



## Raymond-Knowles Union Elementary School District

P.O. Box 47

Raymond, Ca. 93653

Telephone - 559-689-3336

Fax - 559-689-3203

Michelle Townsend, Superintendent/Principal

Office Hours: 8 AM – 4 PM Daily

Regular School Hours

8:15A.M.— 2:00 P.M. Monday

# Parent/Student Handbook

2020-2021

## MISSION STATEMENT

The mission of the Raymond-Knowles Union Elementary School District is to educate all students in a challenging, disciplined, safe and supportive environment, allowing them to reach their full potential of becoming productive citizens of high moral character, making life-long contributions to society.

All students will have access to the core curriculum.

Raymond-Knowles Union Elementary School District encourages family and community involvement.  
(Adopted September 2007)

### District Goals and Objectives:

**GOAL:** *To increase the academic achievement and school success of all students.*

**OBJECTIVES:** Students will be challenged to meet grade level standards as reported by trimester report cards, district assessments, and/or individualized goals and objectives. School vision and standards will be re-evaluated annually by the administrator, the teachers, and the School Site Council members to determine that the school's progress is aligned with the content and performance standards as established by the State Board of Education and the Raymond-Knowles Union Elementary School District's Board of Trustees.

**NARRATIVE:** All segments of the school community—administrators, teachers, support staff, families, and community members—collaborate to establish a clear vision of what each student should know, understand, and be able to do. The vision reflects current research and practice and the cultural and linguistic diversity of the student population. The school holds high expectations for all students.

Content and performance standards in language arts, math, history/social science, and science have been adopted per Board policy. The Common Core State Standards and the California State Content Standards are available for review in the district office.

# Raymond-Knowles Union Elementary School District Staff

Michelle Townsend	Superintendent/Principal
Molly Rich	School Secretary
Deena Hegerle	Business Services Manager

## Certificated

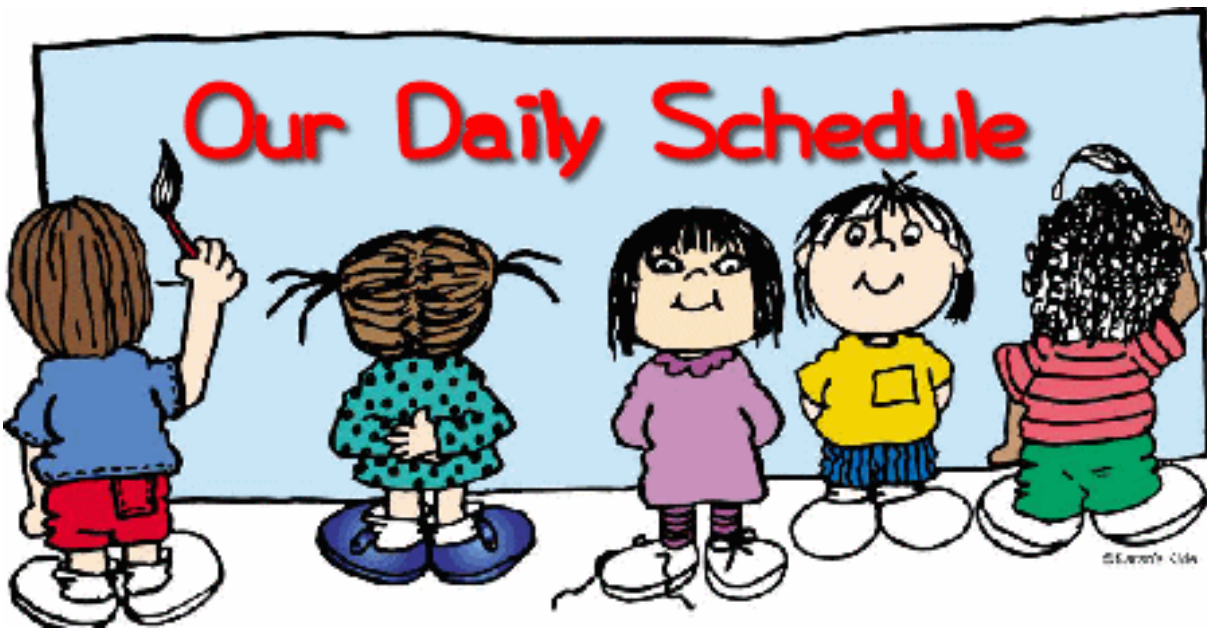
Mrs. Jennifer Tune	Teacher on Special Assignment
Mrs. Kristen Monroe	Grades TK/K/1
Mrs. Haylie Gregory	Grades 2/3
Mrs. Maria Comstock	Grades 4/5
Mrs. Michelle Stevenson	Grades 6/7/8
Mrs. Jenny Salazar	Special Education
Mrs. Meg King	Response to Intervention

