

Rice Canyon Elementary School
Parent/Student Handbook
2019-2020



29535 Westwind Drive
Lake Elsinore, CA 92530
(951) 471-2184
(951) 471-2186 fax



Daily Schedule

Kindergarten A.M.	Monday - Friday	7:40 A.M. - 11:20 A.M.
Kindergarten P.M.	Monday - Friday	10:20 A.M. - 2:00 P.M.
First through Fifth Grades	Monday - Friday	8:00 A.M. - 1:45 P.M.

Administration

Robert Recatto, Principal
Amity Conkright, Assistant Principal

Office Personnel

Laura Christoplis, Secretary * Michelle Prado, Attendance Clerk
Gayle Brasga, Health Clerk * Beth Rosenkrantz, District Nurse
Ana Ramirez, Clerk

Lake Elsinore Unified School District

Board of Trustees

Mr. Chris McDonald * Mrs. Heidi Dodd
Mr. Stan Crippen * Mr. Juan Saucedo * Mrs. Susan Scott

District Administration

Dr. Doug Kimberly, Superintendent
Gregory J. Bowers, Assistant Superintendent, Facilities & Operations Support Services
Dr. Alain Guevara, Assistant Superintendent, Administrative and Instructional Technologies
Kip Meyer, Assistant Superintendent, Personnel Support Services
Tracy Sepulveda, Assistant Superintendent of Personnel Support Services

Frequently Asked Questions

Q. How do I contact my child's teacher?

- A. The quickest way to get in touch with your child's teacher is through email. Each teacher can also be reached by leaving a message for them at their phone extension or through the front office.
- Q. What do I do if my child is tardy?
- A. Just send your child to the office and we will write them a tardy slip in order to give to the teacher. If you had a doctor or dentist appointment, please get a note from that office so that we can mark your child's tardy as a medical excuse. Please note that any tardies do go against Perfect Attendance Awards.
- Q. How do I take my child out of school early?
- A. Just come in to the front office and be prepared to show your identification. Please note that no child will be released to someone who does not have a valid identification, is not on the child's emergency card, or is under 18 years of age. We understand that this may be an inconvenience at times, but your child's safety is of the highest priority to us. These rules also apply when taking your child home from the Health Office.
- Q. My child was sick today. What do I do?
- A. There are two ways to handle this. You can either write a note and be sure that your child drops it off in the office on the way in to school or you can call the main line and we will be happy to indicate that your child was ill on his records.
- Q. I called and excused my child every time he/she was sick this year or if we were out of town, but I still got a letter from the District saying that he/she has had excessive absences/tardies. Why is this happening?
- A. Please note that even though you called your child in to "excuse" them for being sick, we are required to follow the State of California rules on student attendance. A note from your doctor is the only acceptable excuse according to the State of California. Excessive absences, even with notes from the parent will result in letters being automatically generated by our District office. Statistics show that children who attend school with minimal missed days have a greater chance of success than those who are absent frequently.
- Q. Is there a place where I can get more information about what is going on at the school, ie., calendar, PTA events, volunteering, school rules, etc.?
- A. Absolutely. Please go to www.leusd.k12.ca.us and click the pull-down menu labeled "Schools". Then click "Elementary School" and then "Rice Canyon Elementary". Our Parent Handbook, Calendar, and an abundance of school information are listed here. This is our main form of communication with parents, along with the automated telephone calls that you will receive.
- Q. I do not seem to be getting the automated information calls from the school. What should I do?
- A. Please be sure when you fill out the emergency contact information during the online registration that your home phone number has the correct information. This is the number we will be sending the automated calls to. If your information changes during the year, please be sure to come in to the front office and make these changes in person as this information cannot be changed online once the registration window has closed.
- Q. How do I volunteer in my child's classroom?
- A. We love volunteers and so do our teachers! In order to ensure that all parents have the opportunity to help, we ask that you schedule times with your child's teacher. Also, every volunteer must have a District Badge to ensure the safety of our student. Visit our website (go to tab labeled "I want to" and scroll to bottom to "Volunteer at School" to learn more about the volunteer badge process or come in and inquire at the front office.



