



**REEDS CREEK SCHOOL  
STUDENT- PARENT HANDBOOK**  
2022/2023

*Cindy Haase, Superintendent*  
*Alana Cumpston, Principal*

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[www.reedscreek.org](http://www.reedscreek.org)

## **RIGHTS AND RESPONSIBILITIES**

### **Pupil's Right:**

- To be treated with dignity and respect.
- To be educated in a safe environment.
- To be informed in class of school rules, regulations, and expectations.

### **Pupil's Responsibility:**

- To value your education.
- To attend school regularly and arrive on time.
- To obey school rules and regulations.
- To respect the rights of school personnel and fellow students.
- To be prepared for class with appropriate materials and work.

### **Parent's Right:**

- To be informed of District policy, school rules, and educational regulations.
- To be informed of all facts and school actions related to your child.
- To inspect your child's records with the assistance of a certified staff member for proper explanation.

### **Parent's Responsibility:**

- To visit the school periodically and participate in conferences with teachers on the academic and behavioral status of your child.
- To provide supportive action by making sure that your child has enough sleep, adequate nutrition, and appropriate clothing to wear to school.
- To be familiar with District policies, school rules, and regulations.

### **Teacher's Right:**

- To expect students will behave in a manner which does not interfere with instruction and learning.
- To expect students will put forth academic effort, participate in class, and work towards earning passing grades.
- To have parental support related to academic and social progress of students.

### **Teacher's Responsibility:**

- To inform parents through report cards and conferences about the academic progress, school citizenship, and general behavior of their student.
- To conduct a well planned and effective classroom program.
- To initiate and enforce a set of classroom regulations consistent with District policies.
- To provide an education that meets state standards and criteria for the appropriate grade level(s) of instruction.

### **Parent/Guardian Liability:**

Parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, or for any willful cutting or defacing of any school property belonging to a school district or to a school district employee, or for any property belonging to the school district and loaned to the minor child and willfully not returned. Any guardian, parent or other person who upbraids, insults, or abuses any teacher of the Public Schools in the presence or hearing of a pupil, is guilty of a misdemeanor (E.C. 44811). Any guardian, parent or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor (E.C. 44812).

## **MISSION STATEMENT**

Reeds Creek continually provides a safe, quality, engaging learning environment that cultivates meaningful relationships. Caring adults support students in achieving success within their abilities and educational goals. With the help of a balanced and rigorous curriculum that's designed to meet the social-emotional, academic and cultural needs of all students, they will become productive members of an increasingly diverse community.

## **VISION**

Reeds Creek, in partnership with our families and the community, believes in the importance of education and nurturing the whole child to inspire successful, life-long learners and independent thinkers.

## **BOARD OF TRUSTEES**

Board President Cindy Nellums, Board Clerk Holly Dawley, Board Secretary Cindy Haase, Board Members Trisha Blair, Emily Day and Howard Parks.

## **BOARD MEETINGS**

Regular business meetings of the Reeds Creek School District Board of Trustees are held in the District Office the third Thursday of every month at 4:30 PM, unless otherwise specified.

## **BOARD OF TRUSTEES' PHILOSOPHY**

- Education is a shared responsibility between the Board of Trustees, school administration, certificated and classified staff, parents, students, and other community stakeholders.
- A combined effort is necessary to create a stimulating and positive learning environment in which all students have an equal opportunity to achieve academically and share in a positive school climate.
- Our primary responsibilities are to approve and maintain policies that guide our district's practices, approve programs and curricula that support student achievement and progress, develop supportive structures for students and staff, approve expenditures, and promote the district's fiscal solvency.

## **SCHOOL AND PROGRAM HOURS**

### **School Hours:**

- Students may arrive at school **no earlier than 7:40 AM** and must be picked up directly after dismissal time. Other options are to ride the bus home or attend the after school SERRF program.
- Grades K-8 Mondays & minimum days, 8:15 AM-1:00 PM.
- Transitional Kindergarten Program, Monday- Friday 8:15 AM - 1:00.
- Grades K, 1, & 2 Regular school days, Tuesday-Friday, 8:15 AM – 2:30 PM.
- Grades 3-4 Regular school days, Tuesday-Friday, 8:15 AM – 2:35PM.
- Grades 5-6 Regular school days, Tuesday-Friday, 8:15 AM – 2:40 PM.
- Grades 7-8 Regular school days, Tuesday-Friday, 8:15 AM – 2:45 PM.

### **Main Office and District Office Hours:**

- Monday – Friday, 7:45AM to 3:45 PM

### **SERRF Hours:**

- Grades TK-8, Mondays & all minimum days, 1:00-6:00 PM
- Grades K-8, Tuesday-Friday 2:30-6:00 PM, TK, Tuesday-Friday 1:00-6:00

## **VISITOR/GUEST POLICY**

To ensure the safety of students and staff and to avoid potential classroom disruptions, all visitors must register in the office immediately upon entering the school grounds when school is in session. Guests will receive a special pass, which must be visible at all times. Reeds Creek School has a closed campus, which means students may not leave the campus at any time during the school day except in the company of parents/guardians. Parents must come to the school office to sign out their child.

## **MISCELLANEOUS INFORMATION**

**Lost and Found:** The lost and found bin is located inside the cafeteria or by the office. Clothing still in the bin at the end of each month will be donated to charity. Labeling clothing (on the inside) would go a long way to ensure the return of your child's clothing.

**School Pictures:** Individual pictures are taken of all students in the fall. Hats are not allowed in these pictures as they are needed for permanent records. Fall pictures have a makeup day scheduled within a few weeks for those who were absent. Usually, the picture companies schedule a picture session in the spring as well.

**Video Surveillance:** Cameras are installed in several locations around campus and in the main office in order to reduce theft and promote campus safety and security. Cameras are not constantly monitored by staff but footage is consulted and reviewed in the event of theft or disciplinary occurrence. Disciplinary consequences can be assigned as a result.

**Morning Arrival at School:** When students arrive at school between 7:40 and 8:00, they will go directly to the gym. Breakfast will be served from 7:45-8:05. If students plan to eat breakfast, they must arrive before 8:05 in order to allow time to eat before school begins at 8:15. Students will eat in the cafeteria and can have recess until 8:15.

## **SCHOOL POLICY REGARDING THE USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are not allowed to use, or have turned on, cell phones or any other electronic devices (such as I-pods, MP3 Players, smart watches, or other hand held games, etc.) during school hours. Any student who brings a cell phone or other electronic device to school will be required to check it with their teacher at the start of the school day. The device may be picked up at the end of the day. It is the student's responsibility to remember to follow through with this procedure. Staff is not responsible for reminding students to follow this rule.

If a student is observed using any electronic device during the school day for non-approved, non-educational purposes, it may be taken away by any staff member. On the first offense, it will be returned to the student at the conclusion of the school day with instructions to leave it at home. On the second offense, a parent will be required to pick it up at the school office at the conclusion of the school day. On the third offense, it will be held at the office for one week and a parent will be required to pick it up at the end of the week, and at the conclusion of the school day. For further offenses, the device may be held in the school office until the conclusion of the school year. A parent will be required to pick it up at the end of the last day of school. Loss of recess or after school detentions may also be assigned after the first offense, if the teacher or administrators deem it necessary.