## Classified

Mr. Don McPherson	Bus Driver/Cafeteria/Maintenance
Ms. Felicia Reyes	Bus Driver/Maintenance/Janitorial

## Board of Trustees:

Rebecca Hardison, President; Karen Hutchings, Clerk; Heather Abrahams; Luke Bryson;  
Teresa Miller-Young



<b>REGULAR BELL SCHEDULE (Tuesday through Friday)</b>	<b>MONDAY BELL SCHEDULE (Early Dismissal)</b>	<b>MINIMUM BELL SCHEDULE (Parent Conferences)</b>
8:00-8:12 A.M. Breakfast	8:00-8:12 A.M. Breakfast	8:00-8:12 A.M. Breakfast
8:12 A.M. Warning Bell	8:12 A.M. Warning Bell	8:12 A.M. Warning Bell
8:15 A.M. School Begins	8:15 A.M. School Begins	8:15 A.M. School Begins
10:15-10:30 A.M. Recess	10:15-10:30 A.M. Recess	10:15-10:30 A.M. Recess
11:50 A.M. Lunch (K-3)	11:50 A.M. Lunch (K-3)	11:50 A.M. Lunch (K-3)
12:00 P.M. Lunch (4-8)	12:00 P.M. Lunch (4-8)	12:00 P.M. Lunch (4-8)
12:35 P.M. End of Lunch	12:35 P.M. End of Lunch	12:35 P.M. End of Lunch
12:38 P.M. Class Resumes	12:38 P.M. Class Resumes	12:38 P.M. Class Resumes
2:43 P.M. Warning Bell	1:58 P.M. Warning Bell	1:13 P.M. Warning Bell
2:45 P.M. Dismissal	2:00 P.M. Dismissal	1:15 P.M. Dismissal



**School Calendar!**

# School Map

# ATTENDANCE

## Raymond-Knowles Union Elementary School District

### *School Attendance Review Board Guidelines*

The abundance of research into school attendance shows clearly that students suffer academically if they miss 10% or more of school days and can fall behind even if they miss just one or two days every few weeks. Chronic absence in Kindergarten predicts chronic absence the following year, setting a potential detrimental habit of poor attendance. Research also shows that students who are chronically absent in Kindergarten and First grade are far less likely to read proficiently by Third grade. Parents need to understand their role in establishing a pattern of regular school attendance. Parents also need to be aware there are legal consequences for noncompliance.

California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school. Some students, however, violate compulsory education laws and have a pattern of unexcused absences. Although truancy and excessive absenteeism are not new problems, they cause costly, long-term problems for the students, school, and the community. In 1974, the Legislature enacted California Education Code (EC) Section 48320 to enhance the enforcement of compulsory education laws and to divert students with school attendance or behavior problems from the juvenile justice system until all available resources have been exhausted. EC Section 48321 provides several organizational structures for School Attendance Review Boards (SARB) at the local and county level to create a safety net for students with persistent attendance or behavior problems. Although the goal of SARB is to keep students in school and provide them with a meaningful education experience, SARB does the power, when necessary, to refer students and their parents or guardians to court.

Our goal in the Raymond-Knowles Union School District is to partner with families to provide a foundation of consistent school attendance as a basis for future success in school and the world of work.

## ABSENCE/TARDIES

California law requires all children to attend school each day that school is in session. The following guidelines apply to all students including Kindergarten students.

An absence is unlawful until a note or a phone call is received from the parent. **If any student is absent for more than three days or if a day is missed for a medical appointment, a note must be provided by the medical physician in order to be excused.** You may email, fax, or have your student bring in any notes needed.

