage your child to report the incident as this

builds their self-advocacy. If the child is not willing to report the incident, please report the incident to the teacher or administrator.

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. Our district and school will not facilitate meetings between parents to address conflict.

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 and staff 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 and staff 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.

How will Child Protective Services work with Rio Rosales? The staff that work at Rio Rosales are mandated reporters. That means that if any of us suspect or have knowledge of a situation or event that puts, or may put a child at risk we *must* report it to Child Protective Services (CPS). These reports are confidential. Their existence and contents will not be shared. It is important to note that CPS sets the scope of the investigation when dealing with school issues.

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 perceived 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 if requested by the teacher. Please make arrangements with the teacher and the office so that your time is fully utilized while working in the classroom. We respect the decision of the teacher to host volunteers, or not. Please also be mindful of your role when you are on campus. Please do not share information with other families about other children. Messaging other friends/families/guardians about observations and/or incidents is strongly discouraged. Concerns should be directed to administration.

Are toys and accessories allowed at school? (From Policies : Section B) 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 at school and through dismissal, **cell phones** shall 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. Smart watches (i.e. Apple Watch, Gizmo) may be used as a location device by families, but the use of watches as signaling or communications devices may result in the loss of the privilege to use that watch or other devices at school. The school is not responsible for lost, stolen or broken personal items.

How will the school follow court written custody orders? 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. At Rio Rosales we believe that healthy food habits will improve children’s overall health and performance in school. This year we will enforce a key provision in the guidelines. The following items will not be allowed at school. If a child has any of the items named below, we will do our best to return what we can to the home, but there may be times when the item may need to be poured out or put in the trash. Sodas, candies, ice cream, sundaes, popsicles, fried chips, candy, including chocolate, lollipops, gummies, and raisins coated with chocolate or yogurt, baked goods such as cupcakes, donuts, or cookies, and sugary/caffeinated drinks including soda and energy drinks will not be allowed on campus. Please also note that we will work this year to eliminate fast food being brought onto campus. Fast food does not follow our Rio Healthy Food Guidelines, and the delivery causes disruptions to the office and our children’s learning.

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. Early dropoff and/or late pickup may result in a referral to the School Attendance Review Board and/or loss of inter/intra-district approval, if applicable.

How can I clear absences and communicate attendance issues with office staff? What if I need to pick my child(ren) up early?

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. Remember that Rio Rosales uses a chronic absence model to address attendance. If a child, *for any reason*, misses 10% or more of the academic year at any given point in that year, our attendance clerk will be notifying families. We will attempt to resolve the attendance issue onsite with a School Attendance Review Team (SART) meeting before referring the case to the School Attendance Review Board (SARB) which is a function of the local court system. With respect to picking children up from school during the day, our office will not take calls to arrange for a child to come to the office. Parents and guardians must make their request in person, upon arrival to the office. We seek to minimize disruptions to the office, and more importantly, not impact instructional minutes for your child(ren).

Can I have outside service providers deliver services in school during school hours?

Outside service providers cannot provide services on campus during the school day. This creates a liability as the providers are not contracted with the Rio School District. This service also interrupts the academic program we have designed for children.

How can I make an appointment to see the principal?

If the principal is available, s/he will meet with the community member. If the principal is not available, a meeting can be arranged through the front office. Principals serve the community and may not always be available in the moment a community member requests a meeting.

RIO SCHOOL DISTRICT ACADEMIC CALENDAR 2026-27

AUGUST				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20, 21, 24 Teacher Work Days/No School

25 First Day of School

25 TK-8 Student Minimum Day

JANUARY				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 Winter Break/No School

4 Teacher Work Day/No School

13 TK-8 Student Minimum Day

18 Holiday/No School

20 TK-8 Student Minimum Day

29 TK-5 Student Minimum Day

SEPTEMBER				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

2 TK-8 Student Minimum Day

7 Holiday/No school

16 TK-8 Student Minimum Day

25 TK-5 Student Minimum Day

TBD: Back to School Night (Varies by School)
Student and Staff Minimum Day

FEBRUARY				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

3-5 Grades 6-8 Student Minimum Day

3-5 Grades 6-8 Parent Conferences

10 TK-8 Student Minimum Day

12-15 Holiday/No School

17 TK-8 Student Minimum Day

26 TK-5 Student Minimum Day

OCTOBER				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 TK-5 Student Minimum Day/Parent Conf.

