



## **Student/Parent Handbook**

Elementary School

2024-2025

**25890 Antelope Road**

**Romoland, California 92585**

**OFFICE (951) 928-2910**

**FAX (951) 928-2918**

### **Nondiscrimination Statement**

*The Romoland School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived race, color, ancestry, nationality, ethnicity, immigration status, age, religion, marital or parental status, pregnancy status, physical or mental disability, medical condition, genetic information, sex, sexual orientation, gender, gender identity, or gender expression; or association with a person or group with one or more of these actual or perceived characteristics.*

*For any questions or concerns, or to file a complaint, regarding discrimination, intimidation, harassment, or bullying, contact the applicable compliance officers, located at 25900 Leon Road, Homeland, California 92548: Equity Compliance Officer and Title IX Coordinator – Mr. John Murray, Chief Personnel Officer, at [jmurray@romoland.net](mailto:jmurray@romoland.net); Section 504 Coordinator – Ms. Carmen Hopkins, Director of Pupil Services, at [chopkins@romoland.net](mailto:chopkins@romoland.net). The compliance officers may be reached at (951) 926-9244.*

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 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

**Front Office Hours:**

**Monday - Friday**

**7:00am - 3:30pm**

*Administration is generally available for appointments during normal office hours.*

Estela Munoz, School Principal

Monica Enriquez, Assistant Principal

Lonny Nunez, School Secretary

Lourdes Rivas, Attendance Clerk

Erica Esparza, Community Engagement Clerk

Jenn Villafuerte, Health Clerk

Maria Mancilla, Custodian

**Teacher Hours:**

**7:20 a.m. to 2:40 p.m.**

## **Regular Bell Schedule**

2024-2025

<b>Grade</b>	<b>Recess</b>	<b>PE</b> (Monday/Thursday)	<b>Lunch</b>	<b>Dismissal</b>
TK	9:00 - 9:20	9:50 - 10:40	10:45 - 11:25	1:50
Kindergarten	9:00 - 9:20	11:40 - 12:30	11:00 - 11:40	1:50
First Grade	9:20 - 9:40	1:15 - 2:05	11:15 - 11:55	2:10
Second Grade	9:40 - 10:00	10:45 - 11:35	12:00 - 12:40	2:10
Third Grade	9:40 - 10:00	8:50 - 9:40	11:30 - 12:10	2:10
Fourth Grade	10:00 - 10:15	7:55 - 8:45 (Monday)	12:20 - 1:00	2:10
Fifth Grade	10:20 - 10:35	7:55 - 8:45 (Thursday)	11:45 - 12:25	2:10

### ***\*Regular Rainy Day Schedule:***

*Indoor recess — Same lunch start time — Lunch end time is 10 minutes shorter*

## **Modified Day Bell Schedule**

<b>Grade</b>	<b>Recess</b>	<b>Lunch</b>	<b>PE</b>	<b>Dismissal</b>
TK	9:00 - 9:20	10:00 - 10:40	<i>n/a</i>	12:00
Kindergarten	9:00 - 9:20	11:15 - 11:55	<i>n/a</i>	12:00
First Grade	9:20 - 9:40	10:45 - 11:25	<i>n/a</i>	12:15
Second Grade	9:40 - 10:00	11:00 - 11:40	<i>n/a</i>	12:15
Third Grade	9:40 - 10:00	10:30 - 11:10	<i>n/a</i>	12:15
Fourth Grade	<i>n/a</i>	11:10 - 11:50	10:20 - 11:10	12:15
Fifth Grade	<i>n/a</i>	10:15 - 10:50	11:15 - 12:05	12:15

### ***Modified Day Rainy Day Schedule:***

*Indoor recess — Same lunch start time — Lunch end time is 10 minutes shorter*

*Updated May 2024*

# Romoland Elementary Family Calendar

## Romoland Elementary 2024-2025 Yearly Events

### August

\*14th Tk/K Orientation  
 \*15th First day of School  
 \*26th Attendance Challenge  
 \*29th-Back to School Night  
 4:30-6:00pm  
 \*30th Tiger day-Wear school  
 colors

### September

\*2nd-No School  
 \*6th-Picture Day  
 \*9th-Attendance Challenge  
 \*11th-Patriot Spirit Day  
 \*13th-ELAC/Tiger Talk 8:30 am  
 \*18th-Spirit Day-wear orange  
 \*27th-Tiger Spirit Day  
 \*28th-Saturday School

### October

\*14th-18th-Conference Week  
 MINIMUM DAYS  
 \*14th Attendance Challenge  
 \*16th College Spirit Day  
 \*25th-ELAC Meeting 8:30 am  
 \*26th-Saturday School  
 \*25th-31st-Spirit Week  
 \*30th-Fall Festival

