

Rocklin Academy Family of Schools 2018-2019

Parent & Student Handbook

**Rocklin Academy Family of Schools
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Rocklin Academy Family of Schools

Board of Directors

Rocklin Academy Family of Schools (“RAFOS”) is governed by the Rocklin Academy Board of Directors pursuant to the Corporation’s adopted bylaws. The Board meets regularly, at least once a month, and in accordance with the Brown Act.

Chairman	Doug Johnson	dougjohnson@rocklinacademy.org
Board Member	Adam Schwarz	aschwarz@rocklinacademy.org
Board Member	Jarrett Black	jblack@rocklinacademy.org
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Charter Management Office Administration

Executive Director/ Superintendent	Robin Stout	rstout@rocklinacademy.org
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Director of Finance	Ace Ensign	aensign@rocklinacademy.org
Consulting Director of Special Education	Diane Youtsey	dyoutsey@rocklinacademy.org
Director of Growth and Community Engagement	Jillayne Antoon	jantoon@rocklinacademy.org
Coordinator of State and Federal Programs	Heather Donovan	hdonovan@rocklinacademy.org
Program Specialist	Mona Rogers	mrogers@rocklinacademy.org

Mission Statement

Rocklin Academy Family of Schools provides a distinct educational program strengthened by community and parent partnerships to achieve high standards, rich core content, and innovative learning.

Vision Statement

We envision a school community that inspires its students to excel academically, pursue their passions, and impact the world with excellence.

Core Values

1. The future we want to create includes a community of leaders who have strong-shared beliefs and values that all students have the ability to learn at high levels and the expectations of our organization/schools to meet or exceed that level.
2. The future we want to create includes a community of leaders who are data savvy; they embrace and monitor data, and use it to drive continuous improvement.
3. The future we want to create includes a community of leaders who have a collaborative relationship and establish a strong communication structure to inform and engage both internal and external stakeholders in setting and achieving district-wide student learning and achievement goals.
4. The future we want to create includes a community of leaders who are knowledgeable, ethical, responsible, critical thinking, and engaged members of society.
5. The future we want to create includes a community of leaders who utilize research based, varied, differentiated and effective instructional practices to ensure all students learn at high levels.

Goals

1. Students build depth of understanding in core concepts through a cohesive K-12 education program.
2. The school environment cultivates students who are responsible, compassionate, and engaged citizens.
3. Our work culture supports sustainability and continuous growth of teachers, staff, and administration.
4. Parents are valued partners who strengthen our schools and programs.
5. Organizational leaders, in collaboration with community partners, enrich the learning experience for all students.

Attendance Information

Absences

At Rocklin Academy, we view each day as an essential learning opportunity. A significant part of each student's educational experience is derived from classroom participation, activities, discussion and relationships. Regular attendance is crucial for students to attain the maximum benefit from the school experience. Therefore, we expect exemplary attendance of our students. Missing school regularly not only is detrimental to a child's learning, but also can create poor learning habits. Of course, if a child is sick or has a communicable illness, he or she should stay home to rest and recover. The information regarding Absences and Truancy below is a summary of the information within [Attendance and Truancy Board Policy 5131](#). Please review the Board Policy for complete information.

When students are absent from school, it is important that their absences be cleared on that day or by their first day back to school. To clear an absence, either a parent/guardian or healthcare provider must provide a specific written or verbal communication stating the reason for absence. If the absence is not cleared, it will be necessary to call the parent at home or at work in order to clear the absence. Any absence not cleared within five (5) days will be marked as unexcused.

A student may be excused from school for health reasons, family emergencies and justifiable personal reasons as permitted by law or our Board policy regarding Attendance (BP 5131).

Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.

Truancy

A student subject to compulsory full-time education who is absent from school without a valid excuse three (3) full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the Superintendent or designee.

Missed Work

If a student's absence is excused, he/she shall be allowed to complete all assignments and tests missed during the absence, which can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a student is absent shall determine what assignments the student shall make up and what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to the assignments missed.

Request for Homework

If a student is ill two (2) days or more, parents may request homework. Call the office at least one day before the day you wish to pick up the assignments. The teacher(s) will have the work ready to pick up in the office after school or the next day.

Notes from Parents

Please use the students **first and last name** on all correspondence regarding your child. This is especially important when the parent and the student do not have the same last name.

Notes are still required to satisfy the compulsory education law. Please call the school to report an absence or leave a message. Please state your child's first and last name, reason for the absence, and dates of the absence.

Tardies

An emphasis is placed on students arriving to school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, please check into the office before going to class. Parents will be notified if a student has continual tardies and will be asked to follow through with a program to increase punctuality. Repeated tardies may result in a referral of the student and parent to the RAFOS Attendance Review Board for further action.

Independent Study (ISP) (Grades TK-6)

Independent Study may be an option for a student who will be absent from school. Independent study requires a meeting and approval from the principal (and/or designee) in writing for requested travel time of three or more days. A student may participate in a maximum of one, long-term (up to 5 days) Independent Study program per academic year. Independent Study is conducted solely for the educational benefit of the students attending Rocklin Academy as a means to encourage daily engagement in schoolwork even during times of extended absence. Parents are to give at least five (5) school days' notice of a request for Independent Study. In an extenuating circumstance (i.e. a serious illness, injury or family emergency), with principal (and/or designee) approval, the teacher will work with the parent to implement an Independent Study program in an expedited manner with less than five (5) school days' notice. Long term Independent Study will not be offered during the last month of the school term. ISP requests for personal reasons, such as vacation, will result in unexcused absences during the last month of school. For more detailed information, please refer to the [ISP Policy](#).

Health Related Independent Study

RAFOS may offer an ISP for up to one school year in unique circumstances based on student need, such as a temporary or permanent disability or medical issue.

Appointments

If your child needs to leave school for an appointment, please send a note with the student in the morning. Please arrive at the school office ten (10) minutes before you need to leave the school to ensure your student has a chance to get to the office and check out.

Parent Communication and Participation

The administration and staff recognize effective communication is instrumental in the success of your student and will strive to facilitate open and frequent communication with parents/guardians at all times. The following means of communication are used to help keep parents/guardians informed.

Email Policy

Rocklin Academy Family of Schools utilizes email as a primary means of school to home and home to school communication. Student and family contact information will not be shared between families. To protect the privacy of Rocklin Academy families, all emails must be sent from the teacher, official PSP (Parent School Partnership) representative, or the office. Any communication sent must be related to official school business and approved by the school.

School Messenger

School and charter management office communication are emailed to the parent/guardian's email via School Messenger. To ensure timely and efficient delivery of school information, do not block School Messenger from your email.

Newsletters

School newsletters are sent home via email through School Messenger weekly. To ensure timely and efficient delivery of school information, do not block School Messenger from your email.

Websites

All RAFOS websites can be accessed through our charter management office website at www.rocklinacademy.org.

School App

All sites have a free school App that can be downloaded from the App Store (search for your school site's name).

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year for students in Grades TK-6. Additional conferences may be necessary throughout the year and may be scheduled by parents or teachers.

Social Media Policy

RAFOS reserves the right to prevent access to all viewers from commenting on its official social media site. When comments are permitted, RAFOS welcomes members of the community to contribute to RAFOS-sponsored social media pages and post comments that are in accordance with the protocols included in the RAFOS Board [policy](#). Comments posted by a member of the public on social media networks are the opinions of the commentator, and do not imply endorsement of or agreement by RAFOS and do not necessarily reflect the opinions or policies of RAFOS or its employees.

Positive Interactions & Grievance Procedures

RAFOS' goal is to provide an environment that permits all members of the RAFOS community to engage in constructive communication. Generally, such communication should take place directly between the involved individuals.

Should a difficulty or problem arise regarding your child, we ask that you use the following process to solve it as expeditiously as possible.

1. Request a telephone or personal conference with your child's teacher. Almost all issues and problems can be resolved at this level. Parents may request a conference with a teacher by sending a written note, an email, or by leaving a telephone message indicating the nature of the concern and giving several available times and dates for the conference to take place. In like manner, parents are expected to reply to a teacher's request for a conference. Immediate effective communication fosters partnership between home and school and is one way of modeling similar home/school values to the students.
2. If resolution of the problem or concern is not reached at this conference, the principal (and/or designee) is advised of the situation and is called in to assist. Any concerns, which are not related to the classroom, should be brought to the attention of the principal (and/or designee).
3. If the concern is not satisfactorily addressed with the school principal, the parent may schedule a meeting with a RAFOS representative.

Please refer to the RAFOS General Complaint and Uniform Complaint Policies for further information.

