

# Round Valley Elementary and Middle School Parent/Student Handbook

2016-2017

Cheryl Tuttle – Principal  
23401 Foothill Airport Street  
PO Box 276  
Covelo, CA 95428  
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# A MESSAGE FROM THE PRINCIPAL

Round Valley Elementary / Middle School  
23401 Foothill Airport Street  
Po Box 276  
Covelo, CA 95428

Welcome Back to School!

We are honored to serve as educators in this beautiful valley for children and families we love and respect and feel blessed to serve. Thank you for entrusting your children to our care during the school day. We will do our best to make this an exciting new school year where your child feels cared for, valued, and excited to learn. We want your child to feel SAFE and continue to demonstrate safety in their actions towards themselves and others. We want your child to be RESPECTED and to demonstrate respect in their daily interactions with their peers, friends, teachers and family. We also want to help your child to grow in RESPONSIBILITY and show pride in their work and actions. We believe that all students are precious and can learn and we want our students to love learning! We will strive to build an energizing fun atmosphere where your child will be encouraged to think, dream, create, and show competency in all their core subjects.

We know that that we an important role in your child's life and take this responsibility seriously. We also know that each child's family is even more vital to their happiness and success. We want to encourage you to become active participants in your child's academic success by ensuring your child comes daily to school on time and ready to learn. We also want to invite you to become an active volunteer, communicate with your child's teacher, and attend events throughout the school year. We know that, with the school and family working together, your child will be surrounded with the positivity they need to demonstrate academic success.

I want to extend a warm welcome for you to visit our school. When parents play an active part in their children's education, the results are higher academic achievement, improved behavior, increased motivation, a more positive attitude and greater success.

We encourage you to read the student handbook, which will answer many questions you might have. Please feel free to contact us any time with questions or concerns you may have. We look forward to working with you and your child. Your child's academic success and overall well-being are our highest priorities.

Very truly yours,  
Cheryl Tuttle  
Principal

## **Round Valley Elementary Middle School's Vision**

**RVEMS is committed to providing a safe, nurturing environment while meeting the diverse needs of every child. RVEMS strives to educate and motivate all students to reach their academic potential by providing rigorous learning opportunities. RVES staff is dedicated to inspire and prepare our students to become life-long stewards of their community, land, and culture, as well as citizens of a global society.**

**The Mission of Round Valley Elementary / Middle School is to provide;**

- R Rigorous curriculum and educational programs that challenge our students to become life-long learners**
- V Validate assessment data that exemplifies highest student achievement**
- E Equal and equitable educational learning opportunities**
- M Meaningful curriculum and subject matter that prepares students as 21<sup>st</sup> Century learners**
- S Successful learning experiences for all students**

# Round Valley Elementary and Middle School Phone Numbers and Extensions

## Main Numbers

School Office	983-6171 X 2
School Fax	983-6377

## Administration

Mike Gorman - Superintendent	103
Cheryl Tuttle- Principal	202

## Support Staff

Sarah Kagin – Counselor	312
Joni Gurrola – Secretary	200
Jan Trujillo, Tina Marrufo, Rosaura Diaz - Kitchen	203
Yvonne Shaw – Librarian	319
Sharon Gonzales – Speech and Language	200 (mess)
Emma Cavier-Dennis – Health Technician	322
Margo Azbill – In-House Suspension	303
Jill Hoaglen-Mota – Student Monitor	200
Ron Lincoln – IT Supervisor	100
Jennifer Davidson – Transportation Supervisor	106

## Teaching Staff

Heidi Edwards - Preschool	404	Hannah Scherzer - 6th	314
Pat Hastings - K	310	Meena TePas - 7th	308
Greg Lamoreaux - K	301	Allison Shubin - 8th	311
Nicole Santa - 1st	316	Jeff Albanese - SDC teacher	306
Rebekkah Cumbie - 1st	304	Beverly Kelly - Resource teacher	302
Tekla Broz - 2nd	305	Cathy Swanson - ELL teacher	207
Kristin Koerper - 3rd	306	Louisa Bolton-Ast - Title 1 teacher	319 (mess)
Suzzie Nielsen - 3rd	313	Dean Meyer - PE Tech	200 (mess)
Monique Spivey - 4th	315	Kevin Wells - Music Tech	515
Casey Cann - 4th	309	Jeremy Ruskin - Math Tutor	400 (mess)
Shannon Britton - 5th	317	Rolinda Want - Indian Land Cur.	516