### November

\*4th-Attendance Challenge  
 \*11th-No School  
 \*13th-Twin Spirit Day  
 \*15th-Tiger Talk/ELAC 8:30am  
 \*22nd Attendance Challenge  
 \*25th-29th-Break No School

### December

\*9th-13th-Reading with a  
 Loved Week  
 \*14th-Saturday School  
 \*20th-Pajama Day  
 \*20th-Winter Performances  
 \*23rd-Jan 10th-Winter Break

### January 2025

\*14th-Back from winter break  
 \*20th-No School  
 \*21st/27th -Attendance  
 Challenge  
 \*27th-31st-Spirit Week  
 \*31st-ELAC Meeting 8:30am

### February 2025

\*4th-100th Day of school  
 \*8th-Saturday School  
 \*12th-Friendship Dance  
 \*14th-Attendance Challenge  
 \*17th-21st-Presidents Week  
 No School

### March 2025

\*7th-Spring Picture day  
 \*10th-Attendance Challenge  
 \*12th-Synergy Spirit Day  
 \*22nd-Saturday School  
 \*28th-Tiger Talk/ELAC  
 8:30am

### April 2025

\*9th-Leadership Day  
 \*10th-Open House 5:00-  
 6:00pm  
 \*16th-Career Spirit Day  
 \*17th-Attendance Challenge  
 \*18th-25th- Spring Break No  
 School

### May 2025

\*2nd-Tiger Talk/ELAC 8:30am  
 \*2nd-5th Grade Panoramic  
 \*5th-Heritage Spirit day  
 \*6th-Star Wars Day  
 \*17th-Saturday School  
 \*26th-No School  
 \*30th-Mental Health Day

### June 2025

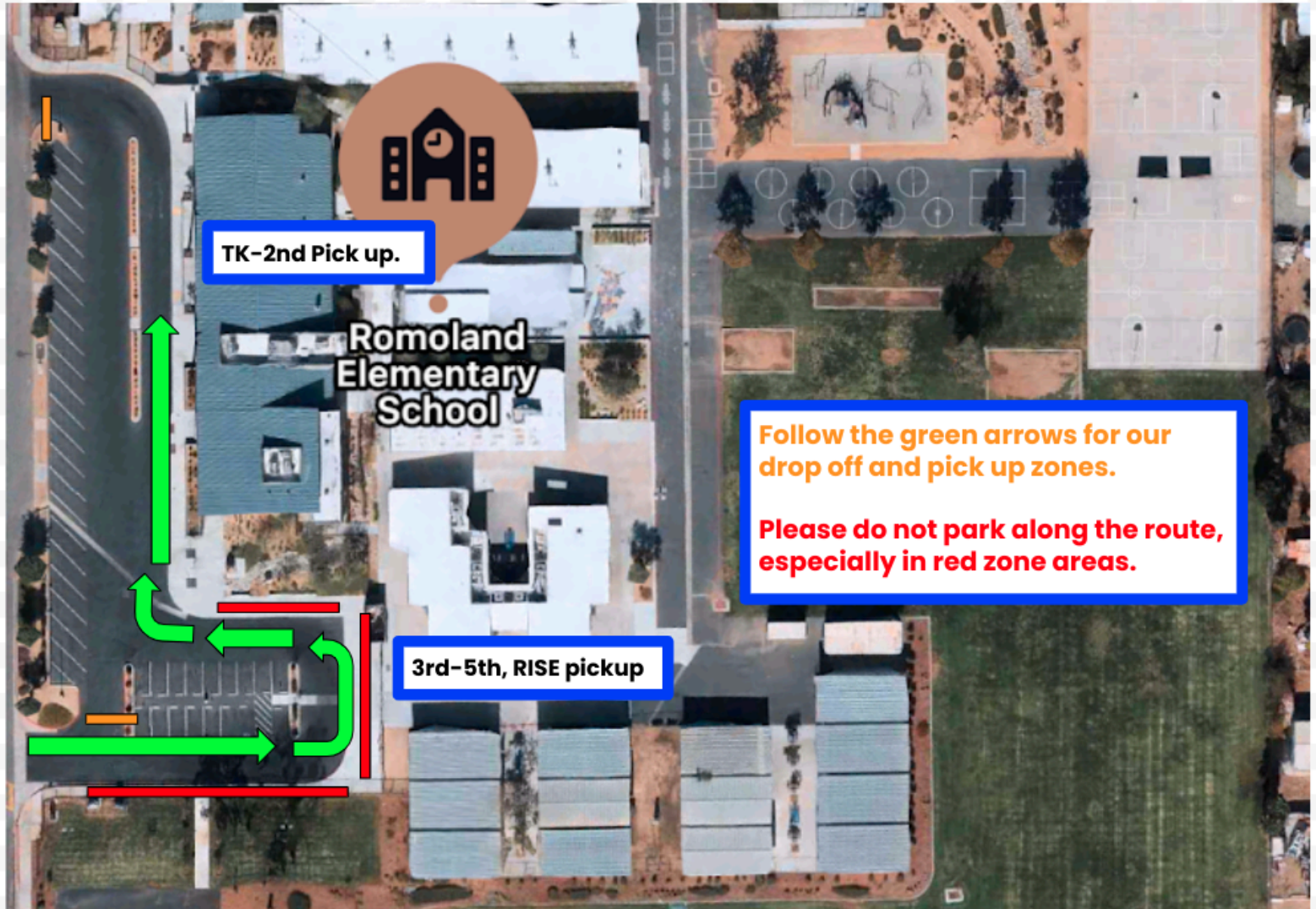
\*6th- Field Day  
 \*9th-Kinder Celebration  
 \*10th-Wacky-Walk-A-Thon  
 \*11th-5th Grade Awards  
 \*12th-Last day of school