Email: [mrich@rkusd.org](mailto:mrich@rkusd.org)

Fax: (559) 689-3203

Failure to submit a written or phoned in excuse will result in an unexcused absence

## UNEXCUSED ABSENCES & UNEXCUSED LATE (< THAN 30 MINUTES)

1 <sup>ST</sup> LETTER	<b>SENT AFTER:</b> Three (3) unexcused absences or unverified absences.
2 <sup>ND</sup> LETTER	<b>SENT AFTER:</b> Six (6) unexcused absences or unverified absences.
3 <sup>RD</sup> LETTER	<b>SENT AFTER:</b> Seven (7) unexcused absences or unverified absences.  <b><i>SCHOOL SITE SART MEETING WITH PRINCIPAL – ATTENDANCE CONTRACT CREATED.</i></b>
4 <sup>TH</sup> LETTER	<b>SENT AFTER:</b> Eight (8) unexcused absences or unverified absences.  <b><i>SCHOOL SITE SART MEETING WITH PRINCIPAL – AMENDED ATTENDANCE CONTRACT.</i></b>
5 <sup>TH</sup> LETTER	<b>SENT AFTER:</b> Nine (9) unexcused absences or unverified absences.  <b><i>NOTIFICATION TO EASTERN MADERA COUNTY SARB BOARD WITH DATE TO APPEAR.</i></b>

### TYPES OF EXCUSED ABSENCES:

- A-Unverified Absence
- K-Independent Study Not Complete
- L-Unexcused Late (< than 30 minutes)
- N-Non-Excused/Personal
- U-Truant
- Z-Unexcused Absence

### FOR EXCUSED ABSENCES:

**LETTER SENT AFTER:** Ten (10) excused absences

- I - Excused (ill)
- O – Excused/Other

***ANY ABSENCES AFTER THIS LETTER FOR CHRONIC EXCUSED ABSENCES OVER 10 IS SENT WILL BE DOCUMENTED AS UNEXCUSED UNLESS A DOCTOR'S NOTE IS PROVIDED***



As school attendance and achievement go hand in hand, we are asking parents to make a special effort to see that their children attend school regularly and are here on time.

If a student is absent for a medical reason for more than three (3) days, a doctor's note is required.

Unexcused absences and tardiness include: school suspension, missing the bus, being out-of-town without and independent study contract or any number of reasons not listed as "excused". Three or more unexcused absences in a school year may constitute truancy (see section entitled "Truancy").

If your child will need to miss school for five days or more he/she may participate in an independent study (see section call "Independent Study Contract").

If your child is absent for any reason please call the school office on the day of the absence and leave a message on the voicemail or speak with the office directly. Please state your child's name, date of absence and reason for the absence.

## TRUANCY

Students will be classified as truant if absent from school without a valid excuse if more than three days in one school year. If this occurs, the parent will be notified by phone or in writing. It is the responsibility of the parent/guardian to compel students to attend school. Students who are habitually truant will, following a parent conference, be placed on an attendance contract. Further incidences of truancy will result in a recommendation for alternative placement.

## TARDIES

If your child is late to school, he/she must report to the office to receive a pass BEFORE going to class. Please include a note stating the reason your child is late to school. **Habitual tardiness will be considered truancy.**



## INDEPENDENT STUDY CONTRACT

Independent Study Contracts must be made if a student will need to miss 5 or more consecutive school days.

The procedure to obtain an Independent Study Contract needs to be started at least two days before your departure. This is necessary in order to obtain all signatures and class work.

1. Parent/Guardian request Independent Study Contract from the office or teacher. Dates the child will be out of school and returning need to be given at this time.
2. The teacher must create assignments for the contract period that reflect the learning that will be occurring in the classroom during the same period.
3. Parent, student, and teacher must sign an independent study contract before the independent study period is to begin.
4. The student, under parental supervision, must complete the work before the agreed upon return to class date.
5. Upon returning, all work must be submitted. No independent study work may be completed after the student returns to school.

Independent study is an important educational option to meet a student's educational needs.