Abuse of School Personnel

Any parent/legal guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder, is guilty of a misdemeanor which is punishable by a fine not less than

five hundred dollars (\$500) and not more than one thousand dollars (\$1,000) or by imprisonment in the county jail for a period of not more than one year, or both.

Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

- Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one (1) year, or by both such fine and imprisonment.

If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, she/he is punishable by imprisonment in the state prison.

As used in this section, directly communicated, includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter. (Penal Code Section 71)

Parent-School Partnership

RAFOS firmly believes that a parent-school partnership is vital to student success. As the primary educators of your children in partnership with the school, parents agree to support their child's education at home. This involves, but is not limited to, making sure homework is complete, supporting and enforcing the behavioral and academic policies of Rocklin Academy, attending Back to School Night, Parent/Teacher Conferences, and keeping an open line of communication with the staff throughout the year.

Once you have chosen to enter into partnership with us at RAFOS, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her intellectual, emotional, social, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Evidence of mutual respect between parents and teachers will model positive, mature behavior and relationships.

We have very active PSPs at all of our sites. The general goal of the PSP is to assist the school in matters pertaining to the school and its education program through parent participation, enhancing the curriculum by their support of our programs. The PSP is an important vehicle for parents to support Rocklin Academy and share their ideas. The PSP conducts fundraisers to support Rocklin Academy's special and ongoing projects/programs that are approved by the PSP board.

Volunteers

Volunteers make our programs stronger and as such, we strongly encourage families to volunteer a minimum of 30 hours per school year; however, parental involvement is not a requirement for acceptance to, or continued enrollment at RAFOS. There are many ways to be involved, including volunteering in a classroom, attending field trips, or participating on a committee.

Required Screening of All Volunteers

A key foundation of Rocklin Academy is full partnership with parents; however, in order to ensure the safety of all children, Rocklin Academy requires every volunteer to follow all requirements of the [Volunteer Policy](#), complete a [Volunteer Requirement and Confidentiality](#) form located in the Volunteer Policy, have Live Scan fingerprint and a TB clearance on file, and be approved by the site administrator. Once you are LiveScanned with Rocklin Academy Family of Schools, and cleared by an administrator, you are cleared to volunteer at any campus grades TK-12. TB clearance must be renewed every four (4) years.

Parent Volunteers with Siblings

Volunteers may not bring siblings when volunteering or attending events during the school day (with the exception of performances held in the multipurpose room or gym). We encourage families to work together to make arrangements for babysitting so that all parents have the ability to enjoy volunteer opportunities in their son or daughter's classes.

Megan's Law Website Review

RAFOS may screen parents and guardians of all enrolled students with the Megan's Law Website, though no information viewed on the Megan's Law Website will impact a child's admission or enrollment at any RAFOS school. The Board of Directors of Rocklin Academy has authorized the Executive Director and the principal (and/or designee) to cooperate and work with appropriate law enforcement agencies in taking any follow up steps directed by law enforcement, including but not limited to, notifying parents of any potential concerns or information law enforcement agencies request us to provide.

Safety

Visitors

All visitors must enter through the main entrance and check in at the school office to sign in and obtain a Visitor's Pass. Visitors will provide purpose of visit, time arrived, and expected time of departure on sign-in sheet. Visitor passes are to be worn prominently and they expire at the end of stated visitation time indicated on the sign in sheet. Visitors are to be escorted by staff during passing, lunch or whenever students are on campus.

Student Visitors

No student visitors are allowed on campus during school hours unless invited by administration. Teachers and administration have the right to excuse a visitor from a classroom or an event to be escorted back to the office or off school grounds at any time.

Emergency Card

To ensure students remain safe in our schools, it is the parent/guardian's responsibility to keep emergency medical and contact information up to date during the school year. RAFOS maintains emergency information for each child from the data provided by parents/guardians on the emergency card required annually before starting the first day of school. If you have an update to your child's emergency information throughout the school year, please contact the front office of your child's school site.

Emergency Information

Parent(s)/guardian(s) will be notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, you must notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at Rocklin Academy Family of Schools automatically confers upon the school the obligation to select emergency care providers in the absence or the inability to reach the parents, and that no liability would attach to such a decision in the event that the parents cannot be reached.

Change of Address, Telephone, or Cell Phone Numbers

The school must be notified immediately of any change in home address, home and work phone numbers, cell phone numbers, or email address. This will facilitate us in locating you in case of an emergency.

Transfer/Move to Another School

If a student is moving out of the area and/or is transferring to another school, a parent should notify the school office as soon as possible, complete a [Student Withdrawal Notification](#) form, and provide us with the new school address and moving date. Failure to do so will delay the transfer of necessary school records to the new school site. All books and loaned materials must be returned to the school.

Non-Custodial Parents/Guardians

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

Student Release

Students may be released only to people that have been listed on the emergency card. There are no exceptions. This is for the protection of all students.

Emergency Situations

Emergency drills will be conducted throughout the year and students are instructed on how to respond to a variety of emergency situations. In case of an emergency, students should remain with their teachers or campus supervisor. Students may not leave during an emergency without properly checking out from the checkout station. Students will not be released to any adult not indicated on their emergency contact information. The School Safety Plan is available for review in the school office.

Emergency Student Release

Students may not leave campus during an emergency without properly checking out from the check-out station. They will not be released to any adult not indicated on their emergency contact information located at the designated student release area. Parents are to remain in designated areas until safety officials or school administration declares it safe to release students to parents.

Parents and others may call our emergency information line at the Charter Management Office at (916) 778-4544 x798 for information about student release. In the rare case of an off-site evacuation, parents must go to the alternative site to pick up their student. The alternative sites are as follows:

Western Sierra Collegiate Academy	Kathy Lund Park 6101 W. Oaks Blvd. Rocklin
Rocklin Academy	Adjacent to RC Willey

Gateway	between 6554 and 6560 Lonetree Blvd. Rocklin
Rocklin Academy Turnstone	End of Peregrine Ct. Rocklin
Rocklin Academy Meyers	Sierra Meadows Park 2530 Sierra Meadows Dr. Rocklin

School Safety Plan

The school safety plan covers such events as fire drills, school evacuations and school lockdowns. A copy of the School Safety Plan is available in school offices.

School Lockdown

In some situations, it may be necessary to have a school lockdown. The following procedures will be implemented for a school lockdown:

- Doors will be locked
- No one will be permitted to enter or leave the building, including visitors and volunteers
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel

School Safety Drills

Regular fire, evacuation, and lockdown drills occur throughout the school year to ensure the safety and well-being of all students in the event of an emergency. Students are expected to respond quickly and safely as directed by their teacher. If you are in your child’s classroom during a fire drill or a lock-down drill, please stay with your child until the drill is over.

Details of the [School Safety Plan](#) are available in the school office.

Property Search

Student lockers, desks, and other similar property are owned, leased, or controlled at all times by the school. The school exercises exclusive control over school-related property, which is subject to search by school officials at any time. A student should not expect any privacy regarding items placed or stored in or on school-related property because school-related property may be subject to search by school officials.

Search and Seizure

A student's person and/or personal effects (e.g. backpack, purse, etc.) may be searched if a school official has reasonable suspicion that the student has violated or is violating either the law or RAFOS rules and regulations, including, but not limited to, possession of illegal, unauthorized or contraband materials.

Periodic general inspections of instructional space and other areas of the school may be conducted by school officials for any reason at any time without notice. Student lockers, including P.E. lockers, are school property and remain at all times under the control of RAFOS. Students shall assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized, or contraband materials. The acceptance and use of locker facilities on school campus by any student shall constitute consent by the student to the search of such locker facilities by authorized school personnel and/or law enforcement.

Drugs, Chemicals, and Tobacco

RAFOS maintains a safe and healthful environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances and controlled substances without a physician's prescription. This includes, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. This prohibition extends to all facilities, whether owned, rented or leased. This prohibition includes all school property and all off-campus events sponsored by the school. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited.

Weapons

It is a felony to possess, store or keep a weapon on school property. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon within the Rocklin Academy Family of Schools locations. RAFOS will act to enforce the student suspension and expulsion policy and to discipline or take appropriate action against any student, teacher, principal, Academy employee, volunteer, or member of the public who violates the law. Any student who becomes aware of a weapon being brought to school must immediately notify a staff member and should NOT pick up or move the weapon.

Law Enforcement for a Safe School Environment

RAFOS students, parents, staff, and administration partner with local law enforcement to ensure a safe campus. While police officers have the right to enter a school campus for purposes of interviewing students, a parent will be notified and, when allowed, invited to be present during the interview. An administrator will remain with the student during questioning or until a parent is present. RAFOS follows the guidance of the Attorney General of California regarding policies that limit assistance with immigration enforcement at public schools, to the fullest extent possible consistent with federal and

state law, and ensure that public schools remain safe and accessible to all California residents, regardless of immigration status.