**The school district and the district's employees will not be held liable for any damage or loss of any personal electronic devices a student brings to school.**

A phone is available in the school office and in each classroom for emergency phone calls.

## STAFF COMMUNICATIONS

You may leave a voicemail message for any staff member when calling before or after school hours. Simply dial the school number at 530-527-6006, and enter your party's extension. (See staff extensions below.) You may email staff members at the email addresses below. Please note that not all classified staff members check their emails daily; but teachers, office, and administrative staff check their emails frequently. Staff members have mailboxes in the main office. Written communications can be given to the secretary, who will place them in mailboxes for prompt delivery.

## STAFF DIRECTORY

### ADMINISTRATIVE

<b>Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Email</b>
Cindy Haase	Superintendent	n/a	<a href="mailto:chaase@reeds creek.org">chaase@reeds creek.org</a>
Alana Cumpston	Principal	111	<a href="mailto:acumpston@reeds creek.org">acumpston@reeds creek.org</a>

### CONFIDENTIAL

<b>Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Email</b>
Carrie Perea	Business Manager	112	<a href="mailto:cperea@reeds creek.org">cperea@reeds creek.org</a>

### CERTIFICATED

<b>Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Email</b>
Ms. Brushwood	TK-Kindergarten Teacher	107	<a href="mailto:rbrushwood@reeds creek.org">rbrushwood@reeds creek.org</a>
Miss Maxwell	1 <sup>st</sup> Grade Teacher	103	<a href="mailto:dmaxwell@reeds creek.org">dmaxwell@reeds creek.org</a>
Mrs. Penner	2 <sup>nd</sup> Grade Teacher	102	<a href="mailto:jpenner@reeds creek.org">jpenner@reeds creek.org</a>
Mrs. Wegner	4th Grade Teacher	101	<a href="mailto:rwegner@reeds creek.org">rwegner@reeds creek.org</a>
Mrs. Richardson	3rd Grade Teacher	104	<a href="mailto:grichardson@reeds creek.org">grichardson@reeds creek.org</a>
Mrs. Wilcox	5 <sup>th</sup> Grade Teacher	105	<a href="mailto:lwilcox@reeds creek.org">lwilcox@reeds creek.org</a>
Miss Chistina	6th Grade Teacher	106	<a href="mailto:cmonterrubio@reeds creek.org">cmonterrubio@reeds creek.org</a>
Mrs. Jackson	7 <sup>th</sup> Grade Teacher	109	<a href="mailto:gjackson@reeds creek.org">gjackson@reeds creek.org</a>
Mrs. Tucker	8 <sup>th</sup> Grade Teacher	110	<a href="mailto:atucker@reeds creek.org">atucker@reeds creek.org</a>
Shawneen Whitaker	Resource Teacher (TCDE)	108	<a href="mailto:swhitaker@tehamaschools.org">swhitaker@tehamaschools.org</a>
Morgan Vasquez	Counselor	108	<a href="mailto:mvasquez@reeds creek.org">mvasquez@reeds creek.org</a>

### CLASSIFIED

<b>Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Email</b>
Wendy Ramsey	Custodian Maintenance	113	<a href="mailto:wramsey@reeds creek.org">wramsey@reeds creek.org</a>
Mistee Bumpus	Food Service Manager	115	<a href="mailto:mbumpus@reeds creek.org">mbumpus@reeds creek.org</a>
Silvia Schultz	Secretary	100	<a href="mailto:sschultz@reeds creek.org">sschultz@reeds creek.org</a>
Amanda Anderson	Administrative Assistant	119	<a href="mailto:aanderson@reeds creek.org">aanderson@reeds creek.org</a>
Danielle Marriott	Para Educator	100	<a href="mailto:dmarriott@reeds creek.org">dmarriott@reeds creek.org</a>
Rosanna Chambers	Para Educator	100	<a href="mailto:rchambers@reeds creek.org">rchambers@reeds creek.org</a>
Michelle Harbaugh	Para Educator	100	<a href="mailto:mharbaugh@reeds creek.org">mharbaugh@reeds creek.org</a>
Leisl Ryant	Para Educator	100	<a href="mailto:lryant@reeds creek.org">lryant@reeds creek.org</a>
Reggie Chambers	Para Educator	100	<a href="mailto:reggie.chambers@reeds creek.org">reggie.chambers@reeds creek.org</a>
Ashley Zimmerman	Para Educator	100	<a href="mailto:azimmerman@reeds creek.org">azimmerman@reeds creek.org</a>
Tina Larson	Para Educator	100	<a href="mailto:tlarson@reeds creek.org">tlarson@reeds creek.org</a>
Rickie Lopez	Kitchen Assistant	100	<a href="mailto:rlopez@reeds creek.org">rlopez@reeds creek.org</a>

## COMMUNITY AND SCHOOL INFORMATION

### **Parent Club**

The Parent Club exists to provide support to our school and enrich our students' overall experience. It hosts a major fundraiser, organizes and oversees events, and provides financial assistance for campus activities, field trips, equipment, assemblies, staff appreciation, and incentives for student achievement. **Parent Club functions as a separate entity. It has its own tax identification number, non-profit status, bank account, elected officers, bylaws, and meetings. Parent Club conducts an annual membership drive at the beginning of each school year. The Parent Club does charge a nominal membership fee.** Please be advised that the school does release contact information to the Parent Club so that they can send out letters and information about their upcoming events. This information may include parent and student names, students' grades, names of teachers, home mailing address, e-mail address, and phone numbers. If you do not want your information released, please indicate this on the signature form in your first day packet or call the school office and notify the secretary.

### **Fundraising Projects**

Fundraisers and events are proposed to our Board of Trustees in the fall of each school year for a general vote of support, but are organized and run by the individual clubs. Any money raised or items collected by each club belongs to the club. They can choose to donate a portion or all funds or material items back to the school. When fundraising occurs on a school-wide level, all students and families are encouraged to participate; however, it is not mandatory.

### **Parent Involvement**

Involvement and input takes many forms including Coffee With the Principal, Open House, Back To School Night, Parent Conferences, Parent Club, and all other school functions. If you are interested in other opportunities for involvement please feel free to email the Principal and/or classroom teacher.

### **School-Wide Title I**

Reeds Creek School is designated as a school-wide, Title I school; meaning that all students at Reeds Creek receive educational services derived from Title I funding. Students scoring below grade level in one or more areas of state and school approved standardized and diagnostic tests, as well as those students identified by teachers as needing extra support, will be offered additional services to promote academic achievement. Supports, such as tutoring and in school intervention services may be included under this umbrella of services.

### **After School Academic Support - SERRF**

The Tehama County Department of Education, in cooperation with The Reeds Creek School District, offers SEERF on our campus. SERRF is an afterschool enrichment program for students in TK-8<sup>th</sup> grades. SERRF staff assists students with homework, offers extra-curricular and recreational activities, and provides a snack and direct supervision for students until 6:00 p.m. daily.

SERRF begins after school is dismissed:1:00 everyday for TK, 1:00 on Mondays and all minimum days for grades K-8; and at grade level dismissal times on Tuesday-Friday. SERRF ends each day at 6:00 p.m. unless otherwise specified. SERRF has scholarships and sliding pay scales available to assist families who are experiencing financial challenges. Registration packets are available in the school office or on the Tehama County Department of Education website.

