



2022–2023

Student and Parent/Guardian Handbook

**25890 Antelope Road
Romoland, California 92585
OFFICE (951) 928-2910
FAX (951) 928-2918**

Dear Parents/Guardians and Students!

Welcome to Romoland Elementary School where students come first! Our vision of developing “compassionate, lifelong learners who positively contribute as leaders of the greater community” is at the center of all that we do. We firmly believe that establishing and nurturing relationships and a partnership with our students, parents/guardians, and the community will provide the greatest educational experiences and opportunities for our students. We are fully implementing the California Common Core State Standards. These are powerful standards that will prepare students for college and career readiness! Our amazing teachers are equipped and prepared to bring powerful learning opportunities to your child every day! Regular school attendance is necessary and crucial to ensure students’ receive the required tools, strategies, and training to excel. Attending school every day will enable students to think and reason critically, engage in problem solving, work collaboratively, write proficiently, utilize technology appropriately, communicate effectively and positively contribute to our very complex and ever-changing world!

We understand that ALL students’ talents and abilities can be developed through effort, teaching, and persistence. We embrace mistakes and failure as opportunities to learn and improve abilities. We believe in the power of “**YET.**” We encourage and invite all to help us develop and empower students with a Growth Mindset and the power of **yet.**

We are committed to helping each child succeed academically, socially, and emotionally. We have structured our classrooms and school systems to allow students to continually learn and grow. Nothing will stop us from the relentless pursuit of learning and leading in the 21st century. Our goal is to foster and build the whole student to be productive members of society. We value the school home connection and believe in fostering strong bonds with our parents/guardians.

If you have any questions, concerns or would like to volunteer, please contact the school office at (951) 928-2910.

Sincerely,

Estela Munoz

Principal

ROMOLAND ELEMENTARY SCHOOL

HOME OF THE TIGERS

CORE VALUES

- Trust
- Inclusion
- Collaboration
- Student-centered
- Family oriented



VISION

Romoland Tigers are compassionate, lifelong learners who positively contribute as leaders of the greater community.



MISSION

We will build meaningful relationships, develop strong character and leadership skills through the 7 Habits, provide high-quality instruction in a collaborative, safe learning environment, and empower student ownership of learning.

GREAT HAPPENS HERE



Romoland Elementary School
25890 Antelope Rd.
Romoland, CA 92585

Phone Number: (951) 928-2910

Fax Number: (951) 928-2918

Office Hours:

Monday - Friday

7:00am - 3:30pm

Administration is generally available for appointments during normal office hours.

	<u>Hours</u>	<u>Break/Lunch</u>
Lonny Nunez, School Secretary	7:00 am - 3:30 pm	11:00 am - 12:00am
Lourdes Rivas, Attendance Clerk	7:30 am - 4:00 pm	12:00 am - 1:00 pm
Erica Esparza, Parent Liaison Clerk	7:45 am - 12:45 pm	09:00 - 09:15am
Jenn Villafuerte, Health Clerk	7:30 am - 2:30 pm	11:00 am - 11:45 am
Maria Mancilla, Custodian	6:00 am - 2:30 pm	10:00 am - 11:00 am

Teacher's Hours: 7:30 to 2:50pm

22-23 School Calendar

Significant Dates

Significant Dates

August 11	First Day of School
August 11-December 16	1 st Semester
August 31	Back to School Night
December 7	Winter Concert
January 17	First Semester Report Cards- Home
October 10-14	Parent Conferences*
March 23	Open House
Jan. 9-June 8	2nd Semester
April 26	Spring Concerts
May 1 - June 8	SBAC Testing*
June 8	LAST DAY OF SCHOOL/Minimum Day*/Report Cards

***Parent Conference/Minimum Days - Students are released early.**

2022-2023 NON-SCHOOL DAYS

September 5	Labor Day
November 1	Non-Student Day
November 11	Veteran's Day
November 21-25	Thanksgiving Break
December 19- January 6	Winter Break
January 16	Martin Luther King's Birthday
February 20-24	President's Break
April 10-14	Spring Break
May 29	Memorial Day

SCHOOL HOURS

Kindergarten

Monday – Friday _____ 7:50 a.m. – 1:50 p.m.

Wednesday _____ 7:50 a.m. – 12:00 p.m.

1st – 5th Grade

Monday – Friday _____ 7:50 a.m. – 2:10 pm.

Wednesday _____ 7:50 a.m. – 12:15 p.m.

OFFICE HOURS

7:00 AM – 3:30 PM

ROMOLAND ELEMENTARY SCHOOL

Policies and Procedures

These policies and procedures are in effect at all times on school premises, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees.

Every person on the Romoland Elementary School Staff wants you to have a successful year, both academically and socially. The information in this guide will help you reach success by explaining what we expect of you in your studies and behavior.

The purpose of any school policy is to protect two very important rights: **The teacher's right to teach and your right to learn.** Your main purpose here is to learn, and that is the most important thing you will do.

Please read this guide carefully, you will be responsible for knowing its content. If you have any questions about the guide, please ask your teacher or parent/guardian.

Both you and your parents/guardian(s) will sign a statement which explains that you and they have read the guide and have understood it. Keep this packet at home as a reference throughout the year.

We have developed this guide to help you and your parents/guardians know what your responsibilities are and to help you have a rewarding experience at Romoland School.

ATTENDANCE PROCEDURES

IT IS THE STRONG BELIEF OF ROMOLAND SCHOOL DISTRICT GOVERNING BOARD AS WELL AS ROMOLAND ELEMENTARY SCHOOL THAT REGULAR AND PUNCTUAL ATTENDANCE AT SCHOOL IS AN ABSOLUTE REQUIREMENT FOR A SUCCESSFUL EDUCATION.