PROCEDURES AND REGULATIONS

Admissions: New kindergarten students must be five (5) years old before September 1st of the school year in which they are enrolling. Students who are born between September 1st and December 1st will be enrolled in our Transitional Kindergarten Program. A physical examination is required when a student enters kindergarten. The same exam used for kindergarten may be used for first grade if the exam is less than 18 months old. Ages must be verified by a birth certificate. Proof of current immunizations and proof of residence must also be provided.

Arrival and Departure:

Arrival: School begins at 8:00 a.m. for 1st through 5th grade and 7:40 for AM Kindergarten. Students may arrive on campus starting at 7:30 a.m. and report to the lunch tables if they are eating breakfast or to the playground. Students are to be in only those two supervised areas before school. **No exceptions.** Students are not to be in areas that are unsupervised by RCE staff (including hallways and waiting outside their classroom). Students may not be dropped off prior to 7:30 a.m. as there is no supervision available and you will be called to come back and pick up your student(s).

The pickup/drop off lane is in the parking lot. Parents who choose to drop off their child in the parking lot must agree to pull as far up as they can along the sidewalk in front of the school, drop off their child quickly and then follow the path around the outside of the parking lot back to the street. Cars in this lane cannot pause or be left unattended, as it causes a disruption to the flow of traffic. When you arrive at the curb, pull forward as far as you can before dropping your child off. Students may not be dropped off or picked up in the lanes between the car parking spots of parking lot. We appreciate parents' patience and consideration. The children's safety is our highest priority. TK/K parents must park and walk to pick up their student at the kindergarten gate. TK/Kinder students are not released onto the sidewalk for pick up and need an authorized parent/guardian to meet them at the kindergarten gate.

Departure: School ends at 1:45 p.m. (Kindergarten AM - 11:20 AM/Kindergarten PM - 2:00 PM) Plan with your child ahead of time the method s/he will get home (bus, pick up, walking). 1st - 5th grade students must be picked up by 2:00 p.m.

If you pick up your child using the pickup/drop off loop please instruct your child to meet you at the loop right after school dismisses. As a reminder, please continue to pull up as far as possible along the sidewalk while you wait for your student. Students waiting to be picked up are to calmly stand in the supervised area watching for their ride. Students are not allowed to run or play around while waiting to be picked up. We have a very narrow sidewalk waiting area and a lot of people and cars. Students are expected to do their part and wait safely to

be picked up. Students need to be picked up by 2:00 p.m. when supervision ends. Students who walk home, or walk off campus to meet their parents/guardians at a designated spot, need to use the crosswalks and sidewalks to safely exit the campus.

Please do not call the office to relay messages to your child about how you want him/her to get home. We cannot guarantee that messages will reach children in the classroom. Plus, messages going to children disrupt the classroom. This should be reserved for emergencies only.

Articles from Home: Toys and personal items may not be brought from home. This will help prevent loss or damage of something that may be of great value. The school is not responsible for loss of personal property. It is especially important to not bring expensive electronics such as cameras, gaming devices, iPods, and/or cell phones to school as they can be stolen from their owner. Please see our cell phone policy in this document for more information on cell phones.

Assembly Behavior: Students are expected to follow the school R.O.A.R. during all assemblies.

Attendance: Please ensure your child arrives regularly on time for school each day (8:00 a.m. grades 1-5, 7:40 a.m. for morning TK/K, and 10:20 for afternoon TK/K). Regular student attendance is of great importance to student success and achievement. Recent studies have verified that students with high achievement also have excellent attendance. Children should, however, not be sent to school if they are sick.

It's important that you not take any vacations during the times we are in session. By law, students are to be in school unless they are truly ill. Prolonged and excessive absences are referred to the School Attendance Review Board (SARB). If it is absolutely necessary to keep your child out of school for 5 or more days, you must complete an Independent Study Contract. Independent Study Contracts may be obtained from the attendance office. Please give the teachers/staff at least 1 week to prepare the contract and school work. A completed contract excuses an unexcused absence, but must be returned the day the student returns to school.

Students with several absences and/or many tardies may be referred to the School Attendance Review Board (SARB). On this panel are District officials, law enforcement officers, social workers from the Department of Social Services administrators who meet with parents regarding their responsibility for their children and the importance of regular school attendance. In California, schooling is mandatory. Regular attendance will give children the opportunity to improve their level of achievement.