### **Library**

The Library includes a wide variety of fiction and non-fiction books, and other reference materials. We have also added fiction and non-fiction reading material written in Spanish for our English Language learners (ELs). Students are encouraged to check out books for home and school reading. Our librarian is on campus often and will schedule a day for library visits each week for every class.

## CAFETERIA

### Cafeteria

Breakfast is served in the cafeteria. Grades TK-8 in the cafeteria between 7:45-8:05. Second Chance Breakfast will be provided at morning recess for students who did not eat breakfast before school. Lunch, and supper are served daily in the cafeteria during regular and minimum days. Meal components offered include proteins, grains, fruits, vegetables, and dairy. A menu is published and put on the school website monthly; it is also available for viewing in our main office, cafeteria, and classrooms.

***All meals are free for all students in the 2022-2023 school year.***

Sack lunches may be brought from home, no glass containers or candy. Please only send water to school with your student. All other drinks are prohibited including sodas, energy drinks, sports drinks, and coffee beverages. Do not send in food items that require heating, as the students do not have access to a microwave or stove. Students are encouraged to leave junk food at home and bring nutritious snacks which can be eaten during the morning recess and at meal time. Fruit, cheese, crackers, yogurt, sandwiches, water, milk, etc. are excellent snack choices.

If your child has a food allergy or needs special meal accommodations, you will need to complete a Medical Statement to Request Special Meals and/or Accommodations form and have your doctor sign it. Completed forms are to be returned to the office for processing.

### Cafeteria Rules

1. Please follow all school rules in the cafeteria.
2. Only touch your own food; you wouldn't want someone touching your food.
3. Students sometimes have food allergies, trading and/or sharing food is not allowed.
4. Do not throw food and please clean up after yourself.
5. Please do not bring carbonated drinks, items in glass containers, or prohibited foods to school.
6. If you would like to leave the cafeteria, please raise your hand and get permission from an adult first.
7. Please always enter and leave the cafeteria in an orderly manner using the door that is assigned to your classroom.
8. Please always use good manners in the cafeteria, even while waiting in line.

### Reeds Creek Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint

form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **SCHOOL ENROLLMENT & ATTENDANCE**

Every day counts in a child's education. Frequent absences and tardies often result in lower academic achievement, poor grades and overall performance in school, and adversely impact social growth and development with peers. Attendance practices develop into habits, and this can lead to lost employment opportunities as a teen and adult.

California State Law requires that "every pupil must attend school punctually and regularly." Our county has strict provisions in place that generate mandatory involvement with local legal and law enforcement officials when attendance rules are broken and truancy is established. In addition, schools do not receive funding for excused absences. As you look forward to dentist/orthodontist and medical appointments, please attempt to schedule them outside of school hours. **Concerning vacations and non-emergency appointments, schedule them during non-school days so that your student does not run the risk of becoming truant.**

### **Absences**

Absences for an illness, doctor or dentist visit, injury, quarantine or a death in the immediate family are considered excused. **All other absences are legally defined as unexcused.** Do not allow your child to have "parent permitted truanancies." These truanancies are best described as absences for reasons other than what the law allows. They may include the following: personal business, transportation problems, no clean clothes, and rain. Absences cause a loss of student academic achievement and revenue to the district. **Following an absence, please send a signed note indicating the reason and the date. A phone call to the school office is also acceptable.** *In order to participate in school sponsored events (sports, clubs, dances, etc.) a child must attend school on the date of the event.*

If your child is absent and you wish to pick up that day's homework, please notify the office by 10:00 a.m. You may pick up assignments in the office after school. Providing the teacher has received notification of your request by 10:00 a.m. Notifications received after 10:00 a.m. may result in processing delays.

Absences for Religious Purposes - Pupils who are members of religions that observe religious holidays that fall on school days may be excused from school by making prior arrangements as specified by the school director and with written parental/guardian request (E.C. 48205(a)(7)). Additionally, students may be absent to attend a religious retreat, not to exceed four hours per school year (E.C. 48205(C)).

Due to COVID19, it is understood that absences may occur because of fever or other symptoms. Please be sure to communicate with the school so that work can be sent home.

### **Middle School Absence Concerns**

If your child is in Middle School (grades 6-8), they will be rotating classes daily. Attendance will be taken every period. If your child misses school regularly and is always absent for one subject, their grade in that subject will likely suffer. Passing periods have been built into their day and a student who is not seated and ready at the beginning of class will be marked tardy.

### **Truancy**

School districts are required to classify as "truant" any pupil who is absent from school without a valid excuse for **three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions**, or any such combination. Three truancy letters will result in a referral to



the School Attendance and Review Board (SARB). SARB is the county entity that handles truancy issues. It is comprised of Tehama County Department of Education personnel, local educational administrators, law enforcement, and judicial representatives.

### **Leaving Early, Arriving Late, & Calling Home**

Unless there is an emergency, changes in travel arrangements must be made at least one hour before the student's assigned dismissal time. We will do our best to ensure late notifications are communicated to the student, but we do not guarantee notifications of plan changes beyond these specified times.

If it becomes necessary to pick up your student early, parents or guardians **must** come to the office to sign the child out. Please follow school safety rules and do not go directly to the classroom before stopping at the office. **It is helpful to notify your child's teacher of an early departure ahead of time in case homework needs to be gathered and sent home.**

**It is important that your student arrives at school on time every day.** If a child arrives late (after 8:15 a.m.), parents or guardians **must come to the office and sign him/her in. A written or oral explanation for the late arrival is required.** Excessive early departures or late arrivals can hinder your child's education and disrupt classroom activities. ***Please try to schedule non-emergency appointments after school or during one of the school breaks.***

Unless there is an emergency, students generally are not allowed to call home. If a need to call home arises, the student is to discuss the concern with his or her teacher or another staff member and request to place a call home. If approved, the teacher or staff member will direct the student to use a classroom or office phone to place the call. It is important that your student understand expectations for his or her afternoon transportation plans prior to arriving at school. **Students should not need to call home to check this information.** If plans change, it is the parent's responsibility to notify the school within the times specified for each grade level. Students will not be permitted to call home to see if a friend can come home with them or stay the night.

### **Interdistrict Requests**

Under California law, students are required to attend the elementary and high school districts in which they reside. A family living outside the Reeds Creek District who wishes to attend Reeds Creek School must **first** apply with their school of residence for release (Interdistrict Request Form) and be accepted by the Reeds Creek Superintendent prior to attending/enrolling in Reeds Creek School.

As part of the Reeds Creek School Interdistrict Policy, there is an Interdistrict Contract which outlines expectations for attendance, behavior and academic effort. It is important that the contract is reviewed with your child as any infraction of the contract could permanently revoke your interdistrict status. Parents of interdistrict students must submit a written request to school administration if they wish to partake in school-sponsored bus transportation. Approval from a school administrator must be received prior to using the bus.

### **Transferring Students**

Students transferring out of Reeds Creek School must check out with the office prior to leaving. Textbooks, library books, electronic devices, and classroom materials must be turned in. Newly enrolled students will generally begin attending school on the day after they register. This gives the new teacher an opportunity to prepare a desk, textbooks, and materials.