7-9 Grades 6-8 Student Minimum Day

7-9 Grades 6-8 Parent Conferences

14 TK-8 Student Minimum Day

21 TK-8 Student Minimum Day

30 TK-5 Student Minimum Day

MARCH				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5 End of Trimester 2

10-12 TK-5 Student Minimum Day/Parent Conf.

17 TK-8 Student Minimum Day

22-31 Spring Break/No School

NOVEMBER				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11 Holiday/No School

13 End of Trimester 1

16-20 TK-5 Student Minimum Day/Parent Conf.

23-27 Thanksgiving Break/No School

APRIL				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 Spring Break, Non-Student Days

7 TK-8 Student Minimum Day

21 TK-8 Student Minimum Day

30 TK-5 Student Minimum Day

DECEMBER				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

18 TK-8 Student & Staff Minimum Day

22-31 Winter Break

MAY				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

26 TK-8 Student Minimum Day

28 TK-5 Student Minimum Day

31 Holiday/No School

JUNE				
Mo	Tu	We	Th	Fr
	1	2	3	4
1	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16 Last Day of School

16 TK-8 Student & Staff Minimum Day

16 End of Trimester 3

17 Teacher Work Day/No School

TBD: Promotion (Varies by School Site)
Student and Staff Minimum Day

K - 8 End of Trimester

November 13 - End of Trimester 1 (62 Days)

March 5 - End of Trimester 2 (62 Days)

June 9 - End of Trimester 3 (56 Days)

Rio Rosales Elementary 2026-2027 Bell Schedule

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

TRANSITIONAL KINDERGARTEN

<u>MODIFIED DAY – TK</u>	<u>REGULAR DAY -TK</u>	<u>MINIMUM DAY – TK</u>
<i>AUGUST 25 - OCTOBER 30</i>	<i>NOVEMBER 2 - JUNE 16</i>	
<u>(230 instructional minutes)</u>	<u>(260 instructional minutes)</u>	<u>(230 instructional minutes)</u>
8:05 Warning Bell	8:05 Warning Bell	8:05 Warning Bell
8:10 Class Begins	8:10 Class Begins	8:10 Class Begins
8:10 - 9:30 Instruction (80)	8:10 - 9:30 Instruction (80)	8:10 - 9:30 Instruction (80)
9:30 - 9:45 Outdoor Instruction (15)	9:30 - 9:45 Recess (15)	9:30 - 9:45 Recess (15)
9:45 - 11:10 Instruction (85)	9:45 - 11:10 Instruction (85)	9:45 - 11:10 Instruction (85)
11:10 - 11:50 Lunch (40)	11:10 - 11:50 Lunch/Recess (40)	11:10 - 11:50 Lunch (40)
11:50 - 12:40 Instruction (50)	11:50 - 1:25 Instruction (95)	11:50 - 12:55 Instruction (65)

KINDERGARTEN

<u>MODIFIED DAY – K</u>	<u>REGULAR DAY - K</u>	<u>MINIMUM DAY – K</u>
<i>AUGUST 25 - OCTOBER 30</i>	<i>NOVEMBER 2 - JUNE 16</i>	
<u>(260 instructional minutes)</u>	<u>(307 instructional minutes)</u>	<u>(230 instructional minutes)</u>
8:05 Warning Bell	8:05 Warning Bell	8:05 Warning Bell
8:10 Class Begins	8:10 Class Begins	8:10 Class Begins
8:10 - 9:50 Instruction (100)	8:10-9:50 Instruction (100)	8:10 - 9:50 Instruction (100)
9:50 - 10:05 Recess (15)	9:50-10:05 Recess (15)	9:50 - 10:05 Recess (15)
10:05 - 11:10 Instruction (65)	10:05-11:10 Instruction (65)	10:05 - 11:10 Instruction (65)
11:10-11:50 Lunch (40)	11:10-11:50 Lunch (40)	11:10-11:50 Lunch (40)
11:50 - 1:25 Instruction (95)	11:50-1:30 Instruction (100)	11:50-12:55 Instruction (65)
	1:30-1:40 Recess (10)	
	1:40-2:22 Instruction (42)	