1. THE IMPORTANCE OF ATTENDANCE

The purpose of all students attending school is to receive an education. The responsibility of every student is to attend school daily and be on time. School programs, including the daily instructional program and extended intervention and enrichment classes are funded by student attendance, so every day a student is absent equates to a loss of funding.

California law requires that children from six to eighteen years of age attend school regularly.

Our entire school community is committed to reducing absenteeism. Our staff is dedicated to this goal by providing meaningful and enriching learning activities. The daily instructional program as well as the after school intervention and enrichment programs help encourage regular attendance. The student recognition award assemblies for perfect attendance and improved attendance are incentives.

2. RESPONSIBILITY FOR CHILD'S EDUCATION AND ATTENDANCE AT SCHOOL

The California Education Code 48200 requires that children attend school on a regular basis and specifically defines the attendance requirements, excused and unexcused absences, truancy and the legal enforcement of these laws.

3. ATTENDANCE POLICY

All students are required to attend school every day that school is in session and to arrive on time. It is the parent/guardian's responsibility and legal obligation to see that their child meets this requirement.

ABSENCE/TARDY—DEFINITIONS

- 1 A tardy of 30 minutes or more or an early withdrawal of 30 or more minutes constitute truancy.
- 2 Early withdrawals and tardies can only be excused with medical, optical, dental, or government consent.
- 3 A student is considered to have an excused absence/tardy due to illness, medical,

optical, or dental appointments or a death in immediate family verified by parent/guardian upon arrival at school.

- 4 A student is considered to have an unexcused absence/tardy when the school does not authorize it. Even though the parent is aware that the student is not in school, such absences or tardies as entertaining visitors, private shopping, visiting friends, vacations, or other personal reasons will be marked unexcused. Absences by the student without parent knowledge will be marked TRUANT.

The student is required to make up any work missed as a result of any absence, whether excused or unexcused. It is the parent's and student's (K-5) responsibility to get missed work, to complete it and turn it in by the expected due date.

CONSEQUENCES

1. A student is classified as truant if he/she has 3 unexcused/uncleared truancies within any school year.
2. A Stage 1 letter is automatically generated and mailed at this point from the attendance office.
3. Upon the second truancy of any student (4 unexcused/uncleared absences) the parents will receive Stage 2 notification of the truancy in writing.
4. Upon the third truancy of any student (5 unexcused/uncleared absences), the parents will receive Stage 3 notification in writing and will be required to attend a meeting with the school administration. At the discretion of the School and/or District administration the truancy will be referred to the local law enforcement agency for a home visit. The California Education Code requires that further truancies be referred to the School Attendance Review Board (SARB).

WITHDRAWAL FROM SCHOOL – If you are moving please be sure to check your child out of school in the office as well as the classroom. There is information the office staff can provide to assist you in preparing to enter your new school. There is a withdrawal form that helps both Romoland Elementary School and the new school.

ATTENDANCE PROCEDURES CONTINUED

Health Matters: If your child shows symptoms of illness before school, please keep him/her home from school. Please do not send your child to school if there has been:

1. Vomiting or diarrhea in the last 24 hours.
2. A fever of 100 degrees or higher in the last 24 hours.
3. Itchy, burning, bloodshot and draining eyes. These are symptoms of “pinkeye” a contagious disease that needs treatment from a doctor.

Reporting an Absence: Please report all absences within 24 hours. You can inform us the absence through:

- A note to the teacher or school.
- Verifying absence through ParentSquare notification.
- A phone call or email our attendance clerk, Lourdes Rivas. (951) 928-2910 ext. 2228, lrivas@romoland.net

When reporting the absence please include the following:

- Student's full name
- Date(s) of the absence
- Reason for absence
- Signature of parent/guardian if sending a written note.

Parents/Guardians are an integral part of promoting good school attendance for their children. We urge you to have your child in school at all times unless he/she is ill.



**ROMOLAND ELEMENTARY SCHOOL
ARRIVAL & DISMISSAL PROCEDURES**

Arrival Procedures: Students should **not** arrive at our school before 7:25 a.m. There is no adult supervision available on campus prior to this time. Once a student has arrived on campus, they may not leave without permission from the office.

*Excluded from this time restriction are students asked by a teacher to arrive early for tutoring or special events. They need to go directly to their classroom.

TK and Kindergarten Students: When students arrive on campus, between 7:25 and 7:45 a.m. they are to go directly to the TK/Kindergarten playground.

1st – 5th grade Students: When students arrive on campus, between 7:25 a.m. and 7:45 a.m., they are to go to the playground.



All Students:

- 1.) After 7:45 AM, as students arrive at the school, they need to enter the campus immediately and make their way to their classrooms.
 - a. No students may linger in the front areas of the school (i.e. Office, in front of cafeteria, hallways, etc.)
- 2.) At 7:50 AM, a second bell will ring. Students are required to be in their classes. Any student not in their class by 8:00 a.m. is considered tardy and needs to report to the office to sign in and receive a late slip.

RAINY DAY SCHEDULE: During inclement weather, all TK-5 students are to report to their classrooms as usual.

*****ALL PARENTS MUST CHECK IN AT THE OFFICE.** **NO PARENTS** are allowed in the cafeteria area for the safety of all our children.

ROMOLAND ELEMENTARY SCHOOL
ARRIVAL & DISMISSAL PROCEDURES

Dismissal Procedures:

TK/Kindergarten Dismissal

Kindergarten students will be dismissed at 1:50 PM from the north entry gate next to the MPR building. On Minimum Days they will be dismissed at 12:15 PM from the same gate.

Grades 1st – 5th

Dismiss at 2:10 p.m., except for modified days; dismissal is 12:15 p.m.

- Each grade level has a designated area for dismissal under the MPR awning. Students will be escorted by their teachers to the designated areas.
- School staff will direct cars to help with the flow of traffic.
- All students are to leave campus at this time.