## Paraprofessionals

Sara Vasquez	Kristin McLafferty
Joann Campos	Alisha Ornbaun
Rebecca Tucker	Gladys Rodriguez-Diaz
Rebecca Haddock	Lisa Brown

<b><u>DAILY SCHEDULE</u></b>	All grades K-8	8:15 – 2:30
<b><u>WED SCHEDULE</u></b>	All grades K-8	8:15 – 2:00
<b><u>MINIMUM DAY SCHEDULE</u></b>	All grades K-8	8:15 –1:00
<b>OFFICE HOURS</b>		
Our secretary is available to answer questions and assist you from 7:00 am to 4:00 P.M. Monday-Friday.		

**ATTENDANCE**

**Attendance Counts!!** It is important that children attend school regularly if they are to learn! Research shows that children who miss more than 10 days of school in a year have poorer reading skills and lower school success. Absences from school should be for illness or extreme emergencies only.

When your child is absent, a phone call to the office or a written note must return to school with your child explaining the reason for the absence. The following information should be on the note:

<b>Child's Name</b>	<b>Date(s) absent</b>
<b>Reason for absence</b>	<b>Parent Signature</b>

Excused absences are given for illness or medical appointments only. State law requires us to keep records on each student each day, so please call us or send a note with your child explaining the reason for the absence.

**Truancy – three unexcused absences - will result in a truancy meeting.** A plan will be created to improve attendance. Remember a student should only be absent less than 10 days a school year. 95% attendance is necessary for academic success. **A doctor's note will be required after the first SARB meeting even if it is just for one day.**

**ACCIDENTS/ILLNESS AT SCHOOL**

Students are instructed to report any accident to a staff member immediately. Parents will be contacted when a child is seriously injured or becomes ill at school. **Please make sure we have current phone numbers on file.**

**ADDRESS OR PHONE NUMBER**

An Emergency Card will be sent home for you to fill out and return to the office. This information is vital for us to contact you in the event of an emergency or if your child becomes ill at school. Remember to list only the people who we can contact or who can pick up, send messages to your child, or excuse their absences.

**Please notify the school secretary immediately if you move or change phone numbers -** both your home phone and your emergency contact(s). We never know when an emergency will arise and it becomes necessary to contact parents. We must have at least two phone contacts available. Please help us keep your child safe by ensuring that the information on your card is kept up-to-date and current as the school year progresses.

**AFTER SCHOOL ARRANGEMENTS:**

Please make arrangements for after school with your child prior to the school day. The phone is only used for emergencies.

### **ARRIVAL (After 8:00 a.m.)**

Parents transporting their children to and from school are asked to be extremely cautious when entering the school parking lot. Please look carefully for students entering/exiting buses and other vehicles. Children can dart out quickly, so caution is important! Please drop your child off by the office. **Do not park or drop off students in the yellow zones where the buses drop off students!**

Children who walk or ride bikes to school should not arrive any earlier than 8:00 a.m. **There is no supervision before 8:00 a.m.** Parents transporting their children must also observe this time.

Children are not allowed to remain on campus after 2:30 p.m., dismissal time, unless they are involved in after school activities or tutoring. All bicycles brought to school must have a lock! Bicycles have been stolen from the bike rack in the past. No skateboards are allowed at school.

### **BEE STINGS, ALLERGIES, HEALTH CONCERNS**

If your child is allergic to bee stings or has any other serious allergy or health problem, please be sure to notify the teacher, office, and the Health Technician in writing. It is important that we have this information on file at school, as well as an emergency medical plan if needed. Please consult your doctor or our Health Technician, Emma Cavier-Dennis, at 983-6171 X2 X322.

### **BUS CONDUCT**

Each student will be provided with a set of bus rules by his/her driver. For the safety of all children, please instruct your child on the bus rules. The rules of Be Safe, Be Respectful, Be Responsible will be reinforced coming to and from school. If you have any questions about the discipline on the bus, please contact the Transportation Department at 983-6171 X1 X106.