FIRST GRADE

<u>REGULAR DAY (307 instructional minutes)</u>	<u>MINIMUM DAY (230 instructional minutes)</u>
8:05 Warning Bell	8:05 Warning Bell
8:10 Class Begins	8:10 Class begins
8:10 – 10:10 Instruction (120)	8:10 – 10:10 Instruction (120)
10:10 – 10:30 Recess (20)	10:10 – 10:25 Recess (15)
10:30 – 11:30 Instruction (60)	10:25 – 11:35 Instruction (70)
11:30 – 12:15 Lunch/Recess (45)	11:35 – 12:15 Lunch/Recess (40)
12:15 – 2:22 Instruction (127)	12:15 – 12:55 Instruction (40)



Rio Rosales Elementary 2026-2027 Bell Schedule

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

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 - 11:45 p.m. (35)
2nd & 3rd Grades 11:50 - 12:25 p.m. (35)
4th & 5th Grades 12:30 - 1:05 p.m. (35)

Rio Rosales School
Staff/Personnel 2026-2027*

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

<u>Grade</u>	<u>Teacher</u>	<u>Room</u>
SDC TK / K	Anna Farrell	E-1
SDC K / 1	Samantha Vega-Flynn	G-5
SDC Mid-Elementary	Keyon Aminian	G-6
SDC Late-Elementary	Ann Placio	C-4
Transitional Kindergarten	Lisa Casta	K-3
Transitional Kindergarten	Ashley Vico	G-3
Kindergarten	Erin Mooney	G-4
Kindergarten	Natalie Reyes	G-2
Kindergarten	Kylie Francis	K-2
Kindergarten	Susana Loughman	K-1
1st	Amanda Kato	F-2
1st	Kristen Steiner	E-3
1st	Emily Carmona	F-3
2nd	Julia Wittlin	E-2
2nd	Soila Rodriguez	F-4
2nd	Jacqueline Meyer	E-4
3rd	David Romano	D-4
3rd	Mark Jester	C-2
3rd	Clara Miranda	D-1
4th	Amber Gibson	D-3
4th	Faye Vea	C-1
4th	Matthew Bovenzi	C-3
5th	Serrina Cabral	B-3
5th	Alisa Araiza	B-2
5th	Margaret O'Sullivan	B-1

Administrative Support- Jacqueline Jones

Resource Specialists- Katrin Meyer-Gomes and Luke Sanchez

Speech Therapists- Nancy Bobb & Josephine Peralta

School Psychologist- Madeline Hayden

Counselor- Brenda Mendez

School Nurse- Julie Ellen Maria

Library- Ines Contreras

Custodians- Rogelio Calderon, Maria Caudillo

**Subject to change based on enrollment and staffing requirements*

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. 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 June 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. 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.* Rio Rosales reserves the right to refer those in consistent breach of this policy to SART/SARB.**

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. During the last 15 minutes of the school day, our office will limit calls to the classroom. Teachers require focus in the excusal process, and calls to the classroom disrupts the orderly dismissal of children. There is no guarantee that your request for early excusal will be granted. Please plan on picking your child(ren) up at the regular dismissal time.

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). Rio Rosales directs families who are picking their child(ren) up to do so when they arrive in the office. To maintain children's access to instructional minutes, and in an effort to minimize disruptions to the classroom, advance requests for early pick up are not guaranteed..

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. The duration of the visit will be 20 minutes, unless otherwise decided by administration and staff. Any observation must be arranged with the principal at least 48 hours in advance.