Students will not be placed on independent study unless school staff is confident that the student can complete the assignments.

## ARRIVAL AND DISMISSAL

Supervision is provided for students during the school day, starting at 8:00 A.M. Students may not arrive on campus before 8:00A.M. If special arrangements need to be made, please contact the office to do so. Children should go directly home at the end of the school day unless they are involved in an after-school activity. If parents wish to have their child excused from school early, they need to come to the office to sign their child out for the day. If pick-up arrangements need to be made that are different from what your child's regular routine is, those arrangements need to be taken care of before 12:30P.M. through the school office.



# Discipline Policies and Procedures

*Reviewed and Adopted August 2012*

The Raymond-Knowles U.E.S.D believes that a safe, orderly school environment is necessary in order to maximize student learning. To that end, it has adopted this discipline policy that is incorporated in the student-parent handbook that each student receives at the beginning of each school year or upon enrollment in the district. If there are any questions about school rules, state law, or board policy, please inquire for additional information at the district office (559) 689-3336.

## School Rules

### **Classroom Conduct:**

Every privilege a student has at school implies an acceptance of responsibility by the student. All students are expected to be respectful and well-mannered during the time they are in school. Each teacher will have individual classroom rules in addition to those listed below which students are expected to follow.

All students are expected to comply with the following rules:

- Students will respect themselves and the rights and property of everyone at Raymond-Knowles Elementary School.
- Students shall refrain from all public display of affection (PDA) while on campus or while attending and/or participating in a school-related/sponsored event.
- Students will not chew gum at any time during school. (A classroom teacher may make an exception to this rule on occasion. If that is the case students must dispose of their gum when done chewing it in a trash receptacle.)
- Eating while class is in session is prohibited except with the permission of the classroom teacher.
- Portable music devices, cell phones, and other electronic devices are to be turned off and put away, unless a student has been given permission from their teacher or a school staff member to use their device. **(Raymond-Knowles Elementary School is not responsible for lost, stolen or broken personal devices)**
- Toys need to be left at home unless a teacher gives permission to their students to bring toys on a specified day. **(Raymond-Knowles Elementary School is not responsible for lost, stolen or broken toys.)**
- Students should not be in any classroom or other school building unless under the direct supervision of school staff.



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### **Playground Procedures:**

Safety is of the utmost importance when students are on the playground. If and when adults observe behaviors which they judge as jeopardizing the safety of others, students will be expected to comply with their directives. When a bell rings or a whistle is blown, children should stop what they are doing and listen for directions. When the bell rings, students will stop playing, wait for directions from a teacher or staff member and proceed to their classrooms. Restroom breaks should be taken during recess, not after the bell rings.

All students are expected to follow the guidelines below for recess activities:

- Throwing anything except approved playground equipment is not allowed.
- Chase and tag games will be confined to the grass areas.
- No running or games in or around the bathrooms, gazebo, on the play structure or picnic tables.



## **Cafeteria Procedures:**

It is expected that students maintain a high degree of politeness and courtesy while consuming food, whether it is in the cafeteria or on the picnic tables. Talking loudly, eating while talking, throwing food or other objects, and other ill-mannered behaviors are unacceptable.

The following rules will be enforced in the cafeteria:

- Every student will have a lunch.
- Students are to remain seated during lunch.
- Students will raise their hand if they need something.
- Students inside and out will wait to be dismissed. Students will only be dismissed when their eating area is clean.

## **Consequences:**

The board of education, administration, and school staff are committed to treating students fairly when they fail to follow the guidelines established in order to maintain a safe learning environment at school. Fair, however, does not mean exactly the same treatment for similar situations. In each situation, teachers and administrators will consider the best methods of teaching the student to behave appropriately. Teachers and administration consider: the age of the student, the context of situation, prior offenses, student disabilities, and any other information relevant to the student and the situation. Based on all of these factors, staff takes what it believes is the best course of action for the offending student and the other students of the school. Parents play an important role in this process. It is hoped that parents will support school personnel in this process and communicate questions or concerns with school staff if an incident arises.