### **Short Term Independent Study**

If a student is going to miss school for **5 or more consecutive days**, it will be a requirement to cover those days of non-attendance using a **Short Term Independent Study Contract**. **At least one week's notice prior to the expected absences** must be given in order for the necessary work to be compiled. A parent or guardian must sign the

contract at least 24 hours before the period of absence begins. Students missing school without a contract in place will be referred to SARB for follow up. If a student does not successfully complete an Independent Study Contract, they will not receive academic credit, the absence will count, and the student will not be eligible for another Independent Study Contract in that school year.

A Short Term Independent Study Program will be developed to cover absences of two weeks or less. The Short Term Independent Study program is not intended to supplant your child's attendance at school, but is designed to keep your student current in their classroom assignments during their absence due to illness, immediate family emergency, etc. Contact the school office for more information about Short Term Independent Study or to clarify absence related questions.

## **ACADEMICS**

### **Honor Roll**

Students in grades 4-8 who receive a 3.0-4.0 grade point average in the core subjects will be on the Honor roll. The Principal's Honor Roll is 3.8-4.0; regular honor roll is 3.0-3.79. Certificates of achievement are presented at assemblies at the end of each trimester.

### **Progress Reports & Cinch Notices**

Progress reports, report cards and parent/teacher conferences are scheduled to communicate to parents their child's progress in CORE academic subjects at Reeds Creek School. If you suspect that your child is having difficulty in a particular subject, don't hesitate to contact your child's teacher and communicate your concern. Teachers are readily available to meet with parents and students. To schedule a meeting, contact the teacher at 527-6006.

Education Code Section 49067 requires that a parent or guardian be informed when their child is in danger of failing a course. Progress reports/cinch notices will be sent or e-mailed home half-way through each trimester if a student in grades 4 through 8 is in danger of receiving a D or F in one or more subjects.

### **Tutoring**

Tutoring may be offered to students who are in danger of academic failure. Please contact your child's teacher if this is something you are interested in.

### **Report Cards**

Report cards are issued at the end of every trimester. Students in 4<sup>th</sup> through 8<sup>th</sup> grades receive letter grades on state standards based report cards. Students in Transitional Kindergarten through 3<sup>rd</sup> grades do not receive letter grades, but get a standards based report card.

## **SCHOOL RELATED ACTIVITIES**

### **Student Council**

Student Council is open to grades 5 through 8 who are interested in serving as Student Council members. Applications are available in the fall. Students who wish to participate are encouraged to fill out an application. Some requirements for student council applicants include good grades, teacher recommendation, and good attendance. Student Council meets regularly to work on a variety of projects and organize activities for the benefit of the student body. Some of these events require participation during after school hours.

## **Eighth Grade Graduation**

It is a tradition that the parents of the 7<sup>th</sup> grade students set up and decorate for the 8<sup>th</sup> grade graduation, run the refreshment table, and clean up after the event. This allows 8<sup>th</sup> grade parents the opportunity to enjoy the evening with their graduate and family. The 7<sup>th</sup> grade parents receive the same benefit when their student completes the 8<sup>th</sup> grade. Meetings will be scheduled in the spring to review parental responsibilities and expectations. If you have questions, please see the 8<sup>th</sup> grade teacher.

## **Sports & Extra-Curricular Activities**

At Reeds Creek School, academics come first. After this, all eligible students are encouraged to participate in our extra-curricular and sports programs. We believe participation provides an excellent opportunity to develop leadership skills, improve physical fitness and learn teamwork. Eligibility requires a GPA of at least 2.0 with no F's and discipline must not be an issue for participating students.

Our goal is to prepare student-athletes for interscholastic competition. Coaches will attempt to see that all players receive play time. Remember, there are many factors involved in deciding playing time. Player production, effort at practice and games, attitude towards teammates and coaches, absences and tardies, etc., all play key roles.

Athletes are representatives of the school and the community; as such, they must demonstrate good citizenship and responsibility. Athletes are expected to act in accordance with all laws, school rules and regulations. The coaching staff and administration of Reeds Creek School believe that competition in school athletics is a privilege. With this privilege comes the responsibility of the athlete to conform to reasonable standards of conduct, training, and grooming that bring credit to the school.

Reeds Creek School considers team members (and any other group representing Reeds Creek School at an athletic or any other school event), part of the activities program. As such, we require that they abide by the Athletic Code and Eligibility Requirements. This document is provided to athletes at the beginning of sports season. In addition, Reeds Creek School District has high expectations of parents and community members at all extracurricular activities. These expectations are covered with parents by coaches and/or administration at the beginning of sports season.

## **DRESS CODE / STANDARDS OF DRESS**

As a member of the RCESD community, each person will show respect for themselves and others by dressing appropriately. Staff will take responsibility for applying the dress code consistently and modeling appropriate attire.

As a member of the RCESD community, each person has the right and responsibility to make a polite request that the dress code be honored. If it is not honored, the office will provide the student with an appropriate clothing item to wear, or the student's parent may be contacted and asked to bring in appropriate clothing. After an initial warning, students choosing to violate the dress code will have a conference with the Principal and parent to either find a resolution or a consequence.

**Students may not wear clothing items or bring personal belongings that interrupt learning, distract themselves or their peers from instruction, or are harmful or harassing to themselves and others. This may include clothing, accessories, or other items that...**

- Have harmful messages/symbols that are disrespectful, offensive, or rude;
- Contain foul language, put-downs, or are harassing in nature;
- Promote violence, death, suicide, drugs, tobacco, or alcohol;
- Indicate a gang affiliation;
- Relate to unsafe practices or social groups;

- Contain sexual images and suggestive language;
- Is discriminatory or promotes bias towards gender or perceived gender, sexual orientation, race, ethnicity, etc.
- Are too revealing or show undergarments;
- Compromise safety and/or modesty at recess and PE;
- Can be used for violent acts or cause injury to self or others;
- Activate allergic reactions (certain perfumes, body spray and fragrances).

**We do promote that students dress with modesty in mind. Clothing that reveals intimate parts of the body or undergarments are not allowed at school.**

- To determine the appropriate length of shorts, skirts, and dresses, use the fingertip rule. With relaxed shoulders hanging at side of body, measure down to the longest fingertip. Shorts, skirts, and dresses need to reach this length (or longer) in order to be acceptable to wear at school.
- Shirts and dresses must have straps or sleeves. Strapless or tube top style shirts are not allowed at school. Tank tops with shoulder straps need to measure no less than 2 inches in width. No visible bra, spaghetti or cami straps.
- Crop tops, shirts with low cut arm holes, and shirts that don't cover the waistband and all undergarments are not allowed (undergarments, belly buttons, and underarm hair should not be visible).
- Sagging pants that reveal undergarments or hinder play or PE are not to be worn at school.
- Leave pajamas, pajama pants/boxers, and slippers at home. (An exception for pajamas will be made during pajama dress-up/spirit days. Slippers are not allowed on dress up days)
- Due to safety issues, students' shoes must be secured around the heel. Therefore, flip flops or sandals/shoes without straps around the heel are not allowed. High-heeled shoes are highly discouraged because they are not safe for PE activities and students can trip when walking up/down the hill at recess. (Students wearing high-heeled or shoes that do not comply with the dress code will not be able to participate in PE or Recess time in order to reduce risk).
- Please be sure that your student has tennis shoes on P.E. days.