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. Rio Rosales will not enforce custody orders, custody disputes will be referred to law enforcement.

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. During the last 15 minutes of the school day, our office will limit calls to the classroom. Teachers require focus in the excusal process, and calls to the classroom disrupts the orderly dismissal of children. There is no guarantee that your request for early excusal will be granted. Please plan on picking your child(ren) up at the regular dismissal time or in person with the office.

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 the 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 in use. Crocs, 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 the 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 at 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. Smart watches (i.e. Apple Watch, Gizmo) may be used as a location device by families, but the use of watches as signaling or communications devices may result in the loss of the privilege to use that watch or other devices at school.

The school is not responsible for lost, stolen or broken personal items.

C. Rio Rosales Nutrition and Wellness

Rio Rosales has a 0 calorie birthday celebration policy. This means that foods such as cakes, cupcakes, iced cookies, chips, snacks etc. will not be allowed on campus for celebrations. Please follow and understand these guidelines. Please consider providing non food items such as pencils, stickers, notebooks etc. to classroom celebrations. Classroom celebrations may include these items IF requested by the teacher.

Gum is not allowed on campus. Food is allowed in designated areas only. Food and drink are prohibited on the playground unless part of a supervised activity.

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.

In accordance with the Rio District Healthy Food Guidelines sodas, candies, ice cream, sundaes, popsicles, fried chips, candy, including chocolate, lollipops, gummies,,baked goods such as cupcakes, donuts, or cookies, and sugary/cafeinated drinks including soda and energy drinks will not be allowed on campus.

Please also note that we will work this year to eliminate fast food being brought onto campus. Fast food does not follow our Rio Healthy Food Guidelines, and the delivery causes disruptions to the office and our children's learning.

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 classroom 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.

Depending on the number of qualifying families based on the Free and Reduced Lunch, your child(ren) may qualify for free breakfast and lunch at Rosales. The way this qualification is determined through your completion of the Educational Benefit Form.

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.

Rio Rosales staff may NOT use microwaves or other heating equipment for children's food, whether served at school or brought from home. This creates a liability for staff and child. The only food that is permitted to be cooked/heated for children is the food served by our cafeteria staff as part of regular meal service.

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 a 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. The staff parking lot is not open to the public. It creates a safety and traffic hazard. Do not park or drop your child(ren) off in the parking lot. Only those families with appropriate handicapped designation (i.e. license plate or placard) may park in designated handicapped spaces. Please also do not park in areas designated for certain staff.

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

- Teachers will communicate homework procedures and expectations to all parents at the beginning of school each year (i.e., Back to School Night, introductory letter).
- Teachers 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.
- Teachers generally will assign homework four days a week. These assignments should not require that the homework be completed over weekends or holidays.

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

Student's Responsibilities

- Students are expected to complete assigned homework independently and on time.
- Students are expected to turn in neat and legible homework.
- Students will ask the teacher for clarification if the homework assignment is not clear.
- Students are encouraged to talk with teachers if homework assignments are too difficult or too easy.
- Students are 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 loss 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

In Loco Parentis

When parents and guardians drop their child(ren) off at school, they transfer the responsibility for their child(ren)'s safety, well-being, discipline, and education to the employees of the school. This transfer of responsibility is known as "In loco parentis", which means "in the place of the parent" or "instead of the parent". This means that, just as in the home, children need to follow the reasonable and valid authority of school employees, and that school employees must act in the best interest of and highest regard for children. We take this responsibility seriously and ask for your support and understanding of our roles, relationships, and responsibilities with the children that attend our school.

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. No statement from another child will be shared with a non-custodial 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. **Retaliation** in any form from any party will not be tolerated in response to any investigation performed by school staff. Parents may not direct the attendance, scope, or intent of any investigatory body. However, parents will be treated with civility and respect, and have the right to a full and fair investigation process.

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 the 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 the 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 that my parents or guardians want 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 make sure 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 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.

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 or 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.

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 a 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