Typically, the best instruction occurs in the environment where the problem behavior occurs. Consequently, teachers and yard duty supervisors will provide most behavior correction. For typical, non-serious offenses teachers and yard duty supervisors are expected to handle situations as they arise. Offenses are documented and parents will be notified as appropriate. If a student fails to correct their behavior, they will then be referred to the office for administrative attention.

The consequences for misbehavior described below will vary based on the situation and other factors described above. Consequences for misbehavior may include one or several of the following:

- Verbal warning by school staff.
- Office referral.
- Parent contact by school staff.
- After school detention.
- Referral for counseling.
- Recommendation for Student Study Team.
- Suspension.
- Voluntary or Involuntary Placement in Community Day School.

- Expulsion.

It is important to note that some violations can result in immediate suspension and/or recommendation for expulsion. For additional information, please see the section entitled suspension and expulsion below.

### **Substitute Teachers:**

In the case that the regular classroom teacher has to miss school, a substitute teacher will take his/her place. We expect every student to respect all adults at all times. If a substitute teacher has to send a student to the office the student's parents/guardians will be contacted. If students make a habit of being disrespectful and not following the directions of a substitute teacher further disciplinary actions will be taken.

### **Suspension and Expulsion**

Teachers may suspend students from class for discipline violations. Teachers may require parents/guardians of students to attend school with their children for a portion of the school day (Ed. Code 48900.1). Site administrators may suspend students for up to five school days for serious offenses. Students may also be suspended and recommended for expulsion for certain offenses. Students who are recommended for expulsion may be suspended for longer than five days pending until such a time as the governing board can convene an expulsion hearing. If a student is recommended for expulsion, then the student and the student's parents/guardians are entitled to attend the hearing and present evidence on their student's behalf. Additional rights and procedural safeguards are available for review in the district office upon request.

### **Involuntary Transfer to Community Day School**

Students will be candidates for involuntary transfer if all the following conditions exist:

1. The student has committed a series of disruptive acts enumerated in Education Code Section 48900 and has accumulated 10 or more school days of suspension or has accumulated 10 or more discipline reports.
2. Other means of correction have failed to bring about student improvement.
3. Other means of correction are not feasible.

In addition to the above circumstances, the District may also involuntarily transfer a student following an expulsion hearing wherein the hearing officer or administrative panel does not recommend expulsion, and the Superintendent or Superintendent's designee determines, after consulting with District staff and the student's parents, that transfer to a classroom instructional program, another instructional program, a rehabilitation program, or any combination thereof is appropriate (Education Code Section 48918[e]).

Students who are candidates for involuntary transfer have due process rights with regard to their educational placement. RKUEDS Administrative Regulation 6185.1 outlines these rights and is available by request at the school office.



Bullying is a way of hurting another person and a practice that will not be tolerated at this school. There are many types of bullying, from physical to mental. Pushing, hitting, and tripping are obvious examples of bullying. However, more common is verbal abuse, teasing, insulting, mocking, taunting and spreading rumors, cyber or social media abuse. Verbal abuse can be as, and in some cases more hurtful as physical abuse.

If a student is a victim of this behavior, they have the right to report it to adults, or, even better, tell the bully in a determined way that their behavior is not acceptable and will not be tolerated. If you see someone being bullied, it is your responsibility to report it to authorities.

We at Raymond-Knowles Elementary School are working hard to put an end to this damaging practice and are committed to creating an atmosphere of safety and caring in this school district. To that end, each classroom will provide instruction that promotes effective communication and conflict resolution skills, social skills, and appropriate online behavior. In addition, each classroom, along with the cafeteria and school office, will provide an area for students to anonymously report instances of bullying. Students, parents, community members, and teachers may also report bullying at the following site via a Google Form: [https://docs.google.com/a/rkUSD.org/forms/d/1oft-ovyK6lKolluewKZDPU9EWaxy-mh5HQTf\\_362L50/viewform](https://docs.google.com/a/rkUSD.org/forms/d/1oft-ovyK6lKolluewKZDPU9EWaxy-mh5HQTf_362L50/viewform)

Reports of instances of bullying will be investigated by school staff. Any student found to be engaged in bullying behavior will be subject to school discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Additional information regarding our bullying policy is contained in RKUESD Board Policy 5131.2 and is available at the school office upon request.