Every absence from school requires an excuse. A note or a telephone call within 5

days of the absence from a parent or guardian is required when the child is absent from school (951) 471-2184.

Back-To-School Night: This is a special night at the beginning of the year, when parents are invited to school so teachers may share their programs. It is a time when teachers explain their goals and objectives for the year, share curriculum, grade level standards, discipline policy, and report cards. Notification as to when Back-To-School Night will be held will be provided at the beginning of the school year.

Balloons: Due to numerous and various allergies, balloons of any type are not allowed on campus during school hours.

Bicycles & Scooters: Bicycles and scooters may be ridden to school by students if they follow safety rules. Locks and helmets are required. Every student and their parent(s) must sign the Helmet Contract before riding their bike or scooter to school. Bicycles and scooters must be walked on and off the school grounds. Although the bike racks will be locked during the school day the school is not responsible for damaged or lost bikes, scooters or helmets. TK/Kindergarten students may not ride their bikes to school due to safety and the inaccessibility of the bike racks during the day. Students who do not follow bike and scooter policies will not be allowed to ride their bike/scooter to school.

Books: Books for all classes are provided by the Lake Elsinore Unified School District and are checked out to individual students who are responsible for them. Although some workbooks are provided for students use each year, most hardcover books must last for 5 to 7 years. Therefore, it is important that students take responsibility for keeping their books in good condition, free from water damage and pencil or ink marks. Students will be charged for all damaged or lost books including library books and classroom textbooks.

A big concern is water damage, often caused by student water bottles leaking in the desk, backpack, or on the desk. Students are expected to protect their textbooks from water damage because it can result in mold growth which will require the textbook to be replaced. The full cost of the average textbook could be as high as \$65.00 or higher.

Bullying: Bullying is not tolerated in school. Students who are victims of bullying or witness bullying need to report the incident to an adult right away. Students who bully others will be subject to the progressive discipline policy outlined below. Bullying is defined as a repeated harmful behavior where a child of greater dominance repeatedly hurts, threatens, or torments a more vulnerable child. Bullying is not a onetime name calling or mean act, nor is it two children of fairly equal power having an argument.

We have a school culture where bullying is not tolerated, is consistently reported and dealt with, and is prevented through students being proactive and connected to school and peers.

Our Reporting and Investigation Procedure is as follows:

- Receive complaint
- Identify alleged bully and witnesses
- Complete a written statement of the incident
- Start the investigation/interview process
- Make a decision
- Notify involved parties
- Start the Sequence of Interventions
- Interventions and disciplinary actions are decided on a case-by-case basis.

Bus: Students are expected to comply with bus rules and regulations distributed in the District informational packet. Students who do not follow the rules will be issued referrals, and their bus riding privileges may be revoked. Questions regarding transportation can be answered by the Transportation Department at 253-7830.

Bus Rules: These can be found listed in the District's Parent's Rights Handbook which is located on the LEUSD Website.

Cell Phone Policy: RCE staff encourages students to leave cell phones at home to ensure that they are not lost, stolen, or damaged. RCE is not responsible for phones that are lost, stolen, or damaged while on campus. However, they are permissible at school as long as they remain in the off mode and in a student's backpack during school hours. Students are not permitted to use their phone during the school day; however, they can contact their parents by using the office phone. Students will receive a warning for the first-time offense of using their cell phone during school hours. On the second offense, they will have to turn their cell phones in and parents / guardians will have to come pick up the cell phone from the office at the end of the school day. *In the event of a true emergency occurring during school hours, students **will** be able to use their cell phone to call their parents.

Child Abuse: All school personnel are "mandated reporters" meaning they must report suspected instances of child abuse or lose their authorization to work with children. It is the staff member's duty to report, but it is the Child Protective Service's job to investigate.

Parents or guardians have the right to file a complaint against a school district employee or other persons that they suspect has engaged in abuse of a child at school. To ensure that a proper investigation takes place, a verbal or written complaint must be filed with the local child protective agency, school district, or county office of education.

Classroom Celebrations: Due to the numerous and various food allergies on campus, and to ensure equity for all students, birthday party celebrations are not permitted in class. For all other classroom celebrations, parents must work with the teacher to determine what they appropriate snacks and food items are permitted in the classroom.