### **BULLYING**

Bullying is aggressive behavior or intentional harm-doing, carried out repeatedly over time and occurring within a relationship characterized by an imbalance of power. Bullying takes many forms including the following: Physical bullying, verbal bullying, cyber bullying, sexual bullying, intimidation, and hazing. These behaviors are strictly prohibited and such conduct will result in disciplinary action. If this is occurring, please contact your child's teacher. Our counselors provide training to students in and outside the classroom.

### **CELL PHONES**

**RVES does not recommend that students bring cell phones to school.** Like any other valuable, the school is not responsible for lost, stolen, or damaged phones. **When students enter class, all cell phones must be turned off and kept out of sight during the instructional day. Students will be allowed to use their cell phone to place calls or to text messages during morning and lunch recess only.**

If a staff member sees a cell phone out during instructional time, it may be confiscated and returned at the end of the school day to the student. If the student repeatedly violates this rule, the cell phone will be confiscated and returned only to a parent. Repeat cell phone disruptions will result in the student not being allowed to bring the cell phone on campus and may lead to disciplinary action, including suspension. **Pictures and cyber bullying are prohibited and will be handled with serious disciplinary consequences.**

Classroom disruptions due to cell phones – ringing, texting, etc. - are disrupting teaching and learning daily and are not enabling your child to focus on his/her education. Remember, there is a phone in every classroom on campus for safety and appropriate calls.

## **CHECKING CHILDREN IN OR OUT DURING THE DAY**

Parents bringing students into school late must have their child go to the office and get a tardy slip. Parents picking up children from school early must sign their child out at the office. Children will not be allowed to leave their classrooms unless they have been checked out. Children can only be released to those adults listed on your child's enrollment form listed under emergency contacts. This is a legal and safety issue to which no exceptions can be made.

## **CLOSED CAMPUS**

Children are not permitted to leave the school grounds during the school day. If a child is missing after the start of the school day, you will be notified and the police will be called.

## **COMMUNICATION**

We believe that parent/school communication is important for students to be successful in school! You will be receiving notices from your child's teacher and frequent informational bulletins. We will also send a monthly newsletter home the last week of each month to inform you of upcoming school activities and report on past activities. **Please read these items** because they contain valuable information regarding upcoming events!

We have four grading periods each year. A report card will be completed after all four quarters and parent conferences will be scheduled after the first and third quarters. Please make every attempt to attend these conferences!

**Parents may request a parent conference with their child's teacher at anytime during the school year!** We encourage parents to talk with teachers and explore ways in which they can help their children be successful in school.

## **CONCERNS: PROCESS FOR ADDRESSING**

RVES recognizes that at times throughout the year problems may arise. We really want to work with our parents and the community to solve any issues that occur. We welcome parents to come to us as soon as they have any questions or concerns so that we can resolve them quickly! It is important that we work together so that your child can have the best learning experience possible!

To assist us when you have any questions or concerns, we would appreciate it, if you would follow the procedures outlined below:

- Please call the teacher directly to obtain answers to your questions or address any concerns.
- If the problem is not resolved, please make an appointment to meet directly with the teacher.
- If the problem is still not resolved, please make an appointment with the principal so that the teacher, the principal, you and your child can meet to resolve the issue.
- If the problem continues to be unresolved, please contact the District Office and submit a written description of the situation to the Superintendent.
- The last recourse is to request a meeting with the RVUSD Board of Trustees.

## **DISCIPLINE**

We are proud of our students and realize that good behavior is typical. However, we also want to ensure that children are safe and others will not disrupt their education.

Although major discipline problems are rare, we believe that students and parents should be aware and supportive of the consequences for inappropriate behaviors, and work to improve their child's social responsibilities.

Staff members will work to handle each discipline problem with as minor of a consequence as possible in order to change the child's behavior. However, consequences will be dealt with more severely depending on the seriousness of the incident as well as the frequency of the behavioral infraction. Please review the rules/expectancies that your child's teacher will send home during the

first week of school. All behavior expectations are based on three rules: Be Safe, Be Respectful, Be Responsible. These rules apply to the bus as well as walking to/from school.

### **DISCIPLINE: CLASSROOMS**

Each teacher has a classroom discipline plan and you will receive a copy. The plan will be further explained at Back to School Night. Our school maintains three basic rules: Be Safe, Be Respectful, Be Responsible. If you have any questions, please contact your child's teacher.