## Dress Code

Last revision: 8/01/2015



Students are required to dress in a neat and clean manner which reflects pride in themselves and their school. Students are required to wear clothes that are appropriate for a learning environment and do not interfere with the educational process.

**Students who are not in compliance with the dress code will be given clean, school-approved attire to wear for that day, or parents may be contacted to bring appropriate clothing to school.** Continued non-compliance with the dress code will be considered defiant behavior and handled according to the District's Discipline Policy.

### **General Guidelines:**

1. No gang-related apparel is permitted on campus.
2. Hats and caps are not allowed in buildings. Caps are to be worn with the bills facing forward at all times. Repeated violation will result in confiscation of the headwear.
3. Radically altered clothing; see through, torn, or ripped apparel; are prohibited.

4. Unnatural hair color and extreme haircuts are not allowed if they become a distraction to student learning.
5. Body and face piercing are allowed at school unless they become a distraction to student learning. Ear, nose, and eyebrow piercings are permitted. Hoops are unsafe and should not be worn at school.
6. Slogans, pictures or designs which relate to racial or ethnic slurs, vulgarities, obscenities, alcoholic beverages, tobacco, or any controlled substance are prohibited.
7. Chains and spiked clothing or accessories are prohibited.
8. Clothing that allows exposure of undergarments is prohibited.
9. Shoes that are secured by Velcro, shoelaces or buckles are appropriate. Open-toed shoes that do not have backs are not allowed for safety reasons. Shoes must be worn at all times during school hours.
10. Roller Shoes are prohibited due to safety issues.

**Guidelines specific to girls:**

1. Spaghetti straps, halter-tops, low-cut attire, and any other upper body wear which exposes midriff or is too tight is prohibited.
2. Makeup may be worn only by 7<sup>th</sup> and 8<sup>th</sup> grade girls. No glitter or excessive use of makeup.
3. The proper length of shorts will be determined by the "fingertip test". Students will stand erect and hang their hands at their side. Shorts must be longer than their fingertips to be allowed at school.

**Guidelines specific to boys:**

1. Pants that do not fit at the waist without a belt are forbidden. No sagging, no undergarments exposed.
2. Sleeveless shirts or cut off T-shirts are allowed as long as nothing but the arm is exposed.

The aforementioned rules are to ensure that our school has a positive atmosphere for learning. The District maintains the right to address any issue related to dress not specifically mentioned above if a disruption or safety issue is involved.

## **TRANSPORTATION**

Transportation to and from school is usually provided by one of the following: parents, bus, bicycle, or walking. The teacher and the office should be kept informed of any changes in the mode of transportation your child utilizes throughout the year.

**Bus Pass**

Students may only ride a bus not assigned to them by obtaining a **BUS PASS**. Bus Passes will be issued by the Raymond - Knowles Office. A note or phone call from both the parent/guardian of the student riding the bus and the parent/guardian where the student will be dropped off requesting a **BUS PASS** is **MANDATORY**. Please include the drop point and the student's regular bus driver. These arrangements will need to be made no later than 12:30PM on the day that different arrangements are necessary.

## BUS RULES



Children are expected to conduct themselves in an orderly manner when waiting or riding on the bus. Proper behavior on the bus includes sitting in a seat without moving around, keeping one's hands and arms inside the bus and talking in a normal tone of voice. Failure to follow bus safety rules may result in the loss of bus riding privileges.

**THE SAFETY OF SCHOOL BUS PASSENGERS IS THE MOST IMPORTANT PART OF SCHOOL BUS OPERATION.** Efficient and effective use of school busses is the most important factor in achieving the above purpose. In order to provide safety to passengers and effective use of busses, the following rules are established to regulate the conduct of school bus passengers.

Pupils must not leave their seats while the bus is in motion.

There must be no tampering with the bus equipment.

Pupils are not to drink beverages or eat food of any kind on the bus, unless given permission to do so by a staff member.

All pupils must sit facing the front of the bus.

Pupils must not bother the driver or other pupils on the bus.

Pupils are not to use obscene or profane language or make offensive gestures.

Pupils are not to leave debris or litter of any kind on the bus.