Classroom Interruptions: Although we know that sometimes students forget items (lunches, homework, projects, etc.), please understand that we cannot interrupt the classroom during school hours to give messages to students. This is detrimental to the classroom flow and instruction process. Please direct your students to come to the office during recess or lunch to check if you have dropped off something for them. For instance, if your child forgot his/her lunch, they should go directly to the office to see if it is there. We will not call and interrupt the teaching of that class. The same goes for homework or projects. We cannot guarantee that students will not be marked as turning in their homework or projects late as it is the responsibility of each student to bring their projects or homework on time. Likewise, please make arrangements for pick up before your child leaves for school. Except in the case of serious emergencies, we will not interrupt the classroom to leave messages. Again, this effects all of the students in the classroom, not just your own. We will also not remind your children of their after-school commitments, such as choir, daycare, art, etc. This is their responsibility or parents must be present to escort their child(ren) to the appropriate location.

Communicable Diseases: The school should be notified if your child contracts a communicable disease. Public Health Laws of California are adhered to uniformly. Students will be readmitted to school after the appropriate time interval with a doctor's release. The child must report to the office before returning to the classroom. It is advisable to keep your child home 24 hours after his temperature has returned to normal regardless of the illness.

Communication: Two-way communication between home and school is a must! Please feel free to write an email, note, or leave a phone message whenever you need clarification on any item. Every teacher at Rice Canyon has an e-mail and messages can be left for them with the front office for this purpose. Parents are asked to contact the teacher first when there is a classroom or school problem. If the problem is not resolved at that level, parents may call the administration and set up an appointment. The Rice Canyon website is also a very useful form of communications. It can be accessed by going through the Lake Elsinore Unified School District website (www.leusd.k12.ca.us) and following the links to Rice Canyon Elementary.

Complaints: The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. All complaints are kept confidential.

Uniform Complaint Procedure:

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure District compliance with law for special education, adult education, child development and child nutrition:

Assistant Superintendent, Administrative and Instructional Technology
545 Chaney Street
Lake Elsinore, CA 92530

(951) 253-7000

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure District compliance with law for SIP, EIA/LEP, Title I, Title II, and vocational education:

Assistant Superintendent, Instructional Support Services
545 Chaney Street
Lake Elsinore, CA 92530
(951) 253-7000

***Complainant will be notified within 60 days of resolution.**

Nondiscrimination: The District has a policy of non-discrimination on the basis of sex, sexual orientation, race, color, religion, national origin, ethnic group, age or handicap, and promotes programs that ensure that discriminatory practices are eliminated in all District activities. Any complaints or questions may be referred to the Principal or Superintendent. Complaints may be made through the complaint procedure contained in Administrative Regulations 1312.3 - Uniform Complaint Procedures which is available at each school site.

Sexual Harassment: The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action.

Any student who feels that he/she is being harassed should immediately contact the principal, assistant principal, administrative designee at his/her school, or another district administrator. A complaint of harassment can also be filed in accordance with AR 1312.1 - Complaints Concerning School Personnel AR 1312.3 - Uniform Complaint Procedures. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly handled by school administration.

Conferences with Teachers: You may schedule a conference with a teacher at any time by making an appointment through the school office or directly contacting the teacher.

Crossing Guard: A crossing guard is provided before and after school so students can cross safely. It's imperative that all students utilize that crosswalk to help ensure their safety. We ask that parents help enforce this precaution by discouraging children from taking short cuts across the street or through the parking lot. Students are required to use the crosswalk so please help us set the example for them.

Custody Law Notification: Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children UNLESS one of them has signed a court order that indicates otherwise. The school has NO legal right to refuse a biological parent access to their children and/or school records.

If a parent has a signed, current court order limiting the other parent or any other person to the children, the school **MUST HAVE A COPY** of the court order on file. If a copy is not on file, the school is required by law to release the children to their parents with proper identification. Situations that put the welfare of students in question will be handled at the discretion of the Principal/Designee. In situations that become a disruption to the school, the Riverside County Sheriff's Department will be contacted, and an officer will be requested to intervene.

Parents are asked to make every attempt not to involve schools in custody matters. Please have current information on file for your children.