As a school community, whose focus is on safety for all, we must enforce our school rules and remind our students when necessary:

- Students are to leave campus immediately after dismissal unless they have an after school club. Students are to report to the room or area of their after school club immediately when school is dismissed.
- If a student is waiting around on campus with a parent/guardian for another student with a different dismissal time, they must wait with their parent/guardian.
- The area by the bell and flagpole is not a playground area. Therefore there is no playing, running or horsing around in this area.

Romoland Elementary School

Student Dress Code Policy

We expect all students to represent themselves in a manner that is conducive to educational practices and standards and should be groomed and dressed in a clean & neat manner. To that extent the **Romoland Elementary School** has established standards for student dress and grooming. They are as follows:

<p>SHOES:</p> <ul style="list-style-type: none"> • Fit properly • Protect the feet • Be appropriate for participation in Physical Education • Have a strap around the back to secure on feet 	<p>JUMPERS, OVERALLS:</p> <ul style="list-style-type: none"> • Straps secured and be over the shoulders at all times • Top underneath that is long enough so that no skin/underwear is showing • Not be torn or tattered
<p>PANTS:</p> <ul style="list-style-type: none"> • Be fitted at the waist • Be worn on the waist, not the hips • Stay up on the waist if belt isn't worn • Be hemmed • Not drag on the ground, not be torn or tattered 	<p>TOPS:</p> <ul style="list-style-type: none"> • No backless, low back, or low front • No tank tops, tube tops, halter-tops • No bra straps should be showing • Should be long enough so that no skin is showing at the waist when arms are raised. <p>**Jackets or Sweatshirts are not counted as a top and since weather may require removal of the jacket or sweatshirt students need to follow rules for tops regardless of being under a jacket or sweatshirt.</p>
<p>SHORTS:</p> <ul style="list-style-type: none"> • Be fitted at the waist • Be worn on the waist, not the hips • Stay up on the waist if belt is not worn • Be hemmed • Show below sweaters, jackets, sweatshirts, etc. • Be long enough so that underwear does not show if bent over 	
<p>SKIRTS, SHORTS, DRESSES:</p> <ul style="list-style-type: none"> • Be long enough so that underwear does not show if bent over • Show below sweaters, jackets, sweatshirts, etc. • Not be torn or tattered • Plain white t-shirts or undershirts 	<p>NOT ALLOWED:</p> <ul style="list-style-type: none"> • Hanging belts - belts must be through belt loops • Heavy Makeup • Pajamas worn as daily clothing • Chains hanging from clothing or around neck • Flip-flops, shower shoes, socks or or slippers

Any clothing with words or logos that promote alcohol, tobacco, drugs, gangs, violence, profanity, vulgarity, sexual connotations or racial prejudice or any clothing that becomes a regular disruption to the educational process is not permitted. Parents/guardians and students have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning. Site administration may authorize special activity/event days where exceptions to the student dress code may be allowed. Students who violate any part of this dress code will be given an opportunity to change to their own clothing or to school-provided, alternative clothing. Continued violation of the dress code may result in disciplinary action.

Romoland Elementary School

Positive Behavior Expectations

"Character is doing the right thing, even when no one's watching."

Our Vision Statement is "Romoland Elementary... Igniting a Love of Learning." At Romoland School, we take student safety and behavior very seriously to ensure we can maximize learning. Our campus is launching a Positive Behavior System. We have built all of our expectations on three core principles:

- (1) Be Responsible
- (2) Be Respectful
- (3) Be Safe

The Romoland Positive Behavior System is built on solid research that states:

- All behaviors occur within an environmental context.
- We begin all investigations by examining the scope of the problem. (school-wide, group, or individual)
- We take a proactive approach to provide intentional structures for success.
- We systematically teach and acknowledge appropriate behaviors.
- We build capacity for all staff to correct misbehaviors.
- We intentionally build positive, flexible environments based on data.
- Our objective is self-management.

Based on these research findings, we are structuring our expectations for student behavior and conduct to be responsible, respectful, and safe at all times in all places. In order to support the implementation of the positive behavior system, we will be teaching behavioral and social skills to all students, enforcing the expectations, distinguishing Minor Offenses & Major Infractions. We will actively acknowledge and correct all of the behavior standards.

Although we have a few expectations, they apply anytime students are on school premises, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees. School staff members, students, and parents all share the responsibility for good student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair, consistent, and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the code of conduct and to make good choices.

Each of these three core principles will be integrated into various facets of our overall discipline program. On the next several pages, you will see the core expectations by location that will be used at Romoland Elementary.

Classroom Expectations



Be Responsible	<ul style="list-style-type: none"> • Complete all assigned tasks • Come to class on time • Be prepared: have all necessary materials
Be Respectful	<ul style="list-style-type: none"> • Use inside voices • STOP, LOOK & LISTEN when spoken to by adults • Put trash in garbage cans • Wait Your Turn
Be Safe	<ul style="list-style-type: none"> • Walk at all times • Keep hands and feet to self at all times. • Keep feet and chairs flat on the ground

Playground Expectations



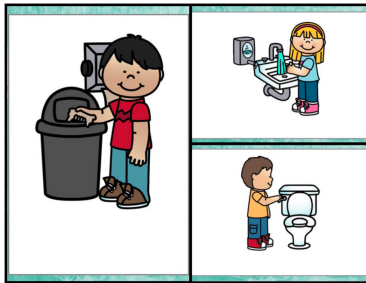
Be Responsible	<ul style="list-style-type: none"> • Listen for the whistle, freeze, then walk to your line • Collect all equipment • Ask for help when needed
Be Respectful	<ul style="list-style-type: none"> • Respect all playground equipment • Listen to all adults the first time • Share with others and follow the rules of the game
Be Safe	<ul style="list-style-type: none"> • Walk to and from the playground at all times • Keep hands and feet to yourself • Stay in play areas and run on grass only