Pupils are to obey the bus driver at all times.

Pupils will stand in an orderly line at pickup points until the bus comes to a complete halt and will be at least six feet from the bus until the door opens.

Pupils will enter the bus in an orderly fashion and go directly to a seat.

Pupils will remain seated until the bus stops, then enter the aisle and go directly to the exit door when leaving the bus.

Pupils must be at their scheduled pickup point a minimum of ten minutes before their scheduled pickup time.

Any pupil wishing to ride another bus to or from school must follow the procedure set forth in the SECTION "BUS PASSES."

All school campus regulations apply to the conduct of passengers.

Portable music devices are permitted on the school bus. Passengers on the school bus that have portable devices must use the "one ear bud in and one ear bud out" rule. This ensures that they can receive verbal direction from a staff member and /or the bus driver.

Head and arms are to be kept inside the bus at all times and no objects of any kind are to be thrown from the bus.

Feet, hands, books, etc. are to be kept out of the aisles.

After leaving the bus, students are not to cross a roadway until escorted or directed to do so by the bus driver. Pupils always cross in front of the bus.

Children enrolled in Kindergarten must be delivered to a parent or a person designated by the parent on the emergency card.

## CONDUCT REGULATIONS FOR BUS RIDERS

The California Administrative Code, Title 5, Section 14103, states: "Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall



be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for pupil to be denied transportation.”

The school district governing Board of Trustees shall adopt rules and regulations to enforce this provision.” The California Administrative Code, Title 13, Section 1217 (h), states: “The driver of a school bus shall not eject any school pupil unless that pupil is given into the custody of a parent or any person designated by the parent or school.” The Raymond-Knowles Elementary School District has applied the following regulations:

When a rider is guilty of misconduct, he/she will be reported to the principal and (1) the rider and his/her parent will be given notice and warning; (2) upon a second offense of misconduct, the rider will be denied transportation services for a period of up to two weeks and/or (3) upon a third offense of misconduct, the rider will be denied transportation services for a period up to the remainder of the school year. Under some circumstances (use of drugs, fighting, defiance of authority, etc.), transportation services may be denied immediately.

*Riders receiving a bus citation must return the notice signed by their parent/guardian the following day. Failure to comply will result in referral for further discipline.*

## **FOGGY DAY PROCEDURES**

During the winter months, dense morning fog may interfere with normal bus schedules. It is important to know the Raymond-Knowles Elementary School District’s procedure on foggy days. On foggy days, buses may be delayed. The announcement of an initial one-hour delay may be heard on television station channel 30 and 580 AM radio station KMJ starting at 6:30 A.M. An hour delay means the bus will pick up one hour later than the normal pickup time. If the fog persists, information regarding further delays will be broadcast. Even though the buses are delayed, classes will start at the usual time.

## **SCHOOL MATERIALS**

The school will provide textbooks and appropriate instructional materials to each student. In the event school property is lost or damaged, the student will be required to replace or repair items.

## **LUNCH AND BREAKFAST PROGRAM**

Hot lunches, including milk, are available for all grades. Monthly menus, wellness tips, and our current wellness policy is posted and updated on our website regularly.

IF YOUR CHILD HAS A MILK ALLERGY (or other dietary restriction) a medical form must be signed by a licensed physician stating the allergy and what alternative is acceptable. This form is available online and in the school office. Once received the school will comply with what is needed.

## PARENT CONFERENCES

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Effective and open communication between the home and the school is essential to the progress and development of our students.

Parent conferences are scheduled two times per year. The purpose of these conferences is to share your student's achievements or learning difficulties, progress towards mastering the Common Core Standards, and results of district assessments. We cannot overemphasize the importance of these conferences, as they convey to the students that you, the parents, care about their success at school. Please plan to attend when your child's teacher contacts you.



### **HOME/SCHOOL COMMUNICATION**



Raymond-Knowles Elementary School uses a Standards Based Grading System. We believe that showing progress towards each standard gives the student, teacher, and parents a clearer picture of each student's understanding of core concepts. This structure also allows students to continually work towards mastery in areas where they need more time.