Day Care: Parents with children needing care before or after school may sign up for the LEUSD Child Care Program, located on the RCE campus in room 410. The phone number for child care is (951) 285-6192.

Discipline: The Rice Canyon Elementary staff believes that the school has the right and responsibility to establish a school climate and routine that provides an optimal learning environment and safety for everyone. It is our philosophy that teachers have the right to teach and that all students have the right to learn. We have established a discipline plan that will enable students to make appropriate choices, encourage positive behavior and enhance the educational and social development of each student.

Parents receive information about classroom discipline plans at the beginning of the year. Discipline is a shared responsibility between students, parents, and school staff, we will request parental help and support throughout the year in reinforcing our school effort.

SCHOOLWIDE DISCIPLINE PLAN

It is essential to the Rice Canyon Staff that we provide a safe and effective learning and playing environment for our students. Therefore, all students are expected to follow Rice Canyon School-Wide Positive Behavior Support Plan (R.O.A.R.).

*Refer to the RCE Website for detailed information regarding R.O.A.R.

Classroom Standards: Each teacher has a classroom discipline plan which includes:

1. Behavior rules
2. Positive consequences
3. Discipline plan consequences

Positive Consequences for Appropriate Behavior:

1. Compliments given to students
2. Citizenship Award
3. Rice Canyon Pride Award - Treats with the Principal / Assistant Principal
4. Student of the Month Award
5. R.O.A.R. Buttons

Consequences for Inappropriate Behavior:

1. Warning
2. Time-out
3. Referral
4. Removal to another classroom
5. Parent notification
6. Recess detention
7. Loss of participation in end of the year activities

Dogs/Pets on School Grounds: Due to the Riverside County Health Regulations and the safety of our students, dogs and other pets are prohibited on school grounds at any time. This area includes our parking lot and area in front of the school.

Dress Standards/Grooming: Students are expected to dress in a manner consistent with good taste. It is also necessary that students dress in clothes and shoes that are safe for active play during recess and physical education activities. Shorts are acceptable in hot weather. Students wearing clothing that advertise drugs, alcohol, etc., will be asked to turn their shirts inside out for the remainder of the day.

All students are expected to maintain appropriate standards of hygiene and cleanliness while attending school. In addition, state law requires that all children wear shoes at school. Sandals may be worn only if they have a front and back strap, according to the California Safety Code. However, tennis shoes are far safer and enable greater participation in physical education. No Heelies are allowed on campus.

Student dress or appearance shall not be unsafe, indecent, vulgar, obscene or violent and it shall not substantively disrupt the educational process and the orderly processes of the school. Violation of this policy shall be cause for disciplinary action deemed necessary by the staff.

While it is impossible to give a definitive list of what is and is not acceptable (a lot of times specific cases are decided based on the impact that particular item has on the learning environment), we can give parents advanced warning about some of the most common dress and grooming problems.

***Visitors and parents to our campus are expected to follow the same standards. Thank you.**

Examples of existing violations of guidelines:

- Unsafe:** No shoes or flip flops are instances of inappropriate footwear. (All shoes must fit securely and not be capable of coming off the foot during activities.) Spiked projections from rings, belts, belt buckles, hats, or from anything worn by a student are not allowed.
- Indecent:** Off the shoulder, cutoff shirts, perforated undershirts, tops and ripped trousers where indecent exposure exists, trousers that sag below hip level or show undergarments, and revealing swim suits or parts of same will not be allowed. No tank tops with undergarments and/or excessive body being exposed should be worn.) No tube tops, halter tops, backless tops or spaghetti straps. Tank tops must have a 2" strap. Skirts worn shorter than fingertip length must be worn with shorts. Shorts worn shorter than fingertip length are not allowed.
- Vulgar:** Traditionally offensive words, sayings, and put-downs.
- Obscene:** Traditionally offensive or degrading pictures and sayings.
- Violent:** Traditionally associated with gang activity, harmful, hateful or weapons.
- Illegal:** Tobacco, alcohol, or illegal substances.
- Hats:** No hats in classrooms or indoors. Hats must be facing front at all times when being worn outside and must follow the guidelines for content as well.
- Jewelry:** All items worn should not disrupt the educational process (i.e. noisy bracelets, buzzer or game watches.) No dangle earrings or hoops.
- Make-up:** Elementary students should limit the use of make-up. Any make-up, hair spray/gel, perfume/cologne, nail polish or other such items should not be brought to school.