### **DISCIPLINE PLAN**

The stakeholders (teachers, students, parents, administration, support personnel and community) work together to create and maintain a safe environment that promotes learning. This supports our school Mission Statement

### **MISSION STATEMENT OF ROUND VALLEY UNIFIED SCHOOL DISTRICT**

*All students leave our schools reading proficiently, literate in technology, are committed to life-long learning. We strive to provide a drug-free, safe learning environment. We strive to create ownership and to instill pride in our schools; among our students, our staff, and our community.*

### **Beliefs and Value Statements on Student Behavior**

- All children can exhibit / demonstrate appropriate behavior.
- Children do best with positive reinforcement
- School should be a safe and secure environment for all
- Parents should be actively responsible and accountable for their children's education through support and involvement in the school community.
- There is a positive correlation between learning and school attendance

### **Purpose and Rationale**

Round Valley Elementary / Middle School is committed to, and believe that a safe and secure environment is essential so that all students can learn. Student behavior impacts student achievement. We are committed, as a school, to model respect for all people and provide instructional opportunities to assist children as they learn to live in a diverse society. For these reasons, we have adopted the Positive Behavior Support Program.

### **Positive Behavior Intervention Support (PBIS)**

The goal of PBIS is to prevent the development and the intensifying of problem behavior and maximize academic success for all students. What is PBIS? It is a school-wide integration of:

- A systems approach for building capacity for expected behavior
- A process for capacity building for expected student behavior
- A continuum of behavioral supports
- Prevention focused efforts
- Instructionally focused behaviors
- Empirically sound practices
- Assessment information analyzed and utilized on a frequent basis.

### **PBIS has 5 Critical Components**

1. Clear Expectations
2. Explicitly Taught

3. A system for encouraging appropriate behavior
4. A system for discouraging inappropriate behavior
5. A data collection system

Our school rules are:

Be Safe

Be Respectful

Be Responsible

Matrix of School Rules & Expectations  
(Some examples of our expectations)

Designated Areas	Be Safe	Be Respectful	Be Responsible
Arrival and Dismissal	<ul style="list-style-type: none"> <li>• Use Sidewalks and crosswalks</li> <li>• Walk your wheels on campus, including parking lot</li> <li>• Always stop, look, and listen before crossing</li> <li>• Stay behind the yellow bus line</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Wait for adult permission before boarding the bus</li> <li>• Allow and assist the younger and/or children with special needs to board first</li> <li>• Wait calmly and take turns</li> <li>• Respect other's property</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly home or to After School Programs after school</li> <li>• Arrive on time and leave on time</li> <li>• Students need pre-approved permission to go places other than home</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Sit on your bottom and feet on the floor</li> <li>• Keep hands, feet and food to yourself</li> <li>• Eat your own</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite, use please, thank you, excuse me</li> <li>• Use indoor voices</li> <li>• Take hats/hoods off when you sit</li> <li>• Wait patiently</li> <li>• Use good</li> </ul>	<ul style="list-style-type: none"> <li>• Students, keep food in the cafeteria</li> <li>• Clean up your area</li> <li>• Stay in your place in your line</li> <li>• Sit at your assigned table</li> </ul>