***We respectfully request that adults visiting our campus honor our dress code. Thank you.***

## **HEALTH INFORMATION**

### **Accidents At School**

Minor accidents or injuries are generally taken care of by school staff. We clean up wounds, apply band-aids, and administer ice as needed. We are not authorized to give any medication unless a doctor's note and signed medication form is on file in the office. For minor issues, a phone call home is placed by the school secretary or another staff member or a note may be sent home.

If a serious accident occurs at school, parents, guardians, or emergency contacts will be notified by phone immediately. It is expected that a responsible adult (with authorization to pick up the child) will arrive in a prompt manner and transport the child home or to seek out medical services. If a parent, guardian, or other contact cannot be reached, school personnel will call 911 and arrange transportation for your child to the St. Elizabeth Hospital Emergency Room via ambulance. (Parents will be responsible for expenses incurred.) For these reasons, it is crucial that all emergency information and phone numbers are updated regularly in the office.

### **Illness/Medication**

When a student becomes ill at school, the office will notify parents, guardians, or emergency contacts. An authorized individual is expected to pick up the ill student promptly and make arrangements for his or her care. Ill students are not to be left in the office or classroom for extended periods of time. Our space is very limited and we do not have a full-time school nurse on site. Please be mindful of this as a parent.

Pursuant to the California Education Code #49423, any student who is required to take medication during the regular school day may be assisted by the school nurse or office personnel. The school does **not** dispense over-the-counter medication without a doctor's permission to do so. Parents are required to have a new medical release form completed and signed by a physician prior to having **any** medicine dispensed each school year. Copies of the form are available in the office and we recommend parents take a form to their child's medical appointments if you believe medication will need to be given at school.

Should medication be prescribed to a child by his or her physician, the attending doctor will need to complete the form (*Authorization to Administer Medication*) before we can accept the medication. Signed forms and medication are to be brought to the school office by a parent or guardian, and all medicine must be in the original prescription bottle. If medication is to be taken at both school and home, you can ask the pharmacy to split the prescription for you. Please be advised: students may not have cough drops, pain relievers, mouth fresheners, mouthwash or other over-the-counter medication in their possession while at school.

***Some children may resist taking medication. Parents will be contacted if there are issues and a child refuses to take their prescribed medication.***

If your child has any of the following conditions, please notify the school: **food allergy, diabetes, allergy to bee stings, asthma, seizures or other significant health concerns.** If you have questions or concerns, please call the school office.

### **Head Lice**

One of the most common problems on an elementary school campus is head lice. While Head lice are not contracted because of unclean hair or conditions, they are easily transmitted from one student to another, and unless an infected student has all nits (egg sacks) removed, the lice will most likely return. For these reasons, we recommend students do not share hats, jackets, combs/brushes, etc. or have direct head to head contact.

To better manage and to limit the spread of head lice infestations school employees shall report all suspected cases of head lice to the school nurse or designee. The school nurse or designee shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for viable nits (<= 1cm from the scalp) or live lice. If nits are found but there are no live (crawling) lice on the hair, the school nurse or designee shall re-inspect within 7-10 school days.

If live (crawling) lice are found on the hair, the parent/guardian shall be notified by the end of the day via phone, email, and/or a note sent home with the student. The child shall be allowed to remain in the classroom until notification of parent/guardian has been obtained. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits. The school nurse or designee may notify parents/guardians in the affected classroom; and, if appropriate, may examine other students most likely to have had direct head to head contact with the affected student.

Students should receive treatment and then return to school within one day after being identified as having live lice. The parent/guardian is to bring the child to the office for a head check to determine if the child is eligible to return to class. It is important that parents/guardians take care of the issue promptly and provide treatment. Absences greater than one day shall be considered an unexcused absence and count towards truancy. The nurse or designee shall provide in-service education to staff regarding how to handle nits and/or lice in the classroom. Staff shall maintain the privacy of students identified as having head lice.

### **Health History/Enrollment Forms**

Parents or guardians will be asked to complete or update a Pupil Health History form and an enrollment form for each child enrolled in school. Copies will be kept in the office, classroom, and in the classroom's emergency bag. For working families, it is extremely important that you make arrangements with several people, usually relatives or friends, to pick up and look after your child in case the school is unable to reach you. In the event that either parent cannot be reached, we ask that you provide two to four names and telephone numbers of emergency contacts for the office to call. Don't forget to indicate if your child has any allergies or special health problems that staff might need to be aware of. **Please notify the office if information on the health or enrollment form changes.**

### **Pesticides**

The Healthy Schools Act of 2000 requires California school districts to notify parents and guardians of pesticides they expect to apply during the year. See Appendix D for specific information on the types of pesticides used at Reeds Creek School. You may request to be notified when pesticides are expected to be applied.

## **TOBACCO & ALCOHOL FREE SCHOOL**

Reeds Creek School has adopted an Alcohol and Tobacco Free Campus Policy. The policy strictly prohibits the use of alcohol, tobacco, vaping, and possession of all related products, on district property and in district vehicles. This prohibition applies to all employees, students, visitors and other persons at school or school-sponsored activities or athletic events. We appreciate your cooperation in complying with this policy. Tobacco cessation services are available to all district staff and students. For more information on receiving these services, please contact one of the following agencies:

**Tehama County Department of Education:** Student Support Services, 1135 Lincoln Street, Red Bluff, CA 96080

**Tehama County Health Services Agency:** Public Health Division, Tobacco Education Program, 1860 Walnut Street, Red Bluff, CA 96080

**CA Smokers Helpline:** 1 (800) NO-BUTTS

## **DISCIPLINE**

Clear expectations and consistent consequences are a key component of a safe learning environment. Protocols and policies have been developed to ensure safety, promote learning, and teach students responsibility and self-regulation. It is our goal to help all students develop into self-disciplined, self-governing individuals who respect themselves, others, and their environment. Our students are encouraged to grow into individuals who are capable of making decisions that are personally and socially responsible. School rules apply everywhere on campus, at every bus stop, during transport to and from school, at all sponsored events, including sports related practices, games, and tournaments - both on and off campus.

### **Principles – Be Safe, Be Respectful, Be Responsible**

- Contribute to a safe, calm, and friendly environment so that staff can teach and students can learn.
- Show respect for each other and each other's property.
- Be responsible for yourself and accountable for your actions.
- Bullying in any form is not tolerated on the Reeds Creek campus.

### **Rules**

- Arrive to class on time with needed materials; be prepared and ready to learn.
- Complete your homework in a timely manner.

- Come to school free of dangerous objects or substances.
- Be safe.
  - Walk in corridors and on all cement pathways.
  - Do not run down the big hill.
  - Stay in supervised areas; make sure to ask for adult permission to leave the playground and go to the bathrooms or office.
  - Follow game rules and use equipment appropriately.
  - Students are not allowed in classrooms without school staff supervision.
- Be kind; talk and act respectfully toward others.
- Use negotiation skills when you disagree. Do not hurt anyone else physically or with your words.