Report cards will be issued four times a year, at approximately nine-week intervals. The following areas will be reported: Language Arts, Math, Social Studies, Science, Physical Education, Music, Art and Lifelong Learner Attributes.

Explanation of Marks:

M = Student has mastered the standard.

P = Student has demonstrated partial mastery of standard.

N = Student will need more time and additional instruction to master standard.

NA = This standard was not assessed during the quarter.

S = Satisfactory Effort

U = Unsatisfactory Effort



## HEALTH INFORMATION

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First aid is administered in cases of minor injuries. If illness or a serious accident occurs during the school day an attempt is made to notify the home at once. For this reason, the school requires an emergency number to call when parents are not at home. If the parent cannot be reached, the school will send the child to the hospital when necessary. It is important that the school be notified immediately of any changes of phone numbers or addresses.

## ***Medication***

CALIFORNIA STATE LAW STATES THAT OVER THE COUNTER MEDICATIONS AND PRESCRIPTIONS MAY NOT BE DISPENSED BY SCHOOL PERSONNEL WITHOUT A PHYSICIAN'S ORDER AND WITHOUT PERMISSION FROM THE PARENT. Occasionally a child under medical care may continue to attend school. In these cases, school personnel may administer medication when parents provide a physician's order that includes the medication dosage, time and duration that the medicine is to be given to the child. The medication must be sent to the school in the original container from the pharmacy. **AT THE BEGINNING OF EACH SCHOOL YEAR A MEDICATION RELEASE FORM MUST BE COMPLETED AND SIGNED, INCLUDING A NEW PHYSICIAN'S ORDER. YOU MAY OBTAIN THIS FORM FROM THE SCHOOL OFFICE.**

***This includes all prescribed and over the counter medications. All medications on file will need to be picked up before the end of the school year or it will be disposed of.***



## **OFFICE RULES**

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For the protection of the students, all non-students are to report to the office upon entering the building. ***PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM.***

Please report to the office if you need to give your child a message, medication, lunch, supplies, etc. Interrupting class can be disruptive to the educational process.

Students should get teacher or yard supervisor permission before reporting to the office or nurse.

## ***TELEPHONE***

The general school policy is that the telephone is for school business calls ONLY.

Changes in transportation plans should be made before leaving home in the morning. A note or a phone call to the Office before 12:30PM on the day of scheduling changes is required to authorize changes in transportation. Children are called to the telephone only in case of emergency.

If you wish to speak to a teacher, call as soon as possible, leave your number and she/he will return your call as soon as possible.

## ***EMERGENCY NUMBERS***

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence.

Should there be an emergency involving an accident and we cannot reach you, the child will be taken to Madera Community Hospital emergency room (unless a different hospital is specified on the student's emergency card) and the doctor on call will be used for emergency treatment. Please remember to notify the school of any change of address or telephone number for emergency cards updates.

## **LOST AND FOUND**

Many articles become lost or are left unclaimed. It helps if personal belongings are marked so that they can be identified easily. You may claim lost items in the school office. At the end of the school year, unclaimed items are given to a charitable organization.

## **SUPPORT SERVICES**

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### **SCHOOL-WIDE TITLE I**

Our goals are to provide early intervention to prevent reading difficulty and to provide supplemental instruction in reading, math, and writing to students who have those needs. Raymond-Knowles is now designated school-wide Title I. We have a Title I plan at the Office. Everyone is encouraged to review this plan to improve student achievement.

### **SPECIAL EDUCATION**

Services for students who qualify for special education will be provided by the Speech and Language Specialist assigned to Raymond-Knowles from Madera County Office of Education. Our Resource Specialist is a District employee. Other special education programs and services are available within Madera County.

#### **Bullying**

BP 5131.2

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

#### **Bullying Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

#### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

#### Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

#### **Positive School Climate**

BP 5137

The Governing Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The district's curriculum shall include age-appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and after-school programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

#### **Nondiscrimination/Harassment**

BP 5145.3

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

#### Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Superintendent/Principal  
31828 Road 600 Raymond, CA 93653  
(559) 689-3336

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

#### **Sexual Harassment** BP 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
4. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

#### Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

#### Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

#### Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

#### **Hate-Motivated Behavior**

BP 5145.9

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

#### Grievance Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.