Early Dismissal: Occasionally, it is necessary to take a child from school before dismissal. In order to do this, the child must be checked out from the office. We will call the child from the classroom and will note the early check-out as an afternoon tardy. Please limit these early dismissals to emergency situations only. The person picking up the child will need to show I.D. and must be listed on the enrollment application provided at registration. We check I.D. every time a child is picked up early from school. In addition, if you have a custody agreement or legal paperwork, please be sure that the office has a current copy. If that paperwork is not on file in the office we cannot enforce the agreement. Please understand that we are mandated to follow specific laws and cannot deviate from this process.

ELAC: Each school with 21 or more English learners (also known as LEP students), regardless of language, must form a functioning English Learner Advisory Committee (ELAC) or subcommittee of an existing advisory committee. Our committee meets regularly throughout the year and is open to all parents and staff. (Please see the school calendar or school website for specific dates.)

Emergency Cards: Each school year, parents need to update your emergency contact information during the online enrollment window. If your child becomes sick or is injured in school, this is our only source of contact with you. Please fill it out completely and remember that only the names and numbers you provide will be called. Please check your emergency contacts each year. It is also important that you update the information on this card should there be any changes during the year. Changes to your emergency contacts can only be made in the front office once outside the registration window. Changes are not possible online after the registration window.

Emergency Drills: Practice drills for fire and other possible disasters/emergencies are held monthly. These may be called at any time by the principal or Fire Marshall. Special provisions have been made for your child during a disaster. Earthquake information will be sent to parents through their child's teacher at the beginning of each year. A District wide disaster drill will be held in October in association with the State of California.

Field Trips: Field trips are a supplement or a follow-up to class instructional work. All children are required to have a signed parent permission slip before being allowed to go on a field trip. Parents who have completed the District Volunteer Process and who have received a purple badge may go on field trips only as assigned supervisors. Children that are not enrolled at Rice Canyon Elementary School are not allowed to go on field trips because of insurance requirements. All students on the field trip must ride the bus to and from the destination, due to liability issues. Siblings are not permitted on field trips.

Friday Flag: Every Friday at the commencement of school a brief flag ceremony is conducted in the quad area. The entire student body says the Pledge of Allegiance together, successes are celebrated, announcements are made and patriotic songs are sung. Parents are invited to join us at Friday Flag.

Gum: Our school has a NO GUM policy which governs the use of gum during school hours. This is because gum is found under desks, on carpets, on sidewalks, in books, on walls, and in student's hair. It is costly to remove and damages school equipment, books and furniture. Rice Canyon Elementary School has a strict "No Gum Chewing" policy and all students are expected to comply with all aspects of this policy.

Heelies: Heelies or any other shoes with wheels, are not allowed at Rice Canyon Elementary.

Homework: Your child's teacher will provide a homework policy at the beginning of each school year.

Independent Study Contracts: If it is absolutely necessary for parents to keep their children out of school for five or more days an Independent Study Contract must be completed. See the Attendance Clerk, **Michelle Prado** to obtain the contract at least one week prior to the absence so the teacher has ample time to prepare assignments for the

student. The contract will provide lessons to complete while that student is away from school, so that he/she will not fall behind in class work. The contract will be given to the student and should be returned to the teacher upon return to school. Also, the use of this contract allows the school to collect funding for the student's attendance.

Insurance: The District does not provide medical insurance for students. However, information regarding voluntary school accident insurance is available on the LEUSD main website. The District Business Office is able to answer questions you may have regarding voluntary school insurance.

Instructional Materials and Supplies: Instructional materials and supplies such as paper, pencils, crayons, etc., are provided by the school. When teachers request additional or supplemental items they may ask parents to help by donating those items. Students may bring their own materials if they prefer.

Leaving Campus Early: If it becomes necessary to take your child out of school during the school day, please report to the school office so you can sign your child out. This permits the office to know exactly where your child is at all times. However, we ask you try to make all appointments after school. Also note, early releases do affect perfect attendance.