### **Consequences**

Each person is an individual and will be treated as such; when rules are broken, the rule-breaker will experience one or more of the following consequences:

- Be given a verbal reminder and be asked to model appropriate behavior
- Be assigned "Time Out" or "Time Owed"
- Be assigned community service and/or detention
- Develop a behavior support plan
- Loss of privileges (recess, athletics, field trips, etc.)
- Letter or phone call home to inform parents/guardians of issues
- Participate in conference with teacher, administrator, and parents
- Assigned an alternate learning environment (time out; supervised instruction in another classroom; home schooling; schooling in another program, etc.)
- Suspension or Expulsion
- Sheriff notified, when appropriate

### **Discipline Related Definitions:**

**OFFENSE:** Any Reeds Creek School District or Education Code violation committed at school or at any school activity, on or off school grounds.

**TRUANCY:** Absent from school (\*without valid excuse) more than 30 minutes for 3 or more days in any school year or absent from school for 3 or more days. Valid excuses: illness, funeral, doctor appointment, court appointment.

**SEXUAL HARRASSMENT:** Unwelcome sexual conduct that has a negative effect upon an individual's work or academic performance or creates an intimidating, hostile, or offensive educational environment.

**BULLYING OR HARASSMENT:** Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.

**TIME OUT:** A disciplinary measure given whereby a student misses out on recess time.

**TIME OWED:** A behavior modification measure resulting in a student spending extended time in the classroom or office (under staff supervision) during recess or after school.

**YELLOW SLIP:** A written warning given by staff prior to administering a green slip. May include time out or time owed, along with noting other forms of intervention given prior to administering a green slip.

**GREEN SLIP:** A district form used by staff to record negative behaviors or actions and assign disciplinary measures and consequences.

**DETENTION:** An elevated consequence designed to curb negative behaviors. Detention is assigned at lunch or after school for 30 minutes after dismissal. It is supervised by a teacher, administrator, or other staff member. Parents are expected to pick up their child promptly from the assigned classroom. Detention will preempt after school activities and students will not be allowed to participate in that day's extra activities. Detentions are served Tuesday-Friday. If detention is assigned on a Friday, the student will not participate in the weekend's school-related activities. Failure to serve any detention will result in an additional day of assigned detention.

**COMMUNITY SERVICE:** Work that is assigned to students as a consequence for negative behavior. This may include: taking out trash and recycling, pulling weeds, repairing damage and messes that the student caused; cleaning bathrooms, etc. Parents will be notified when community service is assigned.

**BEHAVIOR INTERVENTION/SUPPORT PLAN:** A formalized plan outlining behavioral issues, intervention goals, strategies for correcting behavior, and earned rewards. The plan is developed by a school team with parents' input; for use with severe disciplinary cases.

**SEVERE DISCIPLINE CONCERNS:** Students may be removed automatically from the classroom, playground or the cafeteria **for physical abuse, destruction of property, possession of dangerous objects, alcohol, tobacco, drugs, use of obscene gestures/body language, bullying, inappropriate language, or willful defiance.**

**SUSPENSION:** Alternate learning environments assigned for severe disciplinary situations. Students may be sent home for one or more days, or be given an in-house suspension at school. Suspensions are reportable to the state.

**EXPULSION:** For extreme disciplinary cases. Students are not allowed to return to the school campus. Another educational environment must be set up. Requires board action; reportable to the state.

**REASONS FOR SUSPENSIONS AND EXPULSIONS:** CA Education code Section 48900 states that a suspension may be imposed when a pupil has committed any of the following:

**\* = Required Expulsion**

- \*(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- \*(a)(2) Willfully used force or violence upon the person of another, except in self defense.
- \*(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- \*(c) Unlawfully possessed, used, sold, or otherwise, or been under the influence of any controlled substance.
- \*(d) Selling or delivering material represented to be a controlled substance.
- \*(e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators and school officials (now for use with grades 4-8 only).
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
- (o) Harassed, threatened or intimidated a pupil witness.



**Education Code:** 48900.2 Sexual harassment (grades 4-12 only); 48900.3 act of hate crime (grades 4-12 only); 48900.4 harassment, bullying (grades 4-12 only); 48900.7 terrorist threats.

During the pupil's suspension, he/she is to remain away from school, sports related events and school sponsored activities, unless he/she is authorized to be there by school officials. Under state law, you and the suspended pupil have the right to review his/her records and the right to request a meeting with the superintendent or his designee to review the suspension.

## **REWARDS FOR POSITIVE BEHAVIOR**

Each classroom has a system in place for recognizing and rewarding positive behavior; including, but not limited to:

- Class parties
- Special privileges
- Helper status
- Extra recess
- Certificates and incentive items
- Homework passes
- Positive messages home

In addition, Reeds Creek has a school-wide positive behavior management system. We want our students to know that we are proud of them for being good citizens, choosing to do the right thing, demonstrating kindness towards others, and respecting themselves and school property. These students may receive special recognition, invitations to special activities, or incentives/rewards.

## **PLAYGROUND RULES**

Safety is important! No skates or skate shoes (heelys), in-line skates, scooters, or skate boards are allowed on campus. The rules listed below will be enforced for the safety of everyone. While we try and list all the rules, it is not possible to consider every unique circumstance. Students will be given consequences for unsafe behavior.

### **Some reminders:**

- Good sportsmanship and the hands-off policy are to be observed at all times.
- Students will walk, not run on cement sidewalks. Students must use the cement sidewalks when traveling up and down the hill. Students will not run down the big hill.
- Students may not cross the street or fence line by the road without an adult supervisor's permission.
- Students may not be on the grass during rainy and frosty days, and the wet periods afterwards. Any time the grass is wet (as per yard duty) students must obtain permission to retrieve balls from the grassy area.
- Wrestling and contact sports are not allowed.
- Flag football shall only be played at P.E., please do not send footballs to school with your child.
- Basketball shall be played without pushing, shoving or holding.
- Students shall wait in the tetherball line without interfering with the game.

### **Equipment Use: Use equipment as intended.**

- Only one student at a time may travel hand-to-hand across the monkey bars. Students are not allowed on top of the monkey bars.
- One student can be in the chute of the slide and one student can be on the slide ladder. Others must wait their turn at the bottom. Students will not walk up the slide chute, slide head-first, cross-legged, or knees-up down the slide. Stay off the poles at the side of the slide. No jumping from the platform or blocking the bottom of the slide.
- While playing softball, during PE or during softball season, catchers will wear a face mask and chest protector. Only the batter and catcher (and referee) are allowed in the batting area. All students waiting for a turn at batting must wait behind the protected backstop. Swing the bat in a safe manner.
- On the swings, no “bailing out”, punching, twisting seats, and swinging locked together. The area in front of, in between, and behind the swings, bars and slide will remain clear of children.
- No holding the tetherball rope while the ball is in play.
- Jump ropes are for jumping only. Use them appropriately.
- Rocks, acorns, gravel or sticks are not sports equipment and will not be thrown

## **TRANSPORTATION**

**It should be stressed that the law does not require that schools provide transportation. It is a privilege rather than a right.** This privilege may be denied to any student not adhering to the bus rules or following regulations. The rules and regulations are established to ensure the safety of our students and drivers.