Lunch Area Expectations



Be Responsible	<ul style="list-style-type: none"> • Wait your turn in line • All food and drinks stay in eating areas • Pick up trash around you- even if left by others
Be Respectful	<ul style="list-style-type: none"> • Use inside voices • Only eat the food on your plate • Listen to adults for instructions
Be Safe	<ul style="list-style-type: none"> • Walk at all times • Keep your hands to yourself • Keep all food off the floor

Restroom Expectations



Be Responsible	<ul style="list-style-type: none"> • Flush toilets • Wash your hands • Put trash in garbage cans
Be Respectful	<ul style="list-style-type: none"> • Use inside voices • Give people privacy • Wait your turn
Be Safe	<ul style="list-style-type: none"> • Walk to and from restroom • Keep water and paper towels off the floor • Report problems to an adult

Assembly Expectations



Be Responsible	<ul style="list-style-type: none">• Mind Personal Space• Follow Instructions
Be Respectful	<ul style="list-style-type: none">• Silent at All Times Unless Directed to Speak• Only Positive Responses
Be Safe	<ul style="list-style-type: none">• Please Walk• Stay Seated• Look to Adults For Directions• Hands/Feet/All Other Objects to Yourself

PE Expectations



Be Responsible	<ul style="list-style-type: none">• Show good sportsmanship• Play by the Rules• Return equipment to designated area• Try your best
Be Respectful	<ul style="list-style-type: none">• Be a good sport• Be a team player• Encourage others
Be Safe	<ul style="list-style-type: none">• Use equipment as directed by an adult• Listen for directions• Report problems to an adult

Office Expectations



Be Responsible	<ul style="list-style-type: none"> • State your purpose politely • Know why you are in the office • Wait patiently for your turn
Be Respectful	<ul style="list-style-type: none"> • Wait quietly and patiently • Use polite language: "please" "thank you"
Be Safe	<ul style="list-style-type: none"> • Keep hands to self • Keep feet to self • Stay seated in a chair

Library Expectations



Be Responsible	<ul style="list-style-type: none"> • Push in your chair • Sit and read once you have checked out your book • Use book stick to mark book's place
Be Respectful	<ul style="list-style-type: none"> • Use inside voices • Listen to instructions and directions • Wait in a single quiet line
Be Safe	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Stay seated with 2 feet on the floor • Walk at all times

Walkway Expectations



Be Responsible	<ul style="list-style-type: none">• Stay in line facing forward• Get to your location and know where you are going• Keep walkway clean
Be Respectful	<ul style="list-style-type: none">• Use inside voices• STOP, LOOK & LISTEN when spoken to by adults• Put trash in garbage cans
Be Safe	<ul style="list-style-type: none">• Walk at all times, be aware of yellow circles at doors• Keep hands, feet and objects to yourself• Pay attention, open doors slowly

The Leader in Me/& Habits of Highly Effective People

Romoland Elementary is a Leader in Me Lighthouse School. The Lighthouse Certification is a highly-regarded standard set by FranklinCovey that is attainable by every *Leader in Me* school. The certification is evidence that schools have produced outstanding results in school and student outcomes. It is also because of the extraordinary impact that the schools may be having on staff, students, parents, and the greater community.



THE LEADER IN ME (GRADES K-6)

Using Best-Practices and Universal Principles

The *Leader in Me* is a whole-school transformation model and process developed in partnership with educators that empowers students with the leadership and life skills they need to thrive in the 21st century. It is based on principles and practices of personal, interpersonal and organizational effectiveness, and upon the powerful premise that every child possesses unique strengths and has the ability to be a leader.

The *Leader in Me* helps students learn how to become self-reliant, take initiative, plan ahead, set and track goals, do their homework, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life. The process helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond.

- Leadership
- Responsibility
- Accountability
- Problem Solving
- Adaptability
- Communication
- Initiative and Self-Direction
- Creativity
- Cross-Cultural Skills
- Teamwork



Habits of Highly Effective People



Habit 1 — Be Proactive

You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.



Habit 2 — Begin With the End in Mind

Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.



Habit 3 — Put First Things First

Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.



Habit 4 — Think Win-Win

Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for Third Alternatives.



Habit 5 — Seek First to Understand, Then to Be Understood

Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.



Habit 6 — Synergize

Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others, we can create better solutions than anyone of us can alone. I am humble.



Habit 7 — Sharpen the Saw

Balance Feels Best

I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.



Habit 8: Find your Voice and Inspire Others to Find Theirs

The habit of contribution.

I have found something that I am good at and really like doing. I am proud but do not boast. Instead, I use my expertise to help and inspire others.

ANTI-BULLYING POLICY

What is Bullying? ED Code Section 48900(r) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more of the following:

- Sexual Harassment (48900.2)
- Hate Violence (48900.3)
- Threats, harassment, intimidation (48900.4)
- Has or reasonably predicted to have one or more of the following:
 - Reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - Reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - Reasonable pupil to experience substantial interference with his or her academic performance.
 - Reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

What to do if your child is being bullied?

1. First, focus on your child . Be supportive and gather information about the bullying.
2. Contact your child's teacher. Give factual information about your child's experience of being bullied including who, what, when, where and how.
3. Help your child become more resilient to bullying. Encourage your child to make contact with friendly students, help your child meet new friends outside of the school environment, teach your child safety strategies, teach him or her how to seek help from an adult when feeling threatened by a bully, talk about whom he or she should go to for help and role-play what he or she should say, assure your child that reporting bullying is not the same as tattling.

What can students do to help with bullying prevention?