Health Services

Medicine Disbursement Procedures

All medication, including non-prescription, requires a signed release form from the parent and physician for school personnel to administer the medicine as prescribed in the written statement from the attending physician. Only trained school personnel are authorized to disburse medication. A student may carry certain medications in accordance with the law and with doctor approval. Please refer to the RAFOS [Medication Policy](#), available at the main office, for details. Release forms may be obtained at the school office or on our website under Health Services.

For any medications needed on overnight field trips, parents are required to complete an overnight field trip medical form, signed by a physician, giving specific instructions of disbursement to student, by Rocklin Academy Personnel. This includes, but is not limited to, any prescription medication and over the counter medication, such as antacids, Ibuprofen, vitamins, and Tylenol, as per school policy.

School personnel are trained in CPR, and those who have volunteered have been trained in auto injectable epi.

Allergy Procedures

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. The faculty and staff are trained in CPR and injectable epinephrine usage.

Food in Classrooms

All food brought into classrooms for activities and/or celebrations needs to be store bought, with the ingredient label attached. We have many identified allergies and must ensure a safe environment for all students. Please refer to the comprehensive allergy plan for additional food allergy guidelines. Additionally, birthday treats involving food are discouraged in accordance with the food allergy guidelines.

Family's Responsibility

- Notify the school of the child's allergies.
- Provide emergency contact information.

- Provide written medical documentation, instructions, and medications as directed by a physician, using the comprehensive allergy plan as a guide.
- Provide properly labeled medications and replace medications after use or upon expiration.

School's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the office to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Designate school personnel who are properly trained to administer medications in accordance with the laws governing the administration of emergency medications.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Take threats or harassment against an allergic child seriously.

Keeping Your Child Home –Illness or other

Here are some guidelines that are meant to be helpful when making the decision about sending your child to school:

- Children must be fever free for 24 hours without the use of fever reducing medications.
- Children awaiting results from a throat culture must remain at home until a negative result is known. Children with a rash must have documentation from MD indicating they are cleared to attend school.
- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to school.
- Children that have experienced infections, vomiting or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours. Exceptions will be implemented under County Health Department guidelines.

Injuries and Illnesses

It is the policy of Rocklin Academy that all injuries to the face and head will be reported to the office and that office staff will write up an incident report. The office will call home and notify the parent(s) or guardian(s) of the child. Any injury that requires medical assistance, such as, but not limited to, the child needing to go to the doctor or hospital, will be brought to the principal (and/or designee)'s attention. Receiving ice or a bandage is not considered medical assistance. Regarding illnesses at school, please refer to the [School Illness Management Guidelines](#) accessible on the RAFOS health website.

Health Screenings

Vision and hearing screenings shall be completed in Kindergarten, 2nd, 5th and 8th grade. Color vision is also screened in kindergarten for male students only. Vision, hearing screenings are completed by the credentialed school nurse and/or qualified personnel authorized by the school. Screenings are also completed as a part of special education testing. Private vision, hearing and scoliosis screenings in-lieu of the school screenings is acceptable. Results should be documented by the student's M.D. and presented to the school for documentation in the student's health file. Parental written refusal of school screenings should be submitted to the school office prior to the date of screening. School-based health screenings shall be performed in accordance with direction by the California Department of Education and are contingent upon appropriation in the annual Budget Act.

Academics

RAFOS students build depth of understanding in core concepts through a cohesive K-12 education program.

Core Knowledge (Grades TK-8)

A Core Knowledge education is built upon a detailed outline of specific content to be taught in language arts, history, geography, mathematics, science and the fine arts. As the core of a school's curriculum, it provides a solid, coherent foundation for learning; it is also flexible to meet local needs. The Core Knowledge curriculum is the result of research into the content and structure of the highest performing elementary school systems around the world. Specific content includes language arts, world history and geography, visual art, music, mathematics and science for grades Preschool through Eight. More information about Core Knowledge is available at the Core Knowledge website: www.coreknowledge.org.

College Preparatory and Advanced Placement (Grades 9-12)

All students in High School (grades 9-12) will be enrolled in the course work required for entrance to the University of California, California State University, and selective private universities. The curriculum will be engaging and rigorous, meeting and providing the opportunity to exceed California state standards and common core standards. It will emphasize core classes such as science, math, social studies, language arts, world languages and the visual and performing arts. It is the expectation that all students will take Advanced Placement (AP) courses beginning no later than the sophomore year.

Reproduction and Puberty Education

RAFOS provides instruction in puberty, reproduction and life cycle education in the 5th grade. Students are taught in girl or boy only settings and receive content on both genders. Puberty education includes associated anatomy, physical and emotional changes and hormones. Reproduction education include life cycle, reproductive anatomy of both genders, cell, genes, traits, asexual and sexual reproduction, uterine growth and delivery. Written and audiovisual educational materials used in this education are available for parent/guardian review at the viewing 2 weeks prior to the lesson. The education will be taught by the credentialed school nurse. Parents have the right to excuse their child from comprehensive sexual health education. In order to excuse their child, parents must state their request in writing to the charter school.

Standards Based Assessing and Learning

Instruction is focused on identified standards for each subject in each grade level. Students are provided with learning targets and how their work will be assessed and measured for proficiency.

State Mandated Testing

A charter school's renewal is dependent on academic accountability, mainly how students perform on state standardized tests. The California Assessment of Student Performance and Progress (CAASPP) System requires assessment for all schools and further information can be found at the following website: <http://www.cde.ca.gov/ta/tg/ca/>. It is crucial for RAFOS to represent itself as the high level family of schools it is in order to secure our existence. In order to succeed in this, RAFOS highly encourages all students to participate in any state mandated testing. Parent/guardians may exclude the child from specific testing by written request to the school site principal.

Promotion and Retention

We expect students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through

the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. For Western Sierra Collegiate Academy's graduation requirements, progress toward high school graduation shall be based on the student's ability to show mastery of the subjects and electives.

When high academic achievement as measured on the CAASPP, teacher observations assessments, and/or grades, exceeds grade level standards, the principal may recommend a student for acceleration into the next grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate.

As early as practicable in the school year and in students' careers, the principal shall identify students who are at risk of being retained and who should be retained in accordance with law, board policy, administrative regulation, and the following criteria:

- Minimum grade level standards and/or grades
- Scores on achievement tests
- Teacher evaluation of student's abilities and effort
- Student's motivation level
- Proficiency assessments
- Attendance

When a student is identified as being at risk for retention or recommended for retention, the school shall provide opportunities for intervention. Retention should only be considered as a last resort if the ongoing interventions have failed to help the student make adequate progress toward grade level standards.

Individual Student Success

RAFOS utilizes a Multi-Tiered System of Supports (MTSS) to provide individual supports for students. MTSS is a systemic, continuous improvement framework in which databased problem solving and decision-making is practiced across all levels of the educational system for supporting students. RAFOS maintains policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into school programs. Students, parents or others who have questions or concerns are encouraged to contact the teacher and school principal.

Student Study Team (SST)

The SST is a general education function in which a multidisciplinary team considers, plans, and assesses general education interventions and supports for students experiencing academic, behavioral and/or socio-emotional difficulties. The team may consist of a teacher, principal, support personnel and parents but may also include specialists as appropriate based in individual students' needs. This early intervention for students through the SST process is a function of the general education program and not of special education. The SST process provides an opportunity for an in depth focus on improving school success, one student at a time.

Special Education

Special education is designed to ensure that students with disabilities are provided with an environment that allows them to be educated effectively. RAFOS provides special education services for those students identified as having exceptional needs. Special education must include a comprehensive screening and diagnosis by a multi-disciplinary team and the development of an annual Individualized Education Program (IEP) for each student, outlining academic and behavioral goals, services to be provided, and methods of evaluation. A parent may request assessment for special education at any time.

Section 504

A student can be referred for consideration of a 504 plan if they are exhibiting academic, social, emotional, and/or behavioral problems by the SST team, student study team. A student may qualify under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

English Language Development

California Ed Code requires schools to determine the language(s) spoken at home by each student. This information is essential in order to provide meaningful instruction for all students. If a language other than English is noted on your child's home language survey, the law requires us to test your child's English language proficiency. Once your child is tested and if your child is identified as an English learner the law requires all public schools to provide English language development until he/she meets criteria to be reclassified or the parent/guardian removes the child from the program. RAFOS provides all English Learners with effective and high quality programs and services that develop listening, speaking, reading and writing skills as quickly as possible. Students are provided both designated and integrated English Language Development (ELD) instruction that is intentional, explicit and rigorous. EL students are placed in a general education classroom with a teacher authorized to teach English Learners. In addition to the core curriculum, these students are taught specific language development skills in accordance with California's English Language Development Standards.