Students who routinely ride the bus will be sent home on the bus **UNLESS** written permission or a phone call is received from a parent or guardian at least one hour before dismissal time. Drivers will pick up and let students off only at regularly designated bus stops. Adult supervision at your child's stop is strongly encouraged.

State law requires bus drivers to “**red light**” students on and off the bus regardless of whether they cross the street. **When the red lights come on, all motorists must stop!**

Students will be instructed each year in safety procedures for riding and evacuating the bus and waiting at bus stops. The students are **required** to be belted in during transportation to and from school. Buses are expensive to repair. Please encourage your student to treat the bus and bus seats with respect, as parents are financially liable for any damage that their child may cause.

### **Transportation/Bus Rules**

1. Follow all school rules; they apply at all bus stops.
2. Be courteous to others and do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean and treat it nicely; do not be destructive.
5. Cooperate with the bus driver.
6. Keep your hands to yourself.
7. Stay in your seat and face the front.
8. Keep your feet and body parts out of the aisle while the bus is in motion.
9. Keep your head, hands and feet inside the bus at all times.
10. Do not bring glass containers on the bus.
11. Quiet, orderly behavior is expected at the bus stop.
12. All pets must remain at home; do not bring them to the bus stop.
13. Use of electronics on the bus is prohibited.
14. Wear your bus seat belt at all times.

Students on interdistrict contracts may ride the bus with administrative approval. Parents must submit a written request to the principal if they want their child to have access to the morning and/or afternoon bus. Permission to ride will be granted if room on the bus is available. Please remember that bussing is not guaranteed.

### **Bicycles and Foot Traffic**

Walking and biking to school are highly discouraged due to road conditions and the lack of shoulders and designated bike lanes. If you want your child to ride or bike to or from school, a note of permission must be on file with the main office. Students who ride their bikes must exit through the main gate. Bicyclists ride with the flow of traffic, single file (if riding in a group), and must observe the helmet rule. It is important that students on foot walk near the edge of the road against oncoming traffic, remaining cautious of traffic at all times.

### **TK-3<sup>rd</sup> Grade Drop Offs**

Due to safety issues, bus riders that are **third grade and younger will not be dropped off at their stop if a parent or guardian is not visibly present upon drop off**. If a parent is not visibly present, the student will remain on the bus, complete the route, and return to school with the driver. This does not apply to students in grades 4-8; they will be dropped off at their bus stop unless the parent submits a note to the office stating they are to return with the driver in the absence of the parent.

If you have made arrangements with someone else to pick up your TK – 3<sup>rd</sup> grade child from the bus stop, a note must be on file in the main office stating who the responsible adult will be. Please make sure they know that they must be visibly present at the bus stop or the student may not be let off the bus.

**If parents of TK-3<sup>rd</sup> grade students are consistently late to the bus stop, bus privileges may be suspended or revoked. In this case, parents will have to arrange transportation for their students to and from school.**

### **Change in Plans**

If there is a change in your child's regular after school plans, please notify the office with a written note or phone call **at least one hour before their assigned dismissal time**. This includes arranging an alternate bus stop, SERRF attendance vs. riding the bus home, and riding home with another adult or friend. If the news is not received by the office at least one hour before that student's assigned dismissal time, we cannot guarantee delivery of the information to your student. In order to alleviate any confusion, please adhere to the deadlines.

### **Parking & Speed Limits**

For safety reasons, please **do not park in the No Parking Zones** located at the front of the school or in the path of the bus. Observe the 25 miles per hour speed limit while traveling on roads near the school. While in the parking lot, we ask that our parents drive 5 miles per hour and watch cautiously for children as they make their way to their cars. When leaving your vehicle, please turn off your ignition, lock your doors, and make sure your windows and doors are closed. The district is not responsible for lost, stolen or damaged items.

**When picking up or delivering your child to school, please remember California State Law #23116A prohibits anyone from riding unrestrained in the back of open bed trucks. Seat belt laws also are in effect and parents are expected to abide by them.**

Students are released from the bus in the morning just east of Room 10 and board the bus in the afternoon just south of Room 9. If you are picking your child up from school, please do not leave your vehicle unless you park in a designated parking spot, walk to the sidewalk, and escort your child across the parking lot to your vehicle. Please do not allow your child to run across the parking lot unaccompanied. When parking by a bus stop,

please allow enough room for the bus to safely pull off the road. Make sure your child leaves adequate room for the bus to pull into the stop and open its doors in the morning. School rules apply while waiting at the bus stop. Again, we encourage adults to remain present at the bus stops until the students enter the bus and are safely on their way to school.

### **Private Vehicle Use**

Parents volunteering to drive students other than their own to activities away from school are required to complete a DMV record request and fill out the Driver's Certification Form #E3541.1. This form certifies that: (1) the parent possesses a current California driver's license; (2) the number of passengers transported will not exceed the number of serviceable seatbelts; (3) the vehicle to be utilized is in good repair; (4) possession of liability insurance \$300,000 per occurrence. Volunteer driving forms are available in the office.

### **School Drop-off & Pick-up Safety**

1. Drop children off on the school side of the street or in a safe area of the school's parking lot.
2. Do not double park your car or block the bus area or fire hydrants.
3. Do not exit your car while the engine is running.
4. Always lock your car doors and roll up your windows. The school is not liable for lost or stolen items.
5. Let your child out of the vehicle only when it is safe and walk them to the front sidewalk.
6. Follow the school's traffic pattern for drop-off and pick-up.
7. Reduce your speed when you enter a school zone or parking lot, and when children are walking or biking along the road.
8. Train your child to look all ways (left, right, behind, and ahead), listen for oncoming traffic, and then cautiously walk across the road when needed.
9. Make sure all children wear seat belts and appropriate child safety seats or booster seats when riding in a car.

### **Bus Schedule**

Please allow ten minutes on either side of the time assigned to your bus stop. Understand that there may be times the bus is not running or the driver may not be able to drive. Every effort will be made to obtain a substitute or notify parents/guardians should this occur. If a substitute driver cannot be found, parents will have to arrange transportation to/from school for their child.

**Please note: The bus schedule (pick up and drop off locations, times) is subject to change. New schedules will be posted on the website and a reminder message will be included in the weekly all-call message.**

## **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

### **Notice to Parents/Guardians: Complaint rights regarding facilities, textbooks, etc.**

Parents/Guardians:

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
3. To file a complaint regarding the above matter, complaint forms can be obtained at the school office, or can be downloaded from the school district's or California Department of Education's website.

### **ISSUES/COMPLAINTS WITH STUDENTS AND STAFF**

Mistakes and misunderstandings do occur and it is our desire to correct any errors on our part. Positive communication is essential. You always have the right to speak with a staff member and ask for clarification. If you feel the matter cannot be resolved with the staff member, please make an appointment to share your concern with the principal.