1. Not going along with bullying behavior to others: be supportive to someone who is being bullied; stand up in a non-confrontational way to someone who is doing the bullying if it feels safe.
2. Tell the student who is bullied to talk to someone about what happened. Offer to help by going along.
3. Tell an adult who can help you with the problem.

Reporting:

- If a parent/guardian wants to report an issue with bullying or harassment, they can complete our district Bullying Complaint Form.
- An administrator will investigate the claim within 24 hours of receiving the complaint. This entails talking with the victim, the perpetrator, and any witnesses. If the alleged bullying is found to be true, a consequence will be assigned to the perpetrator which will include one or more of the following, depending on the severity of the situation: detention, suspension, a phone call home, referral to our school counselor, and/or a meeting with the student and their parent.

Bullying Prevention –Romoland Elementary will be implementing the Olweus Bully Prevention Program. The goals are to: reduce the amount of incidents; prevent incidents; and improve peer relationships. An annual, anonymous survey is administered to students in grades 3rd–5th to compile data on “Hot Spots” for bullying, and the frequency in which it is occurring. We then use the data from the survey to make decisions regarding supervision and/or to further develop our plan to combat bullying.

BEHAVIOR EXPECTATIONS FOR STUDENTS

Romoland Elementary teachers and staff believe that all individuals participating in the educational process have the right to a safe, secure and non-threatening learning environment.

Through a structured school wide discipline program consisting of rewards and consequences, we believe all students can reach their academic and behavioral goals.

Romoland Elementary students are expected to:

- Follow our Positive Behavior Expectations and Habits of Highly Effective People.
- Respect themselves, their peers and adults
- Avoid intruding upon or interfering with the learning process of others and exhibit self-assurance, confidence, and high regard for personal property.
- Take responsibility for their actions and be held accountable for their conduct.

As a staff we will do everything possible to improve your child's academic and behavioral achievement. You are the most important person in your child's life, so it is in the best interest of your child that we work together and that you support the Student Behavior Expectations outlined in this handbook.

CONSEQUENCES FOR INAPPROPRIATE ACTIONS WILL BE BASED ON FREQUENCY, INTENSITY, AND/OR DURATION OF THE SPECIFIC ACTION.

DISCIPLINE PROCEDURES: Romoland Elementary School has established the following three Behavior Code Principles for its students: • Be Responsible • Be Respectful • Be Safe

If students violate this behavior code, they will be disciplined. The discipline may include systematic exclusion, campus cleanup, loss of privileges, detention, class suspension, in school suspension, off campus suspension, expulsion, and/or referral to law enforcement agencies.

**LIST OF REASONS, BASED ON THE LAWS OF CALIFORNIA, FOR WHICH YOU CAN BE
SUSPENDED OR EXPELLED, EDUCATION CODE 48900:**

The following acts, if committed, may lead to suspension or recommendation for expulsion:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, illegally distributed, furnished or been under the influence of any controlled substance or look alike substance.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel on school premises.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school officials.
- l. Knowingly received stolen school property or private property. ED code Citation 48900.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a responsible person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (Amended by Stat. 1996, Ch. 915, Sec. 1)

And either of the following: (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct. (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Alternative to Suspension–EC 48900.5

- (a) Suspension, including supervised suspension, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to section 49069.
- However, a pupil, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in Section 48900 upon first offense, if the principal or superintendent of schools determines that the pupil violated EC 48900 a–e or that the pupil's presence causes a danger to persons.

Other Means of Correction–EC 48900.5 (b)

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support services personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess that behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an IEP or /section 504 plan.
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) Participation in a restorative justice program.
- (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- (9) Any of the alternatives described in EC Section 48900.6 (Community service on school grounds.)

General Policies and Procedures

AWARDS:

Semester Awards

Awards assemblies will occur at the end of every grading period. Awards will be given at every grade level for perfect attendance, reading and math achievements. In addition, leadership and Principal awards will be given to students who have earned them.

Tiger Assemblies

The purpose of our Monthly Tiger Assemblies are:

- *To allow all students to participate in a school wide event.*
- *To promote a positive school climate and feeling of belonging to a family/group.*
- *To promote parent involvement.*
- *To develop school spirit and pride.*
- *To build self esteem, character, and citizenship.*
- *To enjoy one another and celebrate the accomplishments of many.*

- ★ The ceremonies are generally held on the second Wednesday of each month (except December and June), beginning promptly at 8:20am. (Ceremonies will be outside, weather permitting.)
- ★ Tiger of the Month Recognition: One student from each class who exemplifies the character trait being taught in the month prior will be recognized.
- ★ Monthly Attendance Awards: Classes who have the highest percentage of attendance for the month.
- ★ Math Reflex: Announce the number of facts solved and fluent schoolwide!
- ★ Reader Leader: Students and classes meeting word count goals will be recognized.
- ★ i-Ready: Top 5 Students for Reading and Math at each grade level.

BICYCLES – Students in 3rd – 5th grade are allowed to ride their bikes to and from school. State law mandates the wearing of helmets while riding a bicycle. Bikes need to be walked on and off school grounds in the morning and after school. Once on school property they must walk their bikes into the bike rack. Students are to leave school grounds **immediately** after school, and are to cross streets using the crosswalks. **No** in-line skates, skateboards, or bicycles are permitted **at any time on school grounds**, especially during school or during after-school functions. Signs are posted which state they are prohibited on campus.

BIKE RACKS – Bicycles can be stored in our school's bike rack. When coming to school in the morning and leaving in the afternoon, do not linger around the bike rack area. Be sure to provide your student with a lock and key as none will be provided by the school. School is not responsible for the loss or damage to bicycles.