### Reminders.

Weekly school communication  
 folder will be sent home every  
 Wednesday.

Ensure they are returned to  
 school the next day.

## **Romoland Elementary School Drop Off and Pick Up Map**







## ROMOLAND ELEMENTARY SCHOOL

2589 Antelope Road, Romoland, CA 92585  
(951) 928-2910

[www.romoland.net](http://www.romoland.net) •  • 

*Estela Munoz, Principal*

*Monica Enriquez, Assistant Principal*

# School-Parent/Guardian Compact

The school distributes to parents/guardians and family members of Title I, Part A students, a school-parent compact (Compact). This Compact, which has been jointly developed with parents, outlines how parents/guardians, the entire school staff, and students will share the responsibility for improved student academic achievement. This Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. This Compact addresses the following legally required items, as well as other items suggested by parents/guardians and family members of Title I, Part A students:

- The school's responsibility is to provide high-quality curriculum and instruction (ESSA Section 1116[d][1]).
- The ways parents/guardians and family members will be responsible for supporting their children's learning (ESSA Section 1116[d][1]).
- The importance of ongoing communication between parents/guardians and family members, and teachers through, at a minimum, annual parent/guardian-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents/guardians and family members to volunteer and participate in their child's class; and opportunities to observe classroom activities (ESSA Section 1116[d][2]).
- Parent/guardian-teacher conferences in elementary schools, at least annually, during which the Compact shall be discussed as it relates to the individual child's achievement (ESSA Section 1116 [d][2][A]).
- Frequent reports to parents/guardians and family members on their children's progress (ESSA Section 1116[d][2][B]).
- Reasonable access to staff, opportunities for parents/guardians and family members to volunteer and participate in their child's class, and observation of classroom activities (ESSA Section 1116[d][2][C]).

How does the school address this?

- State academic content standards drive the instruction for all grade levels and local and state assessments are administered to measure student growth towards state standard mastery.
- All parents/guardians receive a copy of the parent/guardian/student digital handbook on the first day of school that describes the parent/guardian's responsibility for supporting their child's learning.
- Parents and guardians are encouraged to attend an annual conference with their child's teacher. During the conference, the School Compact is reviewed with the parent. Additional conferences can be scheduled throughout the year at the request of the teacher or parent/guardian.
- Student progress is sent out formally four times a year (two progress reports per year and two report cards).
- All staff have a district email that is linked to the school website. Some staff also use communication applications such as Parent Square or Class Dojo for parent/guardian messaging.
- The parent/guardian volunteer protocol is outlined in the parent/guardian/student handbook that is offered digitally on the first day of school. All parents/guardians are welcome to volunteer, they must have a current negative TB test on file, sign the volunteer contract, and complete a volunteer application that must be approved by the school site.
- A parent/guardian may observe their child's classroom as long as they provide at least 24 hours notice to the child's teacher.

The school engages Title I, Part A parents/guardians and family members to improve the achievement of their children in meaningful interactions with the school. This Compact supports a partnership among staff, parents/guardians and family members, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides Title I, Part A parents/guardians and family members with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]) in which ways?

- A Back to School Night is held every year during the first two months of the school year. During Back to School Night, each classroom teacher provides a classroom presentation to parents detailing the academic content standards for the grade level, grade level assessments, and how to monitor their child's progress in the parent portal in order to assist in improving their child's mastery of grade level standards.



The school provides Title I, Part A parents/guardians and family members with materials and training to help them improve the achievement of their children (ESSA Section 1116[e][2]) in which ways?

- Parent/guardian informational meetings (Tiger Talk) are held a minimum of 6 times a year. During these meetings, parents are provided with information and tips for assisting in their child's academic and social achievement at school. Parents/guardians are also informed about academic programs the school offers.