	<ul style="list-style-type: none"> <li>food</li> <li>Stay off the stage and risers</li> <li>Avoid the folded tables</li> </ul>	<ul style="list-style-type: none"> <li>manners, chew with your mouth closed</li> <li>Art work / displays for viewing only</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated until dismissed</li> <li>Stack trays neatly</li> <li>Throw garbage away in proper receptacles</li> </ul>
Playground and Sports Field	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Walk and run in appropriate areas</li> <li>Stay in assigned places</li> <li>Stay where an adult can see you</li> <li>Alert adults of all hazards, injuries, strangers or stray animals</li> <li>Keep off structures in extreme weather</li> <li>Farm area access is supervised only</li> <li>Avoid picking up rocks, sticks, pine cones and dangerous objects</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Share and take turns</li> <li>Play by the rules</li> <li>Be patient and polite</li> <li>Leave landscaping in place</li> <li>Use respectful language and tone of voice</li> <li>Share the water fountains and keep the water in the fountain</li> </ul>	<ul style="list-style-type: none"> <li>Encourage and practice good sportsmanship</li> <li>Put equipment away properly</li> <li>Use restroom during recess or break time</li> <li>Get adult permission to leave the yard during recess</li> <li>Inform others of the rules politely</li> <li>Line up or go to class as instructed when whistle blows</li> </ul>
Hallways and Breezeways	<ul style="list-style-type: none"> <li>Students walk facing forward</li> <li>Keep hands, feet and objects to self</li> <li>Avoid and report hazards to staff (locked doors, puddles, trash, spills, etc.)</li> <li>Avoid yellow door hazards</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous, allow others to pass</li> <li>Use voice and volume that fits the place</li> <li>Be considerate of classes in session</li> </ul>	<ul style="list-style-type: none"> <li>Hold sports and play equipment</li> <li>Have correct hall pass</li> <li>Go directly and promptly to your destination</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Walk</li> <li>Go, Flush, Wash, Dry, Leave</li> <li>Report problems to adults</li> <li>Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>Knock on stall door before entering</li> <li>Clean up after yourself</li> <li>Leave promptly</li> <li>Graffiti is</li> </ul>	<ul style="list-style-type: none"> <li>Leave it clean</li> <li>Put trash in trash container</li> <li>Keep the water in the sink</li> <li>Sign out in room, including time,</li> </ul>

		<ul style="list-style-type: none"> <li>vandalism</li> <li>Keep hands, feet and eyeballs to self</li> </ul>	<ul style="list-style-type: none"> <li>and carry pass</li> <li>Clogging the toilets and sinks is vandalism</li> </ul>
Library	<ul style="list-style-type: none"> <li>Enter and exit quietly and calmly</li> <li>Keep chair and table legs on floor</li> <li>Walk in the library</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Follow posted library rules</li> <li>Follow the directions of all staff</li> <li>Listen quietly to the reader</li> </ul>	<ul style="list-style-type: none"> <li>Treat books with care</li> <li>Put books away where you found them or ask for help</li> <li>Use shelf markers when taking a book</li> <li>Return books on time</li> <li>After choosing a book, sit down to read it</li> </ul>
Office	<ul style="list-style-type: none"> <li>Students, stay on student side of counter</li> <li>Stay clear of the doors</li> </ul>	<ul style="list-style-type: none"> <li>State your purpose politely</li> <li>Sit quietly and wait patiently for your turn</li> <li>Use polite words and actions</li> <li>Follow directions the first time</li> <li>Use an indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>Only be in the office for office business or emergencies</li> <li>Present a pass and state your business</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>Enter and exit in an orderly fashion</li> <li>Go directly to assigned areas</li> <li>Keep hands and feet to self</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Applaud or clap politely</li> <li>Face forward and listen to presentation</li> <li>Use appropriate language</li> <li>Remove hats and hoods</li> <li>Be proud and prompt when receiving awards</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Remind others to follow directions</li> <li>Be a good example</li> <li>Wait to be dismissed by an adult in charge</li> <li>Report to class and come to assembly with teacher</li> <li>Ask a teacher before using restroom</li> </ul>
Athletic Events/Special Events	<ul style="list-style-type: none"> <li>Children should be supervised by parent/guardian</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous to other teams and spectators or</li> </ul>	<ul style="list-style-type: none"> <li>Stay off court with street shoes</li> <li>Clean up after</li> </ul>