Gifted and Talented Education (GATE)

RAFOS strives to identify and serve gifted and high achieving students from all groups, including those from diverse racial, socioeconomic, linguistic, and cultural backgrounds. Every school has a GATE program within the general education classroom. Through highly motivating lessons and appropriate placement in classroom clusters, we provide differentiated learning opportunities during the regular school day that are based on grade level standards extended by depth, complexity and acceleration which enable students to reach their full academic and personal potential.

Beliefs/Faith

A student may not be compelled to affirm or disavow any particular personally or privately held worldview, religious doctrine, or political opinion. No student shall be relieved of any obligation to complete regular classroom assignments.

Instructional Material

Each student is issued a set of books, technology, and other materials at the beginning of the school year. Students are expected to care for the books, including covering books if needed, and materials and return them in June in a similar condition. Parents should be aware that they are responsible for textbooks, technology, and materials given to their students, and will be required to pay for lost, stolen, or damaged textbooks. Debts for damaged, stolen, or lost books, materials and technology, must be cleared each year through the school office. Record requests and transcripts may not be provided until all materials are returned and/or fines are paid.

Literature Selection Policy

The purpose of this policy is to see that all students have extensive exposure to quality literature. Rocklin Academy's faculty, administration, and Board of Directors are committed to the Core Knowledge Sequence and Advanced Placement curriculum, which incorporates poetry, plays, novels, short stories and other forms of literature. Core Knowledge and Advanced Placement readings should be the first priority in which to base the literature selection in the classroom. All selections within the Core Knowledge Sequence, Advanced Placement curriculum and any additional assigned reading, should meet the following criteria:

The selection must meet state and federal standards, codes, and laws.

- The selection must meet an appropriate instructional purpose.
- The selection must appropriately model a literary element (character, setting, plot, conflict, etc.), style, or genre that the student is expected to learn.
- The selection must have identifiable literary or curricular merit.

Literature that students select themselves from online school library, classroom libraries, public libraries, home libraries, or other sources shall not come under the guidelines of this policy.

Responsibility for Selection

The responsibility for content and appropriateness of materials is delegated to teachers and staff, but ultimately, this responsibility rests with the administration.

- Any assigned reading will be reviewed and selected by the teacher to make sure it meets the above criteria.

- Literature selected for the classroom will be selected by teachers with approval with site administration. Advanced Placement reading materials are selected from the AP recommended reading list. Some materials may contain content that is of a mature nature. We encourage parents and students to review the course syllabus for titles and content rationale.
- A list of 9-12 grade literature will be provided to all parents through the course syllabus.

Donated Reading Materials

Any donated reading material will be distributed to the teachers in an age-appropriate manner. It is the responsibility of the teacher to review the donated books and accept or reject the donated reading material.

Concerns Regarding Assigned Literature

The following steps of this policy are to be taken if any parent feels an assigned reading does not meet the criteria set forth in this policy. These steps also follow the following "Order of Communication."

- If parents have concerns about materials, the first step is to speak to the teacher.
- If the parent's concerns cannot be resolved, the principal (and/or designee) will review the request and make a determination.

Media Selection Policy

RAFOS teachers/site principal are responsible for ensuring that all films/videos align with the RAFOS' educational programs, are age appropriate, and have been reviewed for appropriateness for classroom viewing by all students. Parents are informed when an industry rated film/video is above the age level to which it is being shown (i.e., above G Rating for K-6, above PG Rating for 7-8, and above PG-13 Rating for 9-12). Students whose parents/guardians have requested that their child not view the film/video will be provided an alternative educational activity. Participating in the alternative activity will result in no adverse actions for the student. [Media Selection Policy](#).

Parental Notice Regarding Controversial and Sensitive Topics

In recognition that Rocklin Academy's curriculum, supplemental materials, diverse student body, and classroom discussions will expose students to a marketplace of ideas, the Board recognizes that a myriad of topics may come up in the classroom or elsewhere on campus. These topics may include, but are not limited to: federal, state and local politics; race; religion; gay, lesbian, and transgender issues; discrimination against protected classes; suicide; war; and local, state, national and/or international current and/or past events in the news, including but not limited to, statements made by political leaders about those events. Teachers will endeavor to notify parents in advance of controversial topics being discussed when they are part of the school's curriculum or a teacher's lesson

plan so that parents can also share their views at home. However, since students often make statements or ask questions about these sorts of topics, or bring in materials and discuss or share them spontaneously, we cannot always notify parents in advance of such classroom discussions. Where advance notice is not possible, teachers will endeavor to notify parents via email or verbally after the fact. It must be noted that since every parent has a different definition of what would constitute a controversial and/or sensitive topic, the school cannot always guarantee notice to parents because a teacher might not recognize a topic as generally controversial or sensitive even though it might be controversial and/or sensitive to an individual.

As teachers notify parent(s) regarding controversial and/or sensitive topics being addressed at school, in accordance with the right to privacy contained in the California State Constitution, parent(s) will not be notified of any issues involving individual students without the consent of that student's family. For example, if a student is undergoing cancer treatments and a discussion of this comes up in class, you will not be notified that a student in your child's class has cancer or is undergoing medical treatments. Such information shall not be disclosed without consent of that student's parent(s) and/or legal guardian(s) in order to protect the privacy rights of the student as afforded by the California State Constitution. Because of student privacy rights, parent(s) may not be notified of all circumstances that led the school to choose a particular piece of supplemental instructional material. For example, if the school determines that it is necessary to prevent racial harassment or bullying, it might choose to expose students to material on racial discrimination to sensitize students about the need to treat others with respect.

Field Trips

RAFOS recognizes that school-sponsored trips supplement and enrich the classroom learning experience. Students are required to follow all the rules of conduct when going to and from school, on field trips, and other school-sponsored activities.

Students must have written parental permission, including pertinent medical information, in order to participate in any field trip. All chaperones and drivers going on field trips must be approved to volunteer. Student placement in chaperoned vehicles is at the discretion of the teacher, no exceptions. **All drivers must follow the [Student Transportation Policy](#), complete, and submit required forms annually.** If the parent wishes to drive their child only, a **Travel Liability Release** form must be on file in the school office and is available on the RAFOS website.

For the safety of the students, the following must be observed:

- One seat belt, booster, or car seat must be provided for and used by each vehicle occupant and only one person will use each seatbelt, booster, or car seat.
- No more than nine (9) people, including the driver, will be transported in any private vehicle, except in an official school bus, school activity bus, or by a charter company.
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used (regardless of the number of passengers).

- No one may ride in the bed of pick-up trucks.
- Motorcycles will not be used.
- Parents will not make non-essential, unscheduled stops while transporting students during a field trip. Non-essential stops include, but are not limited to, stopping at a restaurant or a drive-thru for snacks.
- Only G rated (grades K-6), PG rated (grades 7-8), and PG13 rated (grades 9-12) videos/DVDs or CDs may be played while transporting students to and from a school field trip. No electronics or video games are permissible on field trips.
- No siblings or persons not on approved volunteer list will attend school-sponsored field trips.
- Overnight field trips must have male and female chaperones if both male and female students are attending.
- State laws regarding age/weight of front seat passengers will be strictly observed.
- For safety reasons, drivers must take a half hour break for every five hours driven and may not drive longer than 11 hours in a day.

Car Seats:

According to California State Law,

- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age OR have reached 4' 9" in height must be secured by a safety belt.
- Passengers 16 years of age and over are subject to California's Mandatory Seat Belt law.
- It is recommended that children under the age of 12 ride in the back seat.

Academic Integrity

Rocklin Academy Family of Schools believes that creating a learning environment that promotes high standards of learning is paramount to the success of our students. Creating this environment relies upon students following our positive behavior expectations. Cheating, plagiarizing, and/or presenting another person's work as a student's own work, are all examples of behavior that will be an obstacle to having an environment that promotes learning.

Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of classroom situations that may provide an opportunity to cheat, unrealistic parent expectations, and inefficient study skills. None of these reasons makes cheating acceptable and will result in consequences for the student's actions.

Definition: Cheating and/or plagiarism is taking (or lending) a person's work, information, ideas, research, and/or documentation, without properly identifying or crediting the originator.