With the assistance of Title I, Part A parents/guardians and family members, the school educates staff members in the value of parent and family member contributions, and how to work with parents and family members as equal partners (ESSA Section 1116[e][3]) in which ways?

- All parents/guardians are provided with a child/class survey or inventory by their child's teacher at the beginning of the year to provide input on their child's specific needs and/or goals for their child's learning.
- Parents and guardians are encouraged to attend an annual conference with their child's teacher in Fall. During the Fall conference, the School Compact is reviewed with the parent. Additional conferences can be scheduled throughout the year at the request of the teacher or parent/guardian.
- If a student needs social or academic intervention, a Student Success Team (SST) meeting may be held and a parent/guardian will be invited to attend the meeting to provide input on their child's strengths and areas of concern.
- A Section 504 Plan review meeting is held at least annually for all eligible students, and parents are invited to attend to provide input on their child's current progress and needs. Parents may request a meeting at any time.
- An Individualized Education Plan (IEP) meeting is held at least annually for all special education students, and parents are invited to attend to provide input on their child's current progress and needs. Parents may request a meeting at any time.

The school coordinates and integrates the Title I, Part A parental/guardian involvement program with other programs and conducts other activities, such as resource centers, to encourage and support parents and family members in more fully participating in the education of their children (ESSA Section 1116[e][4]) in which ways?

- A parent/guardian resource center is located in the Library.
- Parent/guardian registration days are held before school commences each year to assist parents with the registration process.

The school distributes information related to school and parent/guardian programs, meetings, and other activities to Title I, Part A parents/guardians and family members in a format and language that the parents/guardians and family members can understand (ESSA Section 1116[e][5]) in which ways?

- All letters, flyers, and documents for parents/guardians are translated into Spanish.
- All recorded school messages are sent out in English and Spanish.
- All parent/guardian meetings, workshops, and classes are translated via a translator.

The school provides support for parent/guardian and family member involvement activities requested by Title I, Part A parents and family members (ESSA Section 1116[e][14]) in which ways?

- Curriculum nights (Reading and Math) are held each year and families are encouraged to attend to participate in academic activities together.
- Parents/guardians are encouraged to attend school events throughout the year to include: monthly Tiger Assemblies, College Kick-Off Day, Fall Festival, Winter Festival, and Leader In Me Parent Night.
- Our school has an ASB/Jr. Lighthouse to promote student leadership. Our ASB/Jr. Lighthouse hosts annual family events to include: Fall Festival and student dances.

The school provides opportunities for the participation of all Title I, Part A parents/guardians and family members, including those with limited English proficiency, disabilities, and migratory students; and that the information and school reports are provided in a format and language that parents/guardians and family members can understand (ESSA Section 1116[f]) in which ways?

- All information provided to parents/guardians and families including school reports are provided in the family's home language.

This Compact was adopted by the Romoland Elementary on April 19, 2024 and will be in effect for the period of 2024-2025 school year.

Estela Munoz  
Principal

“Note: The term “parent”, as used in the following notifications, means the natural or adoptive parent, legal guardian, the person having legal custody, or other education rights holder. Additionally, the pronouns used in the notifications are meant to be gender-free.”

## INGRESS & EGRESS

### **Student School Entrances & Exits**

RISE students will **enter**/be dropped-off through the south gate at the side horseshoe drop-off. All other students will **enter** through the MPR. **Exits** for TK-2nd will be through the MPR. For students in 3rd-5th and RISE, **exits** will be through the side horseshoe gates. ALL students will proceed to the front of the school and wait for pick up. NO student will be allowed to walk off campus without a Walker Permission Slip.

### **Student Arrival & Drop-Off**

Students are not to arrive on campus earlier than 7:25 a.m. before the start of school since there will not be any adult supervision before that time. When students arrive on campus, they must enter through the MPR to the playground. They are not to go to their classes to drop off anything.

### **Student Dismissal & Pick-Up**

Students will exit through their grade specific gates. Parents and students are responsible for establishing a meeting area. If special arrangements for transportation need to be made, parents are to make these arrangements before the student comes to school; parents are not to call the school office to have the message relayed to their student, because it is not always possible to deliver all messages in a timely manner and it will keep interruptions to the instructional time to a minimum.

### **Students Walking Home from School**

Students in grades 3-5 may walk home only with a signed permission slip. The Walker Permission Slip will be sent home in the first day packet. Also, written permission from the parent is required if a student will be deviating from the regular route home. Parents are encouraged to go over safe routes home with their students, and to remind their students not to take shortcuts through private property.

If a student will be going home with another student, a note (dated and signed) from the parents of both students must be provided for verification purposes. Contact a school administrator if there are any special needs or questions regarding students walking home.