BREAKFAST IN THE CLASSROOM – Romoland Elementary participates in the Breakfast in the Classroom program. Daily, breakfast carts are delivered to the classroom for students to ensure each student starts the day right. Studies have shown that kids that miss breakfast also miss learning. While some schools have offered breakfast for many years, Breakfast in the Classroom ensures that they have breakfast by making it part of class time.

CAFETERIA – The cafeteria provides a free lunch daily. Students can bring lunch from home. Avoid bringing glass packaging or sharp cutting instruments to school. Drinks can be brought in boxes/cartons or a thermos.

CALWORKS PROGRAM – Local school districts, in conjunction with Riverside County Department of Social Services, have developed a school attendance policy and procedure. Students who are receiving cash aid from the Department of Social Services are required to attend school regularly. Monthly updates will be reported to local caseworkers. A family's monthly grant will be reduced for each month a student is not in school regularly. Please contact the school or your caseworker for further information.

CELL PHONES – Romoland Elementary recognizes the desire for parents/guardians to provide their children with a cell phone for convenience or for safety. We also recognize that in many cases cell phones have been misused at school or school functions. It has therefore become necessary to develop rules and consequences regarding cell phones. The use of or the visibility of cell phones or other electronics signaling devices such as beepers, is **strictly prohibited on school premises**, at any school sponsored activity, on buses, and at any time while students are under the supervision and control of district employees. This means that students must wait until they have left school grounds, not just their classrooms, before they remove their cell phones from their backpacks or other carrying places. Students must understand that they have not left the school campus until they are on the sidewalk by the street. If a phone is confiscated, it must be picked by an adult.

COMMUNICATION – Two-way communication between home and school is a must! We encourage parents/guardians to use ParentSquare. Romoland School District uses ParentSquare for school communication, primarily with email, phone calls, text, and app notifications. ParentSquare provides a safe way for families to:

- Receive messages from the school via email, phone call, text, or app notification
- Choose to receive information as it comes or all at once with a daily digest
- Communicate in your preferred language
- Comment on school postings to engage with your school community
- Direct message teachers and staff
- And much more...all in one centralized place!

Every teacher at Romoland has access to ParentSquare. Parents/guardians should contact the teacher first when there is a classroom problem. If the problem is not resolved at that level, the principal is more than willing to help.

Marquee

The outside marquee will be updated regularly to highlight major school events and activities. Please note that not all of the events will be listed.

School Messenger – Phone Call System

You will be receiving phone messages from Romoland Elementary throughout the school year to remind you of important events and meetings or ask you for your opinion.

ELAC – Each school with 21 or more English Learners, regardless of language, must form a functioning English Learner Advisory Committee (ELAC or subcommittee of an existing advisory committee). Our committee meets once a month and is open to all parents/guardians and Staff

EXCLUSION FROM ACTIVITIES – Students may be excluded from extended learning experiences, such as field trips, sports, reward activities, etc., if in-school behaviors indicate their participation might negatively impact the extended learning experiences of other students.

FIELD TRIPS – We know that students motivated and excited about their learning are much more likely to learn and retain information. Through ASB fundraising efforts, we seek to provide exciting hands-on opportunities to all students at each grade level that addresses the state standards they are learning in their classroom. This is contingent on funding and availability, and in no way constitutes a guarantee of field trips.

- Written approval of parent or guardian is required for participation of students in field trips
- No student shall be denied the opportunity to take part in a field trip. However, a student may be excluded from a field trip as part of a disciplinary action, only if it is part of a behavior contract or formal suspension and the parent has been advised.

Food From Home – Wellness Policy Our District has developed a Wellness Policy that is focused on improving the health of students. The policy was developed by the health and wellness advisory council that includes teachers, parents, administrators, and the district nurse. One of the special activities our students engage in is having the opportunity to share special events such as birthdays and holidays with their classmates. Unfortunately, due to health regulations, all food will need to be store bought and remain in its original sealed container when it is brought to school and be an approved food, which adheres to the states health and wellness policy. **Students need permission from their teacher to bring in food for these events** and the food item must be on the approved list. We appreciate your help in keeping the health and safety of all our students a primary focus.

In connection to our wellness policy, students are encouraged to NOT bring caffeinated drinks and large/Family size bags of chips/snacks to school. Please check to see that your child is bringing snack size items for them to enjoy during lunch time.

GATE – Romoland Elementary School provides a program for Gifted, Talented and Academically advanced students called “Gifted and Talented Education” (GATE). Students in 3–5 grade who meet the eligibility criteria for this program are provided opportunities for enrichment.

GUM & CANDY –Are not allowed at school for the following reasons: Gum and candy are found under desks, on carpets, on sidewalks, and in student’s hair. It is costly to remove the damaged school equipment, books and furniture.

HEALTH SERVICES – The Health Office is located in the main office. The Health Technician will notify parents/guardians by phone when a student is to leave campus because of illness or injury. Students should not call on their own or leave campus. Any medications (this including cough drops, etc.) that a student needs to take during school hours must be left in the Health Office and administered by the Health Technician. A physician’s note must be on file for all medications including over the counter medications. All Physical Education medical excuses must be registered in the health and attendance office.

HOMEWORK POLICY – The major reason for any class assignment is to provide practical application of skills learned in the classroom. Assignments (homework) generally increase in number, as the grade level gets higher.

Here are a few tips to make homework a more enjoyable activity:

- Schedule a specific time and place to do homework.
- Pick a quiet place that is free from distractions.
- Be sure the study place has a good light.
- Keep paper, pencils, a dictionary, and other study materials in your work area.
- Be supportive and encouraging AND check your child’s work.

INSURANCE PROTECTION – The district does not provide medical insurance. There is an opportunity to purchase individual student insurance through an outside agency at the beginning of the school year and information will be sent home in the first day packet.