	<p>or responsible person</p> <ul style="list-style-type: none"> <li>• All assembly rules apply</li> <li>• Non participants stay off of court/field during game</li> </ul>	<p>presenters</p> <ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Be supportive of the teams, players and participants</li> </ul>	<p>yourself</p>
<p>Computer Lab and Classroom Computers</p>	<ul style="list-style-type: none"> <li>• No food or drink next to computers</li> <li>• Use internet with signed parental permission form on file and adult supervision or specific permission</li> <li>• Use sound/ headphones at appropriate level</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment and space</li> <li>• Work quietly</li> <li>• Ask permission to use sound</li> <li>• Push your chair in when finished</li> <li>• Return to home screen</li> </ul>	<ul style="list-style-type: none"> <li>• Use computers to accomplish school task only</li> <li>• Be efficient with your work</li> <li>• Return materials to proper places neatly</li> <li>• Use printer only with permission</li> <li>• Disinfect shared earphones</li> <li>• Be gentle with the equipment (ex. Headphones, computers, keyboards, mice).</li> </ul>
<p>All the Time – Everywhere</p>	<ul style="list-style-type: none"> <li>• Keep hands, feet, body, and objects to yourself (romantic/play fighting/bullying)</li> <li>• Use supplies and equipment as instructed</li> <li>• Stay in assigned area (teach about loitering)</li> <li>• Spitting is unsanitary and unhealthy. Spit in a tissue</li> <li>• Walk your wheels and park them in designated area</li> <li>• Drugs, tobacco, alcohol, paraphernalia and weapons are illegal on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>• Remove hats and hoods in classrooms</li> <li>• Be kind to others</li> <li>• Follow adult directions first time</li> <li>• Be polite: “Please” “Thank you” “Excuse me”</li> <li>• Dress according to the dress code</li> <li>• Use voice and volume that fits the place</li> <li>• Use positive appropriate language (No cussing)</li> <li>• Sexual, racist, gender, and sexual</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic devices off and put away in the classroom / office</li> <li>• Be honest and fair</li> <li>• Be on time</li> <li>• Keep our school clean and graffiti free</li> <li>• Do your assigned task</li> <li>• Take care of personal and others’ belongings</li> <li>• Clean up after yourself</li> </ul>

(updated May 2013)	<ul style="list-style-type: none"> <li>• Report problems to adults</li> <li>• Toys stay at home, except with teacher permission</li> </ul>	orientation harassment are unacceptable and illegal	
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Explicitly Taught

- Students are taught the behavior plan at the beginning of the school year and is emphasized continually (Quarterly)
- Classes will go to stations where students teach and model the expected behavior
- All employees are involved in modeling and upholding the school-wide behavior plan
- Teaching strategies are incorporated that relate to social skills

A System for Encouraging Appropriate Behavior

- Rewards and consequences are consistent and fair school-wide, as well as in the classroom
- A standing discipline committee will be established to determine rewards
- Weekly and quarterly incentives and recognition are given for appropriate student behavior

A System for Discouraging Inappropriate Behavior

- Teachers submit an office referral form when students are sent to the office for a discipline offense
- The Progressive Discipline Chart will be used for repeated offenses

A Data Collection System

- Continuous monitoring of student attendance, tardies, office referrals, suspensions, grades will be monitored by the standing discipline committee using both the AERIES and SWISS DATA SYSTEMS
- Staff will be apprised of professional development opportunities regarding student behavior. Classroom discipline plans will be developed to support the school-wide discipline plan, communicated to students and parents and posted in the classroom

**EMERGENCY DISMISSAL**

Schools have been dismissed early in the past when snow or other emergencies threaten to make the roads unsafe for the buses to transport children home and school is closed early. Parents should see that children have an alternate plan in the event school is dismissed early because of an emergency of any kind. **Some suggestions are:**

- Make arrangements with a neighbor to receive your child if you are away from home during the day. (This neighbor should be on your emergency contact list.)
- Give your child specific instructions so that he or she will know what arrangements you have made.
- In the event of possible school closure, you will be contacted through the Alert Now phone system. It is important that you keep the school informed of current phone numbers so that we can contact you when necessary.

- Local radio stations will be asked to announce a “no school day” and/or early dismissal. Tune to these stations for information: Covelo 96.9.

### **HEAD LICE**

The head lice policy, adopted by the Round Valley Unified School District Board of Trustees, will be strictly enforced at school. Any child found to have live head lice or nits (eggs – dead or alive) will immediately be excluded from school to be treated with a head lice kit. **An adult must accompany the child to the office the following morning between 8:00 – 8:30 a.m. in order for the child to be checked and cleared of lice.** A child who is excluded from school should be treated and returned to school within 24 hours. A child will be considered truant if he/she has not been properly treated and returned to school by the 3<sup>rd</sup> calendar day following exclusion. If you need assistance or have questions, please call our Health Technician at 983-6171 X322. If you need assistance with lice products or related information, please call Round Valley Indian Health Center at 983-6181 or your primary doctor.