Library: Students are encouraged to use the school library. The library is available for study, research, and checking out books. Charges will be made for books that are damaged or lost.

Lost and Found: Every year, students leave valuable articles of clothing, lunch boxes, and backpacks at school. *Please put your child's first and last name on all personal articles with indelible ink markers.* This will enable the staff to return the articles to the owner. Parents, as well as students, are encouraged to check the lost and found area several times during the course of the year. Our lost and found is located in the quad. Throughout the school year left over items are donated to a charitable organization at the fall, winter, spring, and summer breaks.

Lunch Program: Rice Canyon students may choose to bring a lunch to school or purchase food on a daily, weekly or monthly schedule from our cafeteria. Monthly menus are sent home to help with the lunch selection. Students will not be allowed to charge their lunch. Information on free lunches is available through the LEUSD website or our front office. Applications must be made each year and returned to the office.

Medication: When it is necessary for your child to take prescription medications during the school day, it is required that you and your physician complete a district form in order for the nurse or health clerk to administer this prescribed medication. The medication must be brought to school by an adult in the original container and will be locked in the nurse's cabinet.

Without exception, students may not bring any medication to school! What may have medicinal value to one student may be lethally poisonous to another

Nutrition / Snacks: Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables, or cheese. Students are not allowed to share snacks.

Open House: This exciting event is scheduled in the spring. Open House is a time when students can share their work and what they have learned with their parents. Parents are encouraged to attend with their children. **However, please remember that this is not the appropriate time to discuss your child's grades or behavior. You can always contact your child's teacher in order to set up a private conference at another time.**

Parent Teachers Association (PTA): The Parent Teacher Association (PTA) at Rice Canyon is an organization of families who work to improve our school by providing special programs for students, and implementing exciting activities and events. Events are successful because parents volunteer their time to make school activities fun for students and their families. Please join the PTA! Your help is needed to make this year successful. Don't have time to volunteer? We understand. Your membership and support are all we ask.

Parent/Teacher Conferences: Parent/Teacher conferences are held as needed for students who are at risk. All parents are welcome to request conferences any time during the school year. We encourage good communication between the home and school.

Parent Involvement Policy: Parents are teachers too! Students do best when parents and the teacher at school are working together. Here are some things you can do to help your child have a successful education:

- ❖ Be a volunteer helper or member our PTA. (Volunteers must follow badge process.)
- ❖ Attend as many school functions as possible.
- ❖ Take an interest in papers that your child brings home from school.
- ❖ Display papers at home.
- ❖ Monitor your child's homework and assist when appropriate.
- ❖ Extend your child's learning at home.
- ❖ Avoid comparing your child with another child.
- ❖ Get acquainted with the teachers.
- ❖ Praise your child for schoolwork that is well done.
- ❖ Learn what is expected of your child in school.
- ❖ Attend special activities in which your child is participating.
- ❖ Attend all parent/teacher conferences.



Parent Volunteer Policies: Volunteering is a privilege and a service that teachers and staff truly appreciate. All volunteers must have a helpful task to perform under the direct or indirect

supervision of a District employee. Volunteer badges must be worn at all times when a person is volunteering. Neither a red or purple badge (read more about these badges below) gives a volunteer permission to hang out with their student during meals or on the playground, or visit with other adults on campus. This policy is strictly enforced for the safety of all students and staff. Un-enrolled siblings/children of volunteers or employees are not permitted in the classroom during the school day (instructional time). All volunteers must sign in and out of the front office. In an emergency, this information will be used to locate you on campus. To apply for a volunteer badge, please visit our website and navigate to the "I want to" tab, then scroll to the bottom to the "Parent Volunteer" option.

- **Red Badges** do not require fingerprinting. Red Badge volunteers work under the direct supervision of a school employee.
- **Purple Badge** volunteers requires fingerprinting. Purple Badge volunteers work under the supervision of a school employee and may also serve as a chaperone on field trips.
- **Volunteer badges must be renewed on an annual basis.**

Once approved for a badge, volunteers will receive a photo volunteer badge that must be worn at all times while volunteering. **Parents that regularly come onto campus in the morning to drop off their student(s) are required to have a volunteer badge. Otherwise, parents may drop off their child at the front gate.** Having this badge does not authorize you to escort your student to class or playground. You must drop them off at the gate.