### **Bicycles, Scooters & Skateboards**

Students are allowed to ride their bicycles, scooters, or skateboards to and from school, but must walk/carry them onto and off school grounds in the morning and after school. Failure to do so could result in forfeiting the privilege to use this mode of transportation. After school, students are to leave school grounds immediately, cross streets using the crosswalks, and adhere to all traffic and safety procedures.

***Electric Bicycles and Scooters:*** To ensure the safety of students who ride to and from school on electric bicycles or scooters, parents are highly encouraged to review the traffic laws and school-prescribed safety rules pertaining to these modes of transportation with their child. This includes wearing a bicycle helmet, as provided below, and adhering to the speed limits on the road and in the school's parking lot.

***Bicycle Helmet Law.*** All students are required to wear a properly fitted and fastened bicycle helmet in order to operate, or ride as a passenger on, a bicycle, a non motorized scooter, or a skateboard, or to wear in-line or roller skates. This requirement also applies to a minor who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle. If a student does not wear their helmet to school, the school will confiscate the bicycle, scooter, and/or skateboard and call home for a helmet.

***Bike Racks:*** All bicycles, scooters, and skateboards must be locked up in the bike rack area; they cannot be stored in the Front Office or in any classrooms. Students must provide their own lock and key as none will be provided by the school. The school is not responsible for the loss or damage to bicycles, scooters, skateboards, or helmets.

### **Students on Campus After School**

Only those students who are enrolled in an after-school program or participating in tutoring or a structured club event/activity are allowed on campus after regular school hours. No other students should remain on campus beyond 30 minutes after dismissal time.

### **Parking Lot**

All visitors, including parents, must park in designated areas and adhere to all curb markings and staff directions. There is no double-parking or parking in loading and red zones or in bus loading zones. The speed limit in the parking lot is 5 MPH.

### **Animals & Pets on Campus**

Other than service animals for students with disabilities and animals used for instructional purposes by teachers, pets and other animals (even on a leash) are prohibited from being on school property during, before, or after school hours. This is necessary to ensure the health, safety, and welfare of all students and staff.

### **Adult School Visiting Procedures**

All visitors who wish to gain access to a school, including parents, contractors, and volunteers, must report to the main office to register through the Raptor Visitor Management System. Visitors will be asked to present a photo ID and state their purpose for entering school grounds. Visitors without a photo ID will have their information manually inputted into the system by a staff member. Once a visitor has been approved, a visitor's badge will be printed for the visitor to wear during the visit. Unless otherwise directed by the principal or designee, a staff member will accompany visitors while they are on school grounds. Upon completion of the visit, all visitors must return to the main office to turn in their visitor's badge and sign out.

Anyone on school grounds without permission is in violation of the law and may be reported to law enforcement. The principal or designee may refuse to register any visitor if the principal or designee reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a

controlled substance. A visitor's registration may be revoked if the principal or designee believes there is a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

## **HEALTH & WELLNESS**

### **Food Allergies & Special Dietary Needs**

There are students who have special dietary needs and/or are allergic to certain foods or ingredients (e.g., peanuts, tree nuts, wheat, milk, etc.). When exposed to an allergen, affected students may experience shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. Students will not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

Please help ensure the safety and health of all students at school by keeping the following in mind:

1. Parents are responsible for notifying the principal or school nurse, in writing, regarding their child's food allergies or other special dietary needs.
2. When a student's food allergy or food intolerance substantially limits one or more major life activities, they may be evaluated to determine if accommodations pursuant to a Section 504 Plan are required.
3. School lunch meals make dietary accommodations for students who have a medically certified disability that is verified by a medical statement.
4. Each school site may designate allergen-free area(s) to ensure students with allergies are safe.
5. Students should not share or exchange meals or utensils with other students.
6. Without identifying the student, the principal or teacher may notify parents of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.

7. Parents are encouraged to bring non-food items, such as stickers or pencils, for school celebrations in lieu of food items which present a challenge for students with food allergies.

When sending food for others to consume, do not send any foods that do not have food labels.

### **Health Services**

Students must have a pass from their teacher or other staff member before going to the Health Office, unless an emergency occurs. The school nurse or health technician can administer first aid, but if the student needs further treatment or care, or transportation home or to a doctor, contact with the parent or designated adult will be made.

### **Medication at School**

Parents are to notify the principal, health technician, and/or school nurse if their student is on a continuing medication regimen for a non episodic condition. The notification must include the name of the medication being taken, the current dosage, and the name of the supervising doctor. With parental consent, the principal, health technician, or school nurse may communicate with the doctor and may counsel with staff regarding possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Parents should talk to their child's doctor about making a medicine schedule that does not require the student to take the medicine while at school. However, when necessary, please follow the guidelines provided below. All written requests must be provided on an annual basis or when the medication, dosage, frequency of administration, or reason for administration changes.