### **HOMWORK POLICY**

In order to develop home study skills and reinforce skills learned at school, students will be given homework. Regular completion of homework makes a significant difference in student achievement. Round Valley Unified School District has developed guidelines for homework. Teachers will review their specific homework expectations at Back to School Night in August. Additionally, it would greatly help your child to increase his/her reading skills if you took 20 minutes every evening to read with your child! Research shows that just 20 minutes/day of reading with a parent can help a child strengthen their reading abilities!!

Please check with your child’s teacher if you are unsure about the homework that is being given. Also, we would encourage you to check with your child’s teacher if your child consistently states there is no homework. You can greatly help your child by scheduling a consistent time to complete homework, and a place to study without distractions, such as television. All homework should be carefully completed and returned to school on time, usually the following school day

### **INSURANCE**

This year, RVUSD will be providing accident insurance for all students enrolled in our schools. This will cover students while they are on their way to and from school, in school, on field trips (with restrictions), or participating in athletic events.

### **IPODS**

**RVES strongly discourages students from bringing iPods to school.** There is a chance that the iPod may be stolen. If students bring iPods, they are to be turned off and kept out of sight during the instructional day. At no time will a student be allowed to listen to his/her iPod during instruction time. iPods may be confiscated if students violate these rules, and a parent will be required to pick-up the iPod. Repeated violations may result in students being denied the privilege of having an iPod in their possession.

### **LIBRARY**

Students are encouraged to use the library at our school! Teachers visit the library with their students weekly at regularly scheduled times. Books may be checked out to individual students for 14 days to take home and read. Fines will be assessed for late or missing books.

## **LOST AND FOUND**

Each year several hundred dollars worth of clothing is left at school. It would be helpful if you would place identifying marks on backpacks, hats, sweaters, jackets, and lunch boxes. You or your child may check for your child's clothing at anytime.

## **LUNCH/BREAKFAST PROGRAM**

Good nutrition is important for learning! We have a daily breakfast and lunch program for all students at no charge. Breakfast is served before school daily in the multipurpose room. If your child does not participate in the school breakfast program, please

Make sure they have a good breakfast before coming to school every day. We will send a monthly lunch menu home at the beginning of each month. At the beginning of each school day, we ask students to tell us if they will be eating the school lunch. If your child is not participating in the lunch program, please make sure they bring nutritious food to eat for lunch. **Soda, energy drinks, and candy are not allowed at school.** If a student does not want to take the school's lunch for the day, they may still obtain milk to drink. However, because of funding for the breakfast/lunch program requirements, milk must be purchased for **\$.50**.

## **MAKE-UP WORK:**

We ask that, if at all possible, you do not take your child out of school unless there is an emergency. Your child will learn best when in school receiving direct instruction from his/her teacher! However, if your child must go out of town (unexcused absence) please contact your child's teacher or the office. The teacher will need 48 hours to prepare your child's assignments.

**All work must be completed and returned to the teacher the day the child returns to school. Incomplete work will be considered like an unexcused absence for truancy. If a student is sick, he/she has one day of make-up per one day sick. (If a child is out sick for 5 days, he/she has five days to make-up the work.**

## **MEDICATION AT SCHOOL**

All prescriptions and "over the counter" medications that need to be taken at school must be brought to the office in the original container with complete instructions for administration given by and signed by the physician.

## **MESSAGES**

Please make every effort to give your child all messages before he/she comes to school. It is a disruption to call or leave messages for the teacher regarding how your child is getting home. Teachers have been asked to not answer classroom phones during instruction time. The best way to get messages to students is to call the office and speak with the secretary. Your cooperation is greatly appreciated. **We cannot guarantee that your child will receive any message after 12:00 noon.**

## **MISSED SCHOOL WORK**

School work missed due to absences must be made up. If your child will be out of school for several days and feels up to doing work at home, please contact the office for his/her schoolwork. It may be picked up after school that day.

## **NONDISCRIMINATION/HARASSMENT**

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

## **NON-SCHOOL MATERIALS**

Cameras, radios, skate boards, tape recorders, remote control toys, toy guns, knives, balloons, bats, hardballs, yo-yo's, computer games, card collections and other valuable items are not to be brought to school. Students and parents are very upset when their valuable items are stolen.

## **SARB – SCHOOL ATTENDANCE REVIEW BOARD**

When your child has a total of three unexcused absences, you will receive a letter requesting a meeting with an administrator to discuss your child's attendance. An additional two unexcused absence will result in a SARB 2 meeting. Any additional unexcused absences will result in a SARB 3 meeting with the judge in Covelo.