LIBRARY – The library is one of the most important facilities at school. It is the goal of the library to offer the same advantage to all those who go there for materials and for study. Library responsibility forms are provided in the back to school packet.

LOST AND FOUND – We discourage bringing valuables or leaving items in the classrooms. Students are encouraged to carry belongings with them whenever possible. The lost and found boxes are located in the back of the multipurpose room. Parents/Guardians and students are encouraged periodically to check the lost and found for items missing. At the end of each trimester, unclaimed items are given to a charity organization which supplies clothing to needy families.

MEDICATIONS – The State Law requires a written statement for school personnel to administer prescribed and over-the-counter medication. Only medication prescribed by a physician that cannot be scheduled for other than school hours should be brought to school. The medication must be in its original labeled pharmacy bottle and not have reached its expiration date. It will be stored in a locked container. **A parent/guardian request form to administer any medication at school must be signed by parents and the prescribing physician.** Medication is administered by a Health Technician or other authorized personnel. Nonprescription medication should be given at home. **All medications, including asthma inhalers, must be checked in at the office before going to class.** Students may come to the office to take medication at the appropriate time.

PERSONAL ITEMS – Students are not to bring toys, electronic devices or other materials not required in classrooms. The School is not responsible or liable for any lost or stolen items. Items taken from students will be held in the office until a parent picks it up. Any unclaimed items will be disposed of at the end of the school year.

PETS – Children are not to bring pets from home. Parents should not bring pets with them to drop off or pick up students. In special cases, pets may be brought only with the prior permission of the teacher and Principal after getting approval from the District's Risk Management. In those cases, Risk Management will establish the circumstances and conditions that would allow a pet to be brought on the campus. We want our students to be safe as an animal may be frightened and bite a child or adult.

PHYSICAL EDUCATION (PE) – Physical education is a very important part of your growth and development, and state law requires P.E. As part of the Romoland School District's Professional Learning Communities program, all students will be provided PE instructional minutes weekly with a certificated PE Teacher. This will meet the instructional minutes requirement for the state of California. The classroom teacher may also supplement for additional minutes during the week. If you cannot participate in P.E., you **must have a signed excuse from your parent or guardian explaining why you should be excused and the dates of the excused activity. A parent may excuse a child for THREE CONSECUTIVE DAYS ONLY.** However, alternative work will be assigned for students, provided by the P.E. teacher, to receive credit for participation. An extended excuse requires a medical doctor's signature. Remember to wear athletic shoes on P.E. days; athletic shoes are designed for running on hard court and grass.

SCHOOL SITE COUNCIL – The School Site Council decides upon academic instructional programs and all related categorical resource expenditures for a school. A SSC is a school-community representative body made up of: Principal, Teachers, Other School Personnel, Parents or Community Members. All schools that receive federal or state categorical funding are required to have a SSC to decide how to spend categorical funds. The School Site Council develops and approves the Single Plan for Student Achievement (SPSA), Reviews and modifies the SPSA, Collaborates with other Advisory Group (English Learner Advisory Committee -- ELAC, Gifted and Talented Education -- GATE, School Advisory Committee -- SAC) Encourages parent, family and community involvement.

SUPPLIES – Most basic school materials will be provided for use at school. Each grade level will provide a basic supply list of items that will be helpful for students to have available for home use.

SUPERVISION – Before and after school

Students should not arrive at school before 7:25 a.m. When students arrive on campus, they must stay on the school grounds. Students may not leave before school is out unless the school has prior approval from a parent/guardian by phone or a written note. When a student leaves the campus early, the parent, or other authorized person, must sign out the student in the office. Emergency cards and I.D. will be verified by office staff.

After school, students are to go directly home, except for students involved in after school programs.

TO PARENTS/GUARDIANS: So we can avoid confusion and possibly lost children, please be sure that your children know exactly how they are to GET home (means of transportation, with which person, and what destination before they come to school). ***Your child can only be released to those people listed on their EMERGENCY card.***

***IMPORTANT:** ANY STUDENT NOT PICKED UP BY 3:00 P.M. OR WITHIN ONE-HALF HOUR OF DISMISSAL FROM AFTER SCHOOL ACTIVITIES/CLASSES, WILL BE CONSIDERED AS "NEGLECTED" AND THE RIVERSIDE COUNTY SHERIFF'S OFFICE AND/OR CHILD PROTECTIVE SERVICES MAY BE CONTACTED TO PICK UP THE STUDENT.

STUDENT EARLY CHECK OUT PROCEDURE - Occasionally students may need to leave campus for medical/dental appointments or other situations that a parent may request. To leave campus early, we require:

- 1) Parent/guardian must sign out student in the office.
- 2) The office will call the student out of class only when the parent/guardian has arrived for pick-up.
- 3) Students are released only to those people listed on their EMERGENCY card with proper Identification.

NOTE TO PARENTS/GUARDIANS: On rare occasions you yourself may not be able to pick up your child for an early release. In such a case, please notify the office, in writing, of permission to leave early and the method of transportation home. When your child reaches home, please call us to confirm his/her safe arrival.

TELEPHONE - The office telephones are for school related calls and are not to be used for personal calls. Messages will be delivered to teachers during breaks and recess times.

- **PHONE CALLS FROM PARENTS/GUARDIANS** - When parents call the school to leave a message for your child, delivering the message to your child in the classroom causes an interruption in the instruction. Classrooms will not be interrupted with personal calls to students. Please make arrangements with your child before he/she comes to school regarding such things as where or

with whom to go after school or lunch money. **PLEASE HELP US PROVIDE AN UNINTERRUPTED CLASSROOM ATMOSPHERE.** In case of emergency, the office will contact parents.

- **PHONE CALLS BY STUDENTS-** Students are allowed to use the school phone to call home only when the teacher requests that they call. They are not allowed to call to make arrangements for friends to come over or to go to a friend's house. There is a problem when too many students need to use the phone after school.