***Assistance with Administration of Medication.*** The school nurse or other designated school employee may assist a student who needs to take prescribed medication during school hours only upon written request of both the doctor and the parent. The written request from the doctor must include details as to the name of the medication, method, amount, and time schedules by which the

medication is to be taken and a written statement from the parent indicating the desire that the school assist the student in matters set forth in the doctor's statement.

### ***Self-Carry and Self-Administration of Medication.***

In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent must provide a written statement consenting to the self-administration and a written statement from the doctor detailing the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication. The parent's written statement must provide a release for the school nurse or other designated school personnel to consult with the student's health care provider regarding any questions that may arise with regard to the medication, and releasing the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. A student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

### ***Delivery, Storage, and Disposal of Medication.***

Parents must supply the school with all medicine the student must take during the school day, with each medicine stored in a separate container labeled by a pharmacist licensed in the United States. The container must list the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. The medicine must be delivered to the school by a parent or other adult, unless the student is authorized to carry and take the medication by themselves. Except for inhalers, the student may only carry one-day's dosage. For all other medication, no more than a 30-day supply will be kept at the school. All discontinued, outdated, and/or unused medicine must be picked up before the end of the school year.

## **Illness**

It is important to protect the health of all students from risk posed by infectious diseases that can be transmitted within the school setting. Whenever there is a good reason to believe that a student is suffering from a recognized contagious or infectious disease, the student will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. The California Department of Public Health (CDPH) further provides that children should stay home (or go home) from school when any new illness or symptom prevents them from being able to participate meaningfully in school activities or results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

**The following chart provides guidelines from the CDPH that help parents decide when to keep children at home when they are not feeling well and when children are ready to return to school.**

<b><i>Symptom or Illness</i></b>	<b><i>When should children stay home and when can they return to school?</i></b>
Fever	STAY HOME IF a fever is 100.0 F (38°C) or higher. RETURN WHEN fever free for 24 hours without fever reducing medications such as Tylenol® , Advil® , or Motrin® (acetaminophen or ibuprofen).
Vomiting	STAY HOME IF vomiting has occurred 2 or more times in 24 hours. RETURN WHEN vomiting has ended for a period of 24 hours. Recommend frequent handwashing.
Diarrhea	STAY HOME IF your child's stool is likely to leak from the diaper, or if they are unlikely to make it to the toilet in time (if potty trained). If the stool looks bloody or black, seek medical attention. RETURN WHEN symptom free for 24 hours without medication. Recommend frequent hand washing.
Sore throat	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty breathing or swallowing, or continuous drooling. RETURN WHEN IMPROVING. If an antibiotic is prescribed, return 24 hours after initial dose.
Cold symptoms such as cough, stuffy/ runny nose, sneeze	OK TO ATTEND WITH MILD SYMPTOMS. Please consider wearing a mask if age 2 years or older. STAY HOME AND SEEK MEDICAL ATTENTION for severe symptoms, including a bad cough, difficulty breathing or trouble catching their breath, or wheezing when not controlled by medication (like albuterol). RETURN WHEN IMPROVING. If your child will need medication after returning, contact the school site to request the authorization form for medication.
Ear or eye irritation, including pink eye	OK TO ATTEND WITH MILD SYMPTOMS. Recommend frequent handwashing. STAY HOME AND SEEK MEDICAL ATTENTION for difficulty seeing or hearing, an eye injury, or pain they cannot tolerate.
Head lice	STAY HOME AND TREAT THE STUDENT when there are live lice present. RETURN WHEN treated with appropriate lice shampoo and no live lice are present. Student's head will be examined for live lice by the Health Assistant.

<b>Symptom or Illness</b>	<b>When should children stay home and when can they return to school?</b>
Rash or Itching	<p>OK TO ATTEND WITH MILD SYMPTOMS.</p> <p>STAY HOME AND SEEK MEDICAL ATTENTION IF THE CHILD HAS ONE OF THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>• Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others.</li> <li>• Skin that looks bruised without a known injury or in an unusual location.</li> <li>• Rapidly spreading dark red or purple rash (may indicate a rare but severe bacterial infection; usually accompanied by fever).</li> <li>• Tender, red area of skin, rapidly increasing in size or tenderness.</li> <li>• Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting, or wheezing).</li> <li>• Fever (see Fever for return guidance)</li> <li>• There is concern for a disease like chickenpox or measles. If this is the case, the child should see a healthcare provider and the local health department should be contacted.</li> </ul> <p>RETURN WHEN IMPROVING or as guided by a health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies, and pinworms, your child may return 24 hours after they start appropriate treatment.</p>

### **Readmission after Hospitalization or Injury**

Due to the privacy rights of patients, the Health Office staff cannot directly contact a student's health care provider to obtain any documentation regarding a student's hospitalization or injury. Parents are responsible for providing any necessary medical documentation to the school.