The following list, which is not intended to be all-inclusive, presents some examples of cheating:

1. Copying from another student's assignment or test.
2. Using any kind of external aid (crib notes, cheat sheets, etc.) when not authorized.
3. Possession of a test, quiz, and/or other confidential document without expressed teacher permission.
4. Making a copy, in part or in whole, of a confidential document, including but not limited to, taking a picture of a test or quiz
5. Creating false data for a bibliography, lab results, projects, etc.
6. Borrowing a study sheet or object with answers and copying them as one's own work.
7. Plagiarism: Copying in part or in whole from a source without giving proper credit to the author including items found through electronic sources such as the internet.
8. Turning in someone else's work, in part or in whole.
9. Attempting to solicit another to violate Rocklin Academy's Academic Integrity Policy.
10. Presenting group work as an individual effort.
11. Letting someone else see one's own or another person's paper during an examination, test, quiz, or assignment with the knowledge that this action would lead to cheating.
12. Copying work assigned to be done independently or allowing someone else to copy one's own or another's work, including computer generated information and programs.
13. Giving test information to other students in other classes or periods of the same course.

The teacher has a variety of tools by which to determine when there is a breach to the academic integrity policy. The teacher's professional judgment is the final factor in determining when a breach has occurred.

Consequences (Grades K-6)

Cheating and plagiarism are considered unacceptable at Rocklin Academy. If a student is caught cheating or plagiarizing, students are expected to redo the assignment. Additional consequences can include, but are not limited to a Major Behavior Communication Form, Administrative Referral, parent/teacher/principal conference, in-school Suspension, out-of-school suspension.

Consequences (Grades 7-12)

This policy will be enforced throughout a student's high school career. For middle school students, the same accountability will apply, but an offense in middle school will not impact the student's high school records, except as consistent with the Suspension and Expulsion Policy. When a student has been found cheating, the minimum consequences and procedures for each instance are as follows:

First Instance

1. Student receives an "I" (incomplete) grade on the assignment and must redo the assignment/assessment following teacher guidance.
2. The teacher calls the parent(s)/guardian(s) and informs them of the offense and that the student will be referred to administration. Teacher will make a log entry so that accurate accounting of instances is tracked.
3. The student will receive an "N" in Academic Work Habits for that semester.

Second Instance

1. Student must redo the assignment/assessment following teacher guidance. The student will receive zero points for the completed assignment and that assignment will be calculated into the student's final grade. The student must show mastery of content on that assignment as well as all other summative assessments to achieve a mastery grade in the class.
2. The teacher calls the parent(s)/guardian(s) and informs them of the offense and that the student will be referred to administration. Administration will make a log entry so that accurate accountings of instances are tracked.
3. The student will receive an "N" in Academic Work Habits for that semester.
4. The student may be suspended from any extra-curricular activity including but not limited to participation in sporting events, dances, for a period not to exceed 30 days.
5. The student will not be eligible for valedictorian status.

Third Instance

1. Student receives "NC" (No Credit) for the class. The student must retake the course for credit.
2. The teacher calls the parent(s)/guardian(s) and informs them of the offense and that the student will be referred to administration. Administration will make a log entry so that accurate accountings of instances are tracked.
3. The student will receive an "N" in Academic Work Habits for that semester.
4. The student will be suspended from any extra-curricular activity including but not limited to participation in sporting events, dances, for a period not to exceed 30 days.
5. The student will not be eligible for valedictorian status.

Student Information

Parental Notice Regarding Bathroom Use on Campus

In 2013, the Governor of California signed AB 1266 (Education Code section 221.5 et seq.) into law requiring all public schools in the State to make restroom and locker room facilities available to

transgender students based upon their gender identity. As a result, the Board adopted [policy 5145](#) affirming this law. RAFOS has private stalls in all of its restrooms to protect student privacy. Additionally, any student, regardless of gender or gender identity, may utilize gender neutral, single use, restrooms for additional privacy or security, upon request. If parents have any questions about this law, or which restroom your child can use, please contact your child's school principal.

Classroom Placement

The RAFOS administration makes every effort to ensure that EACH teacher demonstrates high quality, research-based instruction and develops exemplar-learning experiences for all ranges and levels of students. Through ongoing staff development and classroom observations of teaching and learning, Rocklin Academy administration maintains the quality and equity of instructional techniques, pedagogy, and strategies utilized by the teaching staff. Through careful monitoring and rigorous hiring practices, RAFOS's Board and administration are confident that each teacher is capable to meet the needs of all students. Student placement is made by teachers and administration via a non-biased process using several criteria, including special academic or behavioral needs. We do not honor requests for specific classroom teachers.

Student Records

RAFOS maintains educational records on all students, in accordance with state regulations, to help plan each student's educational program and to communicate student progress with parents/guardians. Student records include such information as standardized achievement and ability test data, grades, attendance, health and medical records, and evaluations by professional staff. Parents and adult students have the right to review the student's education records. In order to do so, parents and adult students shall submit a request to review education records in writing to the school principal. RAFOS will provide copies of requested documents within five (5) business days of a written request for copies. RAFOS may charge actual costs for copies.

Annual Parent Notice

State law requires schools to provide annual notice to parents/guardians of certain rights and responsibilities. The Annual Parent Notice is included in the Back to School Packet to all students. Parents/guardians are required to acknowledge receipt of this notice by indicating on the electronic emergency card. In the event of any discrepancy between this Handbook or a school site's Supplemental Handbook, the Annual Parent Notice will prevail.

Student Surveys

Rocklin Academy Family of Schools may participate in the Healthy Kids Survey and/or other federal or state surveys to measure student health, risks, and behaviors. Please refer to the Annual Parent Notice for parent/guardian access and consent information. The Annual Parent Notice is sent home in the Back to School packet to all students.

Personal Property

RAFOS is not responsible for lost or stolen items. While we are sympathetic to items that are missing, please remember that it is our endeavor to focus as much time possible on refining our programs and instruction to maximize student achievement, and time taken to look for these items hinders these efforts.

Photography

Unless expressly directed by a teacher or staff member and in accordance with existing parent permissions, students are prohibited from the taking of pictures or video/audio recordings of students, staff, or school or private property while under the jurisdiction of school rules. In addition, students may not post on the internet, transfer, email, or exchange such images in any way without permission. Students in violation of this are subject to disciplinary consequences consistent with school policy including, but not limited to, suspension.

Cameras of any kind, including smart phones with built-in cameras, are not allowed in student possession during standardized testing.

Yearbook Pictures and Student Photographs

The school must have parent/guardian consent for a student to be photographed or videoed at school or during any school sponsored function. This permission is part of the emergency card. Any reproduction of photo, video, and/or student work may be used for the purposes of education and/or promoting Rocklin Academy Family of Schools and its programs.

Sales and Solicitation

All selling of outside items (such as, but not limited to cookies, wallets, jewelry) is strictly prohibited on the campuses of RAFOS unless authorized by the principal or designee.

Student Conduct

The RAFOS school environment cultivates students who are responsible, compassionate, and engaged citizens. In order to provide students with a safe and effective learning environment, students are expected to follow school rules. School rules are supported with Positive Behavioral Interventions and Supports (PBIS), a research-based behavior intervention system. PBIS uses a multi-tiered systems framework to provide a continuum of positive behavior interventions for all students within a school. This intervention system has the following goals and outcomes:

- Create a positive school culture and climate with consistent and clear student expectations across classes and grade levels.
- Support students with frequent, positive reinforcement.
- Staff uses frequent evaluation of behavior data from staff members to add additional supports and preventative coaching for students.

Technology

All Rocklin Academy Family of Schools students are required to sign the "[Technology Use Agreement](#)" and the "[Use of App and Web-based Services](#)" forms prior to accessing technology resources and to abide by the terms and conditions of all applicable Board Policies and corresponding Administrative Regulations.

The RAFOS Board does not authorize the use of any computer equipment, network services, and online resources that are not conducted strictly in compliance with this policy. Your signature on these documents indicates that you have read the terms and conditions carefully, understand their significance, and agree to act responsibly.

The RAFOS Board believes that the use of computing devices in the learning environment including network services, and access to online content (Internet) offer vast, diverse, and unique resources for students and staff. The goal in providing these resources is to promote educational excellence in schools by facilitating learning through collaboration, innovation, communication, access to knowledge and information, digital citizenship and responsible use.

Technical limitations: All network and Internet access at RAFOS schools will be content filtered for appropriate educational use. RAFOS makes careful and reasonable efforts to filter harmful content from students and that technology resources are used primarily for activities that support learning objectives. However, Internet content filtering is not an exact science and parents/guardians are advised that on occasion through intended use, or through deliberate and determined actions, a user may be able to gain access to content and services on the Internet which RAFOS has not authorized, intended for educational purposes, or that may be considered inappropriate, offensive, or controversial. Parents/Guardians are also advised that RAFOS is not able to censor all communications on the Internet, nor control or filter content accessed by personal devices that utilize wireless carrier data networks. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of computing devices and online services for the intended purpose of learning. Network access and Internet use is a privilege, not a right. Students who violate or disregard the "[Technology Use Agreement](#)" and the "[Use of App and Web-based Services](#)" may have their use privileges suspended or revoked and may be subject to other disciplinary actions. All users granted access to the RAFOS data network assume personal responsibility and liability, both civil and criminal, for uses not authorized by this agreement and board policy.