## **SEXUAL HARASSMENT**

**Sexual harassment is against the law and a violation of board policy.** Within the educational environment, sexual harassment is prohibited between students, between employees and students, between non-employees and students, between employees and employees, and between employees and other persons.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

- A. **Informal Resolution:** If a student feels they may have been the recipient of sexual harassment, they should directly inform the persons engaging in the conduct letting him/her know that the conduct is offensive and must stop.
- B. **Formal Resolution:** Complaints brought by students – a student may file a written complaint with the principal. The principal shall forward a copy of the complaint to the Superintendent.

## **SKATEBOARDS/SCOOTERS/SHOE SKATES**

Skateboards, "Heelies", shoes with wheels, and scooters are not to be brought to school at any time. They are unsafe to ride to or from school and will not be allowed on campus.

## **STUDENT DRESS**

School clothing should be neat, clean and appropriate for school. If a student is not wearing appropriate clothing, school personnel will contact parents and students will need to change their clothes before being readmitted to class. Any clothing or clothing accessories, which can reasonable be used as a weapon, shall not be allowed at school (large gauge chains, oversized rings, etc.).

- Footwear:
  - Students must wear appropriate footwear which allows participation in school activities, such as physical education (tennis shoes preferable).
- Shirts:
  - May not be see-through, show bare midriffs, show bare shoulders (must have a strap, but no spaghetti straps). No muscle shirts or sleeveless undershirts.
- Pants:
  - Must be fitted at waist, with no more than two sizes too large, must cover underwear.
  - No sagging.
  - Pants should not create a disruption to the classroom or the school program.
  - Jeans with slits should not be above the finger-tip length. When you put your arms at your side, there should be no slits above the finger-tip length. No gaping holes.

- Shorts:
  - Must be fitted at waist, with no more than two sizes too large, must cover underwear.
  - No sagging
  - Shorts –When you put your arms at your side, the bottom of the shorts must be at the finger-tip length or below. No extremely short shorts will be allowed.
- All clothing:
  - Any article of clothing, accessory that is obscene, or identifies a student with a gang related activity is not allowed at school.
  - No clothing can display alcoholic beverages or illegal substances, be disrespectful or sexually suggestive, have inappropriate slogans (profanity, etc.).
  - No gang related articles of clothing, including hair nets, bandannas, knit caps, predominant colors, etc.
  - No underwear showing at any time.
  - No hats, beanies, or hoodies may be worn in buildings on campus.

### **SUPERVISION - YARD DISCIPLINE**

Our play yard and cafeteria have adult supervision. Minor infractions are dealt with on the spot. Any child needing assistance of any kind is encouraged to turn to the supervisors on duty.

### **VALUABLES**

**Students should not bring large sums of money (\$20.00 or more) or valuable items to school.** If your child brings a cell phone or iPod to school and it causes a disruption, the item will be confiscated and a parent will be required to pick it up.

### **VISITORS**

Parents and other interested visitors are always welcome to visit our school. Please make arrangements with the teacher for observation visits. All visitors are requested to sign in at the office. **Children not enrolled in our school are not allowed to visit.**

### **VOLUNTEERS**

Our teachers welcome the assistance of parent volunteers. Many parents assist teachers on a regular basis and others assist whenever they have the time. If you have any interest in helping out at our school, please contact your child's teacher or the secretary in the office.

## School Calendar

## SCHOOL MAP

Below are several absence notes you can use when your child is absent from school.

Absence Note

My Child's Teacher is: \_\_\_\_\_

Please excuse \_\_\_\_\_ from school on  
\_\_\_\_\_, because he/she \_\_\_\_\_.

Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Absence Note

My Child's Teacher is: \_\_\_\_\_

Please excuse \_\_\_\_\_ from school on  
\_\_\_\_\_, because he/she \_\_\_\_\_.

Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Absence Note

My Child's Teacher is: \_\_\_\_\_

Please excuse \_\_\_\_\_ from school on  
\_\_\_\_\_, because he/she \_\_\_\_\_.

Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Absence Note

My Child's Teacher is: \_\_\_\_\_

Please excuse \_\_\_\_\_ from school on  
\_\_\_\_\_, because he/she \_\_\_\_\_.

Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_