Students wearing braces or casts, using crutches, in wheelchairs, or using other ambulatory assistive devices are allowed to attend school only with written permission of the student's doctor. This is to ensure that the student is well enough to attend school safely.

### **Restroom Use**

Restrooms are to be used outside of class time. A doctor's note is required if more frequent use is needed by a student. Restrooms are not to be used for changing clothes, applying makeup, or visiting with friends. Food and/or drink are not permitted in the restrooms.

### **Wellness Policy**

The District's Wellness Policy aims to ensure lifelong good health and practices towards a healthy body and mind. Every effort is being made

to provide each student the understanding and maintenance of good health practices.

**Classroom Parties.** Parents planning to donate items for a classroom party or to celebrate a child's birthday must adhere to the following:

1. Items must be commercially prepared and wholesome at room temperature (they cannot require refrigeration or freezing). It is recommended that items be individually packaged.
2. The combined calories of items must be less than 170 calories per student.
3. An item must have less than 30% fat and 30% sugar.
4. Pre-arrange with your child's teacher before bringing items to school.

**Water Bottles.** Students are encouraged to bring a reusable bottle to fill and refill water to consume while on campus. Drinking water plays an important role in maintaining a child's overall health in the following ways:

1. Supports muscles, joints, and tissues.
2. Improves digestive system.
3. Keeps growing bodies hydrated.
4. Positively impacts cognitive performance, particularly short-term memory.

5. Improves visual attention and fine motor skills.
6. Can prevent excess weight gain when substituting sugary drinks.

## INSTRUCTIONAL PROGRAM

### **Academic Concerns**

It is recommended that parents and guardians communicate with their students' teachers via Parent Square to inquire about grades and any other concerns.

### **Chromebooks**

Students will be provided with a Chromebook as part of their daily educational tools. They will be used in class for academic purposes and research. Students will be trained on proper care and use.

Students are responsible for the care and security of the device. Students will be held responsible for inappropriate use and will be disciplined accordingly. Students will be assessed a fine for the cost of repairs or replacement of Chromebooks due to damage/loss in accordance with the Chromebook Damage Policy. Students with fines assessed for lost/damaged Chromebooks or other school instructional materials (such as textbooks or library books), will be placed on the Non-Privilege List until all fines are paid.

### **Field Trips**

Field trips are a supplement or a follow-up to class instructional work. All students are required to have a signed parent permission slip before being allowed to go on a field trip. District-approved parents may go on field trips only as assigned supervisors; however, siblings or children who are not students at the school are not allowed to go on field trips. Students must meet the eligibility criteria to attend the field trip.

### **Grade Reporting**

Grades help students and parents understand performance expectations, represent an accurate evaluation of the student's achievement, and identify a student's strengths and areas of needed improvement using a system that is familiar and understandable. Students will receive two progress reports and two report cards each school year

(refer to the school calendar for the end of each grading period).

Parents are encouraged to use their Aeries Parent Portal account to monitor their student's grades and to subscribe to weekly progress emails, which contain up-to-date attendance and grade book information.

### **Homework**

Unfinished classwork may also be sent home with students for completion. Parents are to provide a quiet place for the student to work, proper lighting, and assistance in initiating reading and completion of assignments. All students will receive a student agenda and Leadership Notebook to keep track of their daily assignments.

### **Make-Up Work**

Students should take the initiative to make up any missed assignments due to absences. The following provides specific guidelines based on the type of absence:

***School Activities.*** Students must clear all school activities with their teacher(s) in advance in order to get assignments. Lists of students involved in school activities will be approved and distributed to teachers (for verification purposes) by the administration.

***Excused Absence.*** Students will be given the opportunity to make up school work missed because of an excused absence and to receive full credit if the work is turned in within a reasonable period of time, which is usually 1 day for every day absent from the date the student returns to school. Students must take initiative to request assignments from the teacher and to ask for, and follow through on, the due date as determined by the teacher.

***Unexcused Absence.*** Students who miss school work because of unexcused absences will be given the opportunity to make up missed work for full or reduced credit at the discretion of the teacher. This means that the teacher has the right to decide whether or not to provide any credit for this late work.

***Out-of-School Suspension.*** If the student's absence is the result of a suspension, the teacher may require the student to complete any assignments



and tests missed during the period of suspension. When a parent of a student who has been suspended for two or more days from school requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment may not be included in the calculation of the student's overall grade in the class.

***Planned Absences.*** If a student is planning to be absent, homework may be requested from the teacher(s) or office staff at least 24 hours in advance. For absences longer than 3 days, parents are encouraged to call at least 72 hours in advance or request for short-term independent study if the student meets the eligibility criteria.