Sexual Harassment

RAFOS ensures an environment free from sexual harassment. Sexual harassment is defined as: "Unwanted sexual advances, or visual or physical conduct of a sexual nature." RAFOS prohibits sexual harassment of or by any student or by anyone employed by or otherwise working or volunteering for the school. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person

who feels that he/she is being discriminated against or harassed should tell the person to stop the behavior and immediately contact his/her principal or designee so that he/she can address the situation. Students in grades 4-12 can be suspended from school for sexually harassing another student.

Harassment, Intimidation, Discrimination and Bullying

RAFOS prohibits discrimination, harassment, intimidation, and bullying, including cyberbullying and cyber sexual bullying, based on mental or physical disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, sexual orientation, or association with a person or group with one or more of these perceived characteristics. If a student is being discriminated against, harassed, intimidated or bullied, it should be reported immediately to a school staff member. School staff will quickly investigate any complaint of these allegations and complaints will be kept confidential.

RAFOS has a complete [Title IX/Harassment/Intimidation/Discrimination/Bullying Policy](#) to address allegations and complaints.

Unlawful discrimination complaints may be filed using the Title IX/ Harassment/ Intimidation/ Discrimination/ Bullying Policy or the Uniform Complaint Procedure (UCP). See the Annual Parent Notice (APN) for the Annual Notification and copy of the Title IX/Harassment/ Intimidation/ Discrimination/ Bullying Policy. A copy of the UCP is available at the Charter Management Office from the Human Resources Department.

Suspension and Expulsion

For an in-school suspension, the student is removed from the grade-level classroom and spends the hours or days of In-School Suspension in another classroom under the supervision of a teacher. Students are expected to use this time to complete all assigned work, for which they receive credit.

For repeat offenses and first offenses of a serious nature, students are removed from the classroom and sent home. Students must make up all academic work for which they receive full credit. Students may be suspended or expelled for violating any of the enumerated offenses listed in the charter for their specific school. The discipline policy in each charter is available at www.rocklinacademy.com.

Suspension and Expulsion Procedures

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director, Principal, or the Executive Director's or principal's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Executive Director, Principal, or designee.

The conference may be omitted if the Executive Director, Principal, or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, the principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Executive Director, Principal, or Executive Director's designee, the student and the student's guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. This determination will be made by the Executive Director, Principal, or designee upon either of the following: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

Authority to Expel

A student may be expelled either by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of a neutral and impartial Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three (3) members who are certificated and neither a teacher of the student or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive Director, Principal, or designee determines that the student has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under FERPA) unless the student makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom

the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board is final.

If the Administrative Panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

Written Notice to Expel

The Executive Director, Principal, or designee, following a decision of the Board to expel, shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Executive Director, Principal, or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

No Right to Appeal

The student shall have no right of appeal from expulsion from the Charter School as the Charter School Board's decision to expel shall be final.

Expelled Students/Alternative Education

Students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the student may reapply to the Charter School for readmission.

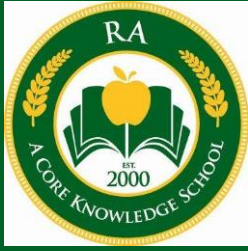
Readmission

The decision to readmit a student or to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Executive Director or designee and the student and guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Executive Director or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The student's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

Appendix

[School Calendars](#)

[Theory of Change](#)



Rocklin Academy Turnstone/Meyers 2018-2019

Parent & Student Supplemental Handbook

**Rocklin Academy Turnstone
6532 Turnstone Way
Rocklin, CA 95765
916-632-6580**

**Rocklin Academy Meyers
5035 Meyers St.
Rocklin, CA 95765
916-632-6580**

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Rocklin Academy Meyers & Turnstone

Administration

Principal – Turnstone	Laura Regan	lregan@rocklinacademy.org
Assistant to the Principal	Wendi Brabon	wbrabon@rocklinacademy.org
Principal- Meyers	Trisha Smith	tsmith@rocklinacademy.org
Assistant to the Principal	Renae Howell	rhowell@rocklinacademy.org

Arrival and Dismissal Procedures

Turnstone Way

Drop off and Pick up

1. Continuously drive forward until you are bumper to bumper with the car in front of you, or directed otherwise from a school employee or other designated traffic attendant.
2. Have your child exit the vehicle on the passenger side quickly and safely.
3. Have your child ready to exit the vehicle after you have stopped in the drop-off zone (jackets and backpacks on).
4. Drive forward to exit. Make a right turn to exit the parking lot onto "Turnstone", make a left turn onto "Taft"; it will take you to a 4-way stop sign at "Blue Oaks Boulevard".

Please Do Not:

- Park or wait in your car in the bus loop area or kindergarten drop off zone.
- Cut in line to take an open spot to drop off your child.
- Get out of the vehicle to help your child.
- Store your child's backpack inside the trunk.
- Leave your car unattended in the drop-off zone.
- Have a conversation in the drop-off zone.
- Drop off your child in the passing lane or any red zone.
- Park in non-designated areas of the parking lot.
- Park in the fire lane segment of the drop-off zone.

Meyers Street

1. Drive into the Dominguez Gym parking lot and loop around to the curb nearest the kindergarten classroom.
2. Start lining up no earlier than 3:00 pm.
3. Have your child ready to exit the vehicle after you have stopped in the drop-off zone (jackets and backpacks on).
4. Have your child exit the vehicle quickly and safely and wait at the gate with the teacher/aide.
5. You then exit the parking lot.
6. If you are staying at school or if you want to walk your child to class, park in any available parking space and walk your child through the gate near the front of the classroom.

Walking to/from School

- Walk on the sidewalk.
- Cross streets using the crosswalks.
- Walk facing the traffic whenever possible.

Bicycles

- Bicycles must be walked at all times while on the school campus.
- Walk your bicycle across the crosswalks.
- Lock your bicycle.
- Stay out of the bicycle rack area after you park your bike.
- No bicycle riding, skateboarding, or skating on school grounds before, during, or after school.
- Helmets are required by state law.

Scooters

Fold-up and carry and/or walk scooters on school grounds. Scooters may be kept in classrooms and taken home each day.

Rollerblades

Remove rollerblades before entering school grounds. Rollerblades may be kept in classrooms and taken home each day. Heely roller shoes are not allowed at school.

Grading and Reporting

Standards Based Report Cards

Rocklin Academy uses a Standards-Based Report Card (SBRC) aligned to the Common Core State Standards. This report card assists our work towards ensuring that all students are successful at meeting grade-level standards. Standards describe what a student should know and be able to do at each grade level in all subjects, and the report card is designed to give parents more and better information about how their children are progressing. On the report card, parents will learn whether or not their child is *proficient* - meaning that the child is demonstrating proficiency of grade-level standards, *progressing toward proficiency* - meaning that the child is making progress towards the grade-level standards, or, *not progressing towards proficiency* - meaning that the child is not demonstrating progress towards the standards. The report card will also provide information on student work habits.

Benefits of Standards Based Report Cards

A standards-based report card is helpful in multiple ways. First, it will ensure that there is more consistency of expectations from teacher to teacher. Second, it will help teachers and students focus on the standards from the very beginning of the year, giving students a chance to receive help sooner if they are not making adequate progress. Finally, and perhaps most importantly, parents will learn exactly how their students are doing based on the standards - they will learn which big ideas and concepts their children have learned and what they need to work on to ensure they are ready for the next grade level.

Achievement Testing

Students in grades 3rd-6th will take the California Assessment of Student Performance and Progress (CAASPP) tests in the spring. Fifth grade students will also take the CAST test for Science. Parents/Guardians may exclude their child from CAASPP state testing by written request to the school site principal.

California Physical Fitness (PFT) test is given to all 5th grade students in the spring and is a required state test.

Grading Philosophy

Rocklin Academy wants to create a future that includes a community of leaders who have strong shared beliefs and values that ALL students have the ability to learn at high levels and the expectation of our school is to meet or exceed that level. To achieve this core value, Rocklin Academy uses a mastery learning approach to assess student learning to ensure that all students meet established academic standards.

The primary purpose of reporting student performance is to communicate to students, parents, and school administrator each student's academic achievement. In order to present a comprehensive evaluation of student learning, this information will be presented through Academic Mastery and Work Habits and Social Skills. The philosophy also recognizes that students, teachers, and parents all have roles and responsibilities in this process, and that the highest likelihood of success exists when all parties work together as equal, engaged partners.