TOBACCO-FREE SCHOOL DISTRICT - The Romoland School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles.

VISITORS - All visitors on the campus must always sign in and get a visitor's pass from the school office. Visits to classrooms must be pre-arranged with the classroom teacher and be approved by the administrator.

*** All visitors under the age of 18 must be accompanied by a parent.**

VOLUNTEERS - Volunteers make a meaningful difference for students. Each day volunteers support and encourage staff and students. Even helping out with the smallest tasks can make a real difference. Please follow these 8 simple steps to become an approved parent/guardian volunteer:

- Fill out the Volunteer application on the Romoland School District website under parent/volunteer links. <https://romoland.net>
- Complete a Tuberculosis (TB) Test.
- Upload your photo ID and proof of (TB) Tuberculosis Test.
- You will receive an email notification upon approval.
- Check in with the office, bring a Photo ID, it will be scanned through the Raptor System.
- Show proof of COVID vaccination each visit OR if no proof of vaccination, take a rapid COVID test (with negative test result) at the school weekly.
- When the background check is cleared, you will receive a badge and will be welcomed on campus.
- Classroom volunteering is to be pre-scheduled with a teacher and approved by the school principal. Be sure to coordinate times with the classroom teacher

at least 24 hours in advance.

- Volunteers must wear their name tags at all times while on campus
- If a volunteer or parent sees something inappropriate occurring or is unhappy about some event which has occurred with any child, report it to the school office. **At no time is it acceptable for a parent or volunteer to approach a child on campus regarding a conflict between that student and his or her own child for disciplinary purposes.**

Walkers – Students in 3rd through 5th grade may walk home only with a signed permission slip. The permission slip will be sent home at the beginning of the year. Written permission from a parent/guardian is required if a child will be deviating from his/her regular route home. If your child will be going home with another student, we need a confirming note (dated and signed) from you and the host parent.

WALKWAYS – All cement hallways or sidewalks are **WALKWAYS!** Students are expected to be courteous and careful of others and use Tiger hand while in hallways. Students must use the walkways to enter or leave a classroom or restroom. This includes before and after school. Do not run or play in the walkways and do not linger outside restroom doors. The grass out in the playground is for running.

ROMOLAND ELEMENTARY SCHOOL

PARKING LOT PROCEDURES:

Parents/Guardians driving students to and from school should follow the procedures of the parking lot as well as state law. Please abide by the directions of our wonderful safety patrol, volunteers, and staff. They are working hard to ensure the safety of our children.

Parking: If you choose to park your car and have your students walk into school, please obey all markings in the parking lot.

- Park in designated parking spots **ONLY**.
- **Do NOT ever park in the red fire lane.**
- Only cross the parking lot at the crosswalk. ****DO NOT CROSS THE PARKING LOT IN THE MIDDLE OF THE CARS!**

Drop-Off/Pick-Up Lane: We encourage parents to use our Drop-off/Pick-up lane when bringing your students to school. While the line may appear long for a moment, if everyone follows the plan, you will spend a very short amount of time in the line.

- Do not let students out of the car until they reach the cement curb area by the cafeteria.
- Students may only exit or enter the car from the right hand side.
- Pull as far forward as you can before letting students out or picking them up. Continue to pull forward as cars in front of you move.
- Stay as close to the curb as possible.
- When you have dropped off or picked up your student and are ready to leave, pull slowly to the left and go around the cars in front of you. *** Be courteous to cars in front of you and be extra careful of pedestrians to the left of you.
- **Cars in the Drop-Off/Pick-Up Lane should never be left unattended at any time.**

ROMOLAND ELEMENTARY SCHOOL

EMERGENCY/SAFETY INFORMATION

A school's first responsibility is to provide for children's physical and emotional safety. Staff does so daily through the enforcement of school rules and interactions, which make Romoland School a great place. There are some major events - fire, earthquake, and minor ones - storms, illness at school - which affect student safety. The more we discuss and prepare through drills, training (such as CPR and First Aid), and putting together emergency supplies, the better the chances for all our children to emerge from an adventure, rather than a disaster.

If there is an **earthquake or fire**, the school will follow these steps:

- Evacuation to a safe location.
- Staff remains with students until all are released to parent/guardian/designee.
- Romoland School will become a medical treatment/evacuation center.

If your child becomes **ill at school**:

- The teacher will send your child to the health office.
- Your child's condition will be monitored by the health technician.
- If your child is ill enough to go home, you will be contacted at work or home.
- If you cannot be contacted, other authorized adults on the emergency card will be contacted to take your child home.

If your child must take **medications at school**:

- They must be in the original container with your child's name and dose.
- All medications, including prescriptions and over-the-counter medications, State Law requires that it must be accompanied by written parent and physician request and must include dosage and times to be administered.
- All medications must be kept in the health technician's office.
- Please pick up an Authorization for Medication Form from the Health Office.
- At no time is a child to bring medication to and from school.

What you can do to help the school **ensure your child's safety**:

- Call the office and give updated information whenever your address or phone number changes.
- Regularly update the list of adults authorized to remove your child from school.
- Notify the school office, and provide copies, of any custody issues regarding your child

ROMOLAND ELEMENTARY SCHOOL

2022-2023 EXPECTATIONS, POLICIES, AND PROCEDURES SIGNATURE PAGE

PLEASE SIGN BELOW AND RETURN THIS PAGE TO THE SCHOOL

The signatures below indicate that we have read and understand the expectations, policies, and procedures for Romoland Elementary School.

PARENT/GUARDIAN SIGNATURE

Date

Print Parent/Guardian Name

STUDENT SIGNATURE

Date

Print Student Name

TEACHER

ROOM #

GRADE