In order to resolve your concerns, the following procedures must be followed:

1. If you have concerns about the afterschool program, contact the site SERRF facilitator first. If this does not resolve the issue to your satisfaction, contact the SERRF Director, Karla Stroman, at the Tehama County Department of Education, 527-5811.
2. Any concern related to the general operations of the school should be directed to the principal.
3. If your concern is in regards to classroom instruction, please contact the teacher first. Our focus is on student achievement so we ask that you contact staff members before or after school; better yet, make an appointment!
4. If you are not satisfied with the teacher's response, or your concern stems from a general problem, please contact the principal for an appointment to discuss your complaint. Complaints should be written down on an *Employee Complaint Form* and submitted to the principal for review, prior to your appointment. These forms can be picked up at the main office and are also on the school's website.
5. If you feel your complaint has not been adequately addressed, you may request an appointment with the superintendent or present your issue to the Board of Trustees. Call the school office for more information on how to do this.
6. There is also a Uniform Complaint Procedure (UCP) process for certain types of complaints. It outlines strict deadlines and procedures which must be followed when certain complaints are brought forward. A brochure is sent home to each family at the beginning of the school year, outlining the UCP. If you have questions, please call the front office.

## PARENT/TEACHER/STUDENT COMPACT

As parents, we realize that our child's school years are very important, and we understand that our participation in our child's education will affect his or her achievement and attitude. Therefore, we agree to carry out the following responsibilities to the best of our abilities:

- Respect education as a high priority in our child's life
- Provide a quiet place to study every night
- Encourage our child to complete his/her homework
- Attend Back to School Night, Parent-Teacher-Student Conferences, Open House, and other school events and meetings
- Monitor my student's progress regularly
- Share reading experiences with my student

As a student I realize that my education is important. It helps me develop tools I need to become a happy and productive person. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities:

- Complete all homework assignments
- Read for a minimum 30 minutes every day
- Attend and be on time to all classes
- Get proper rest for my best school performance
- I will show respect for others
- I will be responsible for my behavior

As Educators, we understand the importance of the school experience to every student and our roles as educators and models. Therefore, we agree to carry out the following responsibilities:

- Provide a safe learning environment
- Communicate and work with families to support student learning
- Provide strategies that enable your student to learn the school's curriculum
- Promote the development of basic academic and social skills
- Have high expectations for the school and students

## TECHNOLOGY ACCEPTABLE USE POLICY

### *Introduction*

Reeds Creek Elementary School District (the 'District') recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills.

This Acceptable Use Policy outlines the guidelines and behaviors that users (District staff, students, and visitors) are expected to follow when using school technologies or when using personally-owned devices on the school campus. The District is responsible for investigating possible violations of this policy and enforcing District rules governing the network. All users should keep in mind that the District reserves the right to monitor any information stored or transmitted over the district's networks.

1. **Technologies covered** - The District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, social networking, and more.

2. **Local Area Network and Internet account usage** - Accessing the accounts and files of others is prohibited. Users are expected to make no effort to bypass systems and procedures that protect other users' material. Users are to respect the need for security and confidentiality of electronic material. The District will have information stored electronically that is not open to the public and/or limited to certain users. Any attempt to "hack" a network or workstation or upload/deploy a virus will result in District disciplinary action and legal action.
3. **Improper materials use or distribution of software** - All materials obtained through research on the telecommunications networks and then used in academic work are to be properly documented. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Any copyrighted software is not to be installed on a machine without contacting Technical Services about licensing. Copyrighted software already installed on a District machine is not to be taken (burned, copied) from that machine and installed or used elsewhere.
4. **Systems alteration or damage** - Intentionally damaging or interfering with the proper use of District technology hardware, software, operating systems, and communication systems will be considered vandalism and is subject to school discipline and/or appropriate criminal or civil action.
5. **Internet access** - The District provides its users with access to the Internet, including web sites, resources, content, and online tools. Internet filtering is provided in compliance with the Children's Internet Protection Act (CIPA). Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution, and should not try to circumvent it when browsing the Web. Filtering technology is not perfect and therefore may in effect both interfere with legitimate educational purposes and allow some objectionable material to be viewed. Users shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
6. **Email** - The District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.
7. **Social networking and collaboration** - Recognizing the benefits collaboration brings to education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Students shall not disclose, use, or disseminate personal information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals through the Internet without the permission of their parents/guardians. Personal identification includes the student's name, address, telephone number, social security number, or other individually identifiable information.
8. **Mobile devices** - The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school

devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to Technical Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

9. **Personally-owned devices** - Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours, unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from Technical Services staff. In some cases, a separate network may be provided for personally-owned devices. Students are expected to follow the guidelines set forth in the district's Electronic Signaling Device Student Use Guidelines.
10. **Security** - Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert Technical Services. Do not attempt to remove the virus yourself or download any programs to help remove the virus.
11. **Netiquette** - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.
12. **Plagiarism** - Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
13. **Personal safety** - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
14. **Cyberbullying** - Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
15. **Limitation of liability** - The District will not be responsible for damage or harm to persons, files, data, or hardware. While the District employs filtering and other safety and security mechanisms, and attempts to



ensure their proper function, it makes no guarantees as to their effectiveness. The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

16. **Violations of this Acceptable Use Policy** - Violations of this policy may have disciplinary repercussions, including suspension of network, technology, or computer privileges. State and federal laws also apply to certain activities involving telecommunications technologies. The principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the district's Acceptable Use Policy. The decision of the principal or designee shall be final.

## EMERGENCY CLOSURE PROCEDURES

The Superintendent and staff have completed a safety plan and it is available for review. In case of an emergency, severe storm, water/electrical outage, etc., you can call the school or tune into the following news agencies for information: KRCR-TV Channel 7; KNVN Channel 24, KHSL Channel 12

If school is open, but an emergency arises and school needs to close early; parents will be called/sent a message and the bus will depart early. The driver will be instructed not to leave any child at a stop where there is not an adult to pick up that child unless we have your permission to do so on file. If we are unable to reach you, we will try your emergency contacts. It is **VERY** important that you list the name and phone number of people who we can reach during the day in case of such an emergency. If you need to update your information, please call the school office at 527-6006.

## PESTICIDE NOTIFICATION

The Healthy Schools Act of 2000 was signed into law in September 2000. It requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives.

We intend to use the following pesticides this year:

<b>Name of Pesticide (Common Name)</b>	<b>Active Ingredient(s)</b>
Terminix Ultimate Protection Wasp	Geraniol 1.3%,Cinnamon Oil .2%
Spectracide Wasp and Hornet Killer	Prallethrin .025%,Lambda Cyhalothrin .010
Spectracide Pro Wasp and Hornet	Tetramethrin .10%,Premethrin .25%,- Piperonyl Butoxide .50%
Combat Roach	Fipronil .03%, Hydramethylnon 2.0%
Terro Ant Killer	Sodium Tetraborate Decahydrate 5.4%
Remuda Full Strength Weed Killer	Glyphosate 41.0%
Weed B Gon Max	MCPA,Dimethylamine Salt 13.72% Triclopyr, Triethylamine Salt 1.56% Dicamba, Dimethylamine Salt 1.35%

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>.be assured that there will not be school-wide pesticide spraying (except for possible spot spraying for a particular visible infestation, i.e., ants in an area of a classroom) while students are on campus; only on Saturdays or during school breaks. If you would like to be notified when pesticides are expected to be applied, please request a form in the school office.