Work Habits and Social Skills Rubric

Grade	Description
E	Excellent – Exceeds work habit and social skills expectations

S	Satisfactory - Meets work habit and social skills expectations on a consistent basis
N	Needs improvement - Inconsistently or rarely meets work habit and social skills expectations
U	Unsatisfactory - Does not meet work habit and social skills expectations

A student displaying excellent Work Habits will:

- Arrive on time to class,
- Complete work on time,
- Be prepared for class; attentive, engaged in learning,
- Communicate with teachers regarding progress or concerns towards learning objectives,
- Adhere to the ethical use of technology in regards to property, privacy, and appropriateness to ensure academic integrity, and
- Show integrity and not participate in cheating, plagiarism, or other dishonest acts in completing work.
- Follow the four school rules

Students will be recognized for "Excellent Work Habits" each trimester and those students who earn '10 E's' will receive special recognition.

Turnstone & Meyers School Life

Homework

If home study is to be effective, it must be a joint responsibility of the home and school. Parents should help the student work out a study schedule and provide a quiet work atmosphere. Our staff believes homework should be introduced at the primary level with assignments moving from simple to more complex as the student proceeds through the upper grades. Parents need to verify that homework is done well and completely. Please make sure that homework is a higher priority than other after-school activities and after-school play. The length of time spent on homework is stated below. At times, your child will have slightly more than the stated amount of time. These times may not reflect independent reading at home.

Grade	Minutes
K	0-10
1-2	20
3	30
4	45
5-6	60

Lost and Found

Parents are strongly encouraged to label jackets, sweaters and lunch boxes with their child's name. "Found" articles will be kept in the "Lost and Found" box in the corner of the multi-purpose room. Unclaimed items will be donated to a charitable organization twice a year, in December and June.

Birthdays

Birthdays are an important milestone for students and we encourage celebrations. If you would like to bring in a token to celebrate your child's birthday, please communicate with your child's teacher regarding an appropriate day and time and wait for confirmation from the teacher before arriving with a birthday token. We highly discourage food items for birthday celebrations and instead, you may bring in a celebratory token for each child in the class. Party invitations are not allowed to be handed out at school unless the entire class is invited to a celebration. We want to be respectful to all students' feelings.

Lunch

Turnstone and Meyers

Student lunches are available in the cafeteria for \$2.75. Applications for the free and reduced-priced meals are available in the summer packet and on our website under "Departments > Food & Nutrition Services", at the school office any time throughout the year and by phone request at the Food Service main office at 624-1112. Applications may be submitted to the school office at any time during the school year, or mailed to Rocklin Unified Food Service Department, 5301 Victory Lane, Rocklin, CA 95765. They will be processed in a timely manner; however, until an eligibility determination is made, and a letter is sent to the parent/guardians, the student is required to pay full price. Children participating in the National School Lunch Program will not be overtly identified by the use of any special means.

Student Accounts and Payment Methods

All students have a lunch account which is accessed by telling the cashier their first and last name. Lunches are served on a pre-paid basis and parent/guardians may purchase any number of lunches in advance at www.mySchoolBucks.com or at the Rocklin Academy office daily. (mySchoolBucks is an online meal payment system that allows you to check your child's balance, review transaction history, and receive low balance alerts. There is a \$1.95 per deposit transaction fee. Contact the school office for your child's student ID number to set up their account.) When an account becomes overdrawn by two meals, a student will be given the alternative meal, consistent with District Policy, provided to all students who cannot otherwise afford a meal, consisting of a grain, protein and a piece of fruit until the account is paid and prepayment funds are put onto the account.

Those who bring lunches from home may purchase milk. Other fruit drinks are available. New menus are posted at [Nutrition Services](#).

Parents who wish to eat in the cafeteria may do so by notifying Rocklin Academy's office at the beginning of the school day when you intend to join your child for lunch. The cost for an adult meal is \$3.25.

Lunch is served on minimum days **with a parent chaperone only**. On minimum days, we recommend that students bring a substantial snack for their morning recess.

Cafeteria Conduct

Cafeteria Expectations:

- Enjoy your lunch!
- Keep hands, feet, and objects to yourself.
- Use only kind words towards others.
- Eat only the food you bought or brought.
- Use soft "indoor" voices.
- Remain in your assigned area: Per class and on nut free or nut appropriate sides of the cafeteria
- Raise your hand to be excused.
- Be sure your area is clean before you leave.

Cafeteria Consequences:

- Verbal warning.
- Sent to the end of the line.
- Last to be dismissed from the cafeteria.
- Parents notified by letter.
- Parents will be asked to come to school to eat lunch with their student.
- Yard duties and/or the principal (and/or designee) will take whatever actions they deem appropriate to ensure the safety of all students.

Student Dress and Appearance – Grades K-8

- All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt. Footwear must be worn at all times. For safety reasons, flip-flops, backless shoes, slippers, and tennis shoes with wheels are prohibited. Students must wear appropriate athletic shoes for physical education class. Dangling earrings are not permitted.

- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, spaghetti straps, off-the-shoulder or low-cut tops, torn-off sleeves, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Sleeveless blouses may be worn.
- Lettering, printing, message patches, images, insignia, or messages on clothing, jewelry, accessories, backpacks, binders or other personal items that are obscene, promote violence, promote illegal behavior, or are otherwise disruptive to the school environment are prohibited. Hats, caps, or hoods cannot be worn in the classroom, though religious head coverings are permitted.
- Hair shall be clean and neatly groomed. Any apparel, jewelry, accessory, school materials, or manner of grooming which by virtue of color, arrangement or any other attribute denotes membership in a gang is prohibited.
- Pajamas may only be worn on designated spirit days or during identified class celebrations.
- Application of make-up or other personal grooming is prohibited during school hours or during school sponsored field trips.
- Students may be asked to change clothing if they wear inappropriate clothing. Parents will be requested to bring appropriate clothing to the school, or the school may provide alternative, appropriate clothing.
- Formal dances, athletic events and other specialized events may have different requirements for dress code in accordance to the needs of the event.

Physical Education

Physical education is vital to the long-term health and well-being of our students. It greatly contributes to the development of physically, mentally, socially, and academically balanced individuals. Physical education is not interchangeable with recess. It is a sequentially taught, developmentally appropriate program which addresses areas such as body mechanics, social interactions, establishment of personal goals, good sportsmanship, safety, and enjoyment.

A quality physical education program at the elementary school level is essential for the introduction and development of movement skills necessary for successful participation in sport and fitness activities through teen and adult years. Eighty (80) minutes per week of specialized P.E. instruction is provided to each student in grades one through six, and forty (40) minutes are provided for Kindergarten.

P.E. Excuses and/or Recess Modification

All requests to be excused from, or participate in modified activity in physical education classes and/or recess, must be approved by the school and signed by a parent. If a student needs to be excused from PE or recess for three or more days, a doctor's note is required. Please specify in written form your student's limitations and communicate these limitations to the school office and PE

instructors for excusal for one or two days. Excusals may include medical or physical ailments that prohibit a student from performing at their maximum capacity in PE class. We will try and accommodate for a student's disability for their illness or injury (ie., they are able to walk or run with an arm injury.)

P.E. Grading Scale

In grading Physical Education, three areas are taken into consideration. They are participation, effort and citizenship. In Physical Education, students are expected to participate in a safe, positive manner. This is accomplished by following the teacher's instructions and wearing the appropriate clothing and shoes. Everyone is expected to do their best while encouraging their classmates to try each new skill as well. Sportsmanship is a skill modeled and developed during the elementary years.

Below is the rubric that is used to assess student's participation, effort and citizenship during Physical Education class:

E-Excellent

- Follows the teacher's directions and attempts the skills consistently
- Is an attentive listener and respectful to the learning environment
- Encourages others to participate and assists others when appropriate
- Is an excellent example for the others to follow
- Always wears appropriate clothing and shoes
- No "Needs Improvement" PE Student Reports sent home

S-Satisfactory

- Follows the leader's directions most of the time
- Attempts new skills when demonstrated and encouraged
- Is focused on the activities presented
- Makes positive choices most of the time
- Wears appropriate clothing and shoes most of the time
- One "Needs Improvement" PE Student Reports sent home with subsequent improvement

N-Needs Improvement

- Is frequently talking while directions are given
- Needs to improve respect for the learning environment
- Has acted in an unsafe manner towards themselves and/or others
- Frequently not participating when instructed to do so
- Easily distracted and not focused on the activities

- Needs frequent reminders to wear the appropriate clothing and shoes
- One or more “Needs Improvement” PE Student Reports sent home with minimal improvement

U-Unsatisfactory

- Consistently talking while directions are given
- Disrupting the learning environment and not showing respect for others
- Numerous attempts at redirection have been unsuccessful
- Student refuses to participate
- Is consistently unsafe towards themselves and/or other
- Consistently wears inappropriate clothing and shoes
- Two or more “Needs Improvement” PE Student Reports sent home with no improvement

Recess

Students are encouraged to play with other students. When the bell rings signaling the end of recess, students must stop recess activity and remain quiet and still. The yard supervisor will perform a quick, visual sweep of the entire area to see that students are calm, and then blow the whistle to signal the children to proceed to line up in the designated area with their class.