Misuse of the volunteer badge, such as using the badge to gain access to the campus for something other than volunteering, or refusing to sign in the office, will result in the volunteer badge being revoked.

*** Volunteering Policy**

If you are volunteering in the classroom you must:

1. Be cleared through the district office and receive a volunteer badge.
2. Wear your volunteer badge at all times.
3. Sign in and out in the office every time you arrive and leave.
4. Not bring older or pre-school children with you to the classroom.
5. Follow the rules and regulations of the school at all times.
6. Parent volunteers work in the classroom with the teacher. No parent volunteers on the playground or in the lunch area.

Office Culture: We are here for you and your children! While communicating with our office staff, please be respectful at all times. RCE staff will always do everything they can to make sure you have the information you need.

Parking: Parking is a challenge at almost every school, especially in the afternoon when 900+ students are released at the same time. Please be patient with the limited parking that is available. We are fortunate to be located in a community that has sidewalks and streets wide

enough for parking in designated areas. During peak periods allow time to park on the street and walk to campus. Please do not park in the student drop off/pick up lane in front of the school.

Report Cards and Unsatisfactory Progress Reports: Report cards are issued two times per year, at the end of each semester. Unsatisfactory progress reports are sent home at various times of the school year. Should your child receive an unsatisfactory progress report, it is strongly recommended that you contact the teacher to establish specific objectives to improve his/her academic achievement in the classroom.

***See the school calendar schedule online for progress report and report card dates.**

Safe Route to School: Parents of children who walk or ride their bikes or scooters to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through our parking lot or private property. All students are expected to follow good citizenship standards to and from school. Students and parents must sign and abide by the Helmet Contract.

School Colors and School Mascot: The Rice Canyon school mascot is the Raptor and the school colors are green and beige. We encourage our students and teachers to identify with these symbols as a representation of our school pride and spirit! School color and spirit day will be held each Friday and all students and staff are encouraged to participate. The RCE PTA sells Raptor gear at the beginning of every school year.

School Messenger: School Messenger is the name of our school-to-parent communication system that allows the administration or other school personnel to send periodic and personalized messages via the telephone. With School Messenger, we will be able to deliver important school information in a timely manner. School Messenger also supports the ability to reach you immediately in the event of an emergency. Periodically, you will be receiving messages through your telephone to notify you about important events such as: Parent teacher conferences, PTA meetings, Back to School Night, fund-raisers and attendance. Numbers provided during your online enrollment contact section will be used to contact you.

School Site Council (SSC): Rice Canyon's School Site Council (SSC) is a representative body of staff members and parents working together as a council to plan objectives that support the academic program. It serves as the body that monitors the SPSA plan, reviews and approves the budget, and evaluates the programs. The SSC representation changes annually, and new parent members are actively recruited. Interested parents may contact the school or may attend any SSC meeting noted on your yearly calendar.

Solicitation: Students and parents are not permitted to sell items at school.

Social Skills: Every two weeks there is a new school wide social skill taught in and out of

class.

Student Recognition: The school offers a variety of meaningful motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, citizenship, leadership, and attendance are recognized through Friday Flag Assemblies, Honor Roll, Perfect Attendance, Student of the Month, Caught Being Good, Kudos with Conkright, ROAR Bucks, etc. Teachers also reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Recognition for good behavior and citizenship is given on a regular basis.

Student Responsibility: It is the duty of pupils to comply with school regulations, pursue the required course of study, and submit to adult authority. Along with this go the duties of punctual and regular attendance, obeying directions of school officials, observing good and proper behavior, diligence in study, respect for adults, kindness and courtesy to schoolmates, and refraining from profanity and vulgarity. [California Ed. Code, Section 48921 and C.A.C., Title V., Section 300]

Cell Phones: Children may use the school telephone in the front office only in an emergency. Cell phones are highly discouraged and if brought to school, must be off during the school day and kept in their backpacks during school hours. The school will not be held responsible for lost, stolen, or damaged cell phones.

Transfers: When a child is moving from the school, please let us know a few days ahead and specify the last day of attendance. If your child has materials at home that belong to the school, please return them to the teacher.

**Please contact the front office
if you have any questions regarding
any of the items in this handbook.**

Thank you.