Playground Rules

On the Field

1. Football, kickball, soccer and baseball are to be played on the field only.
2. If the field is closed, Nerf football is allowed on blacktop per yard duty discretion.
3. Two-handed touch football is for grades 4-6 only. No tackling or diving for the ball.
4. Grades 1-3 are allowed to play three flies up, punt, and catch.
5. OPEN GAMES ONLY!
6. Balls over fence - Students may not get balls which have gone over the fence. Please tell your teacher or yard duty.
7. Drain/dirt areas are off limits. No reaching through fences.
8. No acrobatics or rough play

Equipment Area

1. No running or playing tag/chase.
2. Bark stays on the ground.

3. Slides - Go down the slide and up the ladder. No sliding on rails of ladder.
4. Bars - Hands on the bars at all times. No cherry drops. No sitting on top of cross bars. No hanging by knees on tall bar.

Blacktop Area

1. Soft balls can only be thrown or volleyed over the nets. Kicking over nets only during P.E.
2. No kicking any balls on blacktop.
3. Basketball - Only play full court when it doesn't interfere with other games. Will split to half court when determined by yard duty.
4. Ball Wall - Use only soft balls. No basketballs, soccer balls, etc. No human targets.
5. Tetherball - After 3 wins, the winner returns to the waiting line and the next two players play. No pulling on the rope. No interfering with the games while waiting in line.
6. Buildings are not to be used as ball walls.

Bathroom Area

1. No running or bouncing balls in the hallways.
2. No playing or jumping rope in the halls or areas around bathrooms.
3. No chasing in the bathrooms.
4. Use talking voices - no screaming.
5. Use bathroom area appropriately.

Designated Snack Area

1. Students may eat snacks at the designated snack area only.

Playground Consequences

- Verbal warning.
- Removal from activity.
- Parents notified by letter or appropriate communication form.
- Yard duties and/or the principal (and/or designee) will take whatever actions they deem appropriate to ensure the safety of all students.

Cell Phones and Personal Electronic Devices

There is a telephone in the office for emergency use only. If a student has a cell phone or personal electronic device (Apple watch etc.), it must be turned off and remain in your child's backpack during school hours and while on school grounds. Any violation of this rule will result in the device being taken from the child and held in the office. A parent must pick up the cell phone. The school will not be responsible if these items are lost or stolen.

Toys and Electronic Devices

All types of toys and electronic devices (other than e-reader devices) are not allowed on campus before, during or after school. They may not be brought for sharing or any other school related event. Students may not purchase, sell or trade any personal items while at school. Any violation of these rules will result in the item being taken from the child and held in the office for parent pickup. The school will not be responsible if these items are lost or stolen.

Privately owned e-reader devices are allowed at school. E-readers are devices intended to be used to read an e-book. Devices intended to be used to play games, watch videos, or navigate the Internet are not allowed.

Guidelines

- A student who brings their privately owned E-reader device to school is personally responsible for the equipment.
- The school assumes no responsibility for the loss of, theft of or damage to any personal device.
- No privately owned student devices may be attached to the school's network or Internet services.
- Students must obtain teacher permission before using the device in class.
- Students must turn off and put away the device when requested by a teacher.
- Students may use the reading device before school, at lunch, and after school in adult supervised areas only, such as the playground or classrooms with a teacher present.
- The school may examine a student's personal device and search its contents if there is a reason to believe that school policies or regulations have been violated.

Any violation of these guidelines will result in the device being taken from the child and held in the office for parent pickup.

Examples of Appropriate Use: reading e-books, highlighting text

Examples of Inappropriate Use: accessing social media, playing games, listening to music, watching videos, sending messages, viewing pictures not provided by the e-book publisher.

Behavioral Expectations

In order to provide Rocklin Academy students with a safe and effective learning environment, all classroom rules will align with the **Four School Rules**, all four of which are equally important. All teachers and staff at Rocklin Academy have agreed to uphold these discipline standards throughout the school grounds. Teacher interventions at the classroom level have been fully implemented and parents fully informed before the child's behavioral problem is referred to the principal's office. Our

four school rules are supported with Positive Behavioral Interventions and Supports (PBIS); a positive and proactive behavioral approach. PBIS uses a multi-tiered system framework to provide a continuum of positive behavior interventions for all students within a school.

This intervention system has the following goals and outcomes:

- Create a positive school culture and climate with consistent and clear student expectations across classes and grade levels.
- Support students with frequent, positive reinforcement.
- Staff uses frequent evaluation of behavior data from staff members to add additional supports and preventative coaching for students.

The Four School Rules are:

Be Responsible! We will teach the children to respond to life and its issues and problems--not react to it! We want them to become "response-able" so they will grow and learn to "behave themselves" and depend less on outside controls to manage their behavior.

Be Resourceful! We will teach the children to find and use resources that will point them to solutions. Those solutions include the quest for answers to curriculum questions, as well as those found in everyday, real-life issues. They will learn that it is okay to ask for help, and it is okay to offer and give help in a school setting.

Be Respectful! We will teach the children about self-respect so they can learn to respect others and property. They will learn that selfishness and self-respect are opposite attributes.

Be Safe! We will teach the children to make safe choices to ensure a positive and safe environment on campus.

After repeated classroom level interventions have failed to change the student's disruptive behavior, or in the case of a severe, first-time disruption, the student will meet with the principal (and/or designee). A severe, first-time disruption may also result in the student receiving a Major Office Discipline Referral Form and/or suspension from school.

If a student chooses to break one or more school rules, a Minor Communication Form describing the incident and specifying the consequence is issued. The communication form may be issued by a teacher or by the principal (and/or designee). All referral forms must be signed by a parent and returned the next school day.

Upon receipt of a second Minor Communication Form in the same trimester, the student may receive a more serious consequence and will create an action plan with teacher and/or parent to prevent future incidents.

If a child receives three Minor Communication Forms indicating the same problem behavior, the fourth occurrence will result in a Major Office Discipline Referral Form given by the principal (and/or designee). Parents will be notified and a meeting may be held with the teacher, student, and family to discuss the incident(s) and a plan of action will be developed to support pupil improvement. Depending on the severity of the incident(s), the student may lose playground privileges for a period of time, assist with a school-improvement project, or in the most severe cases, be suspended. If a student receives three Major Referral Forms within a school year, the principal (and/or designee) will hold a meeting with the family and student to discuss interventions to support positive behavior.

With severe cases of infraction, the principal (and/or designee) has the right to choose any consequences deemed necessary in order to seek pupil improvement. Severe disruption includes, but is not limited to the following: aggressive physical behavior, profanity, outward defiance of adults, and inappropriate touching.

Minor and Major Forms are housed within the school site and are not part of the student's cumulative file. The data gathered from the form allows the school site to systematically address the targeted behavior develop a replacement behavior that supports our four school rules.

Minor and Major Communication Form

If a student does not comply with one or more school rules, a Minor Communication Form describing the incident and specifying the consequence will be issued as a warning to the student and communication to the parent. The Minor Communication Form may be issued by a teacher or by the principal (and/or designee). All forms must be signed by a parent and returned the next school day. Corrective and instructive actions will be taken to support the student in learning from mistakes and making appropriate decisions in the future. These actions will be determined by the nature of the incident and frequency of incidents.

If a student commits a more severe infraction, a Major Referral Form will be issued by a teacher or by the principal (and/or designee). If a student receives multiple Minor Communication Forms in one trimester, a Major Referral Form may also be given by the principal (and/or designee) for repeated infractions. In the case of Major Office Discipline Referral, parents will be notified and a team may meet to discuss appropriate corrective and instructive actions for the student. The team may include a combination of teacher, administrator, parent, and student.

With severe cases of infraction, the principal (and/or designee) may determine any consequences deemed necessary in order to seek pupil improvement. See "Suspension and Expulsion" for additional information.

Minor Communication and Major Referral Forms are housed within the school site and are not part of the student's cumulative file. The data gathered from the form(s) allows the school site to systematically address the targeted behavior and develop replacement behaviors that support our three school rules.