### **Physical Education**

As required by state law, students must participate in physical education (P.E.) beginning in the first grade. No standardized uniforms are required, however, to prevent any health or safety hazard, all students are expected to wear appropriate clothing and shoes for running, jumping, climbing, and calisthenics.

A student may be excused from P.E. if the student is ill or injured. Parent notes must be submitted for the student to be excused from P.E. for one to three days. A doctor's note is required if the student needs to be excused from P.E. for more than three consecutive days or for a recurring illness.

### **School Supplies**

All supplies, materials, and equipment that students need to participate in educational activities will be provided at no cost to the students. However, if parents wish to donate supplies for a classroom, the following are examples of items to donate: pencils, crayons, colored pencils, glue/glue sticks, markers, dry erase markers, etc.

### **Substitute Teachers**

There will be occasions when substitute teachers will be on campus to cover staff absences. They are considered guests at the school, so all students must treat them with respect. Any student being disrespectful towards a substitute teacher or disruptive in a class will receive appropriate disciplinary consequences.

### **Transfers & Disenrollment**

When a student transfers out of the District, parents must notify the school in order for grades and records to be transferred in a timely manner. All textbooks and other school materials that are property of the District must be returned. Failure to return them may result in the withholding of the student's grades, transcripts, and diploma.

## **STUDENT LIFE**

### **Associated Student Body (Student Lighthouse)**

The ASB is a club incorporated by students for students. This club allows the students to explore various leadership positions that help govern our school. ASB is in charge of scheduling our school-wide assemblies, dances, and other school functions.

### **Awards & Recognitions**

Listed below are the awards and recognitions that students may receive and the celebratory events in which parents may be invited to participate. As there are students and staff who have severe allergies to balloons, and because balloons may obstruct people's views, the school has a policy to prohibit balloons at any event.

***Kindergarten Celebration.*** At the end of the year, a celebration will be held during school hours to celebrate students' completion of kindergarten. All students will receive a certificate and perform for their parents. Students will not be wearing a cap and gown.

***Fifth Grade Promotion.*** The school will not hold a fifth grade promotion ceremony. Promotion is reserved for middle school and high school completion.

***Outstanding Attendance.*** Students who have no more than three excused early check outs or

tardies for the entire year will be recognized at the end of the year with a certificate.

**\*Perfect Attendance.** Students who have perfect attendance for the month will receive a Brag Tag. Students with perfect attendance for the semester will be invited to an attendance party or to participate in an incentive activity after the end of each semester. Students with perfect attendance for the entire school year will be recognized at the end-of-the-year grade level assemblies. The classes with the highest percentage rates each month will be recognized at the monthly Tiger Assembly.

**\*Note:** Perfect attendance means no absences, tardies, or early check outs.

**Tiger-of-the-Month.** Each month, the entire school focuses on one of the leadership skills based on The 8 Habits. Teachers will teach specific lessons about the traits and incorporate them into their lesson plans. Starting in September, a student from each class will be recognized as Student-of-the-Month at the Tiger Assembly each month. This recognition is based on the Leader in Me traits that the student demonstrates.

**Semester Assemblies.** At the end of every semester, a grade level assembly is held to honor the success of students from each grade level.

### **Clubs & Sports**

School sponsored clubs and sports are available during lunch and after school. Options vary depending on availability, staffing, and student interest. The most current clubs and sports offered are posted on the school's website.

### **Deliveries**

To minimize disruptions to the learning environment, items brought to the office during the day will not be delivered to the classrooms. Students may pick up these items during break, lunch, or after school. Items such as cupcakes, flowers, balloons, or other gift items will be held in the office until after school for student pick-up. Due to the different allergies that students may have, these items are not allowed in the classrooms.

### **Lost/Damaged Books**

Students are encouraged to take care of school property that is loaned to them. Parents will be

charged for lost or damaged books and other school materials, and students with unpaid fees may be disqualified from end-of-year activities.

### **Lost & Found**

**Parents are urged to label lunch boxes, sweaters, jackets, etc. with their child's name.** Students and/or parents may check the "lost and found" box located at school MPR for missing items.

Unclaimed items are donated to charities three or four times per year.

### **Money**

Cash/money orders should be used for all purchases (*i.e.*, yearbooks, tickets, etc.). Such purchases can be made at the Front Office during the times posted.

All students are encouraged to bring no more than \$5 cash for any items.

### **Participation in School-Sponsored Activities**

All students are eligible to participate in school-sponsored activities, but participation in such activities is a privilege not a right. Specific activities may also require certain levels of academic achievement. Students may be excluded from activities for any of the following reasons:

- Multiple unexcused absences or lates/tardies
- Multiple discipline referrals
- On-campus or out-of-school suspensions or other administrative discipline

School-sponsored activities include but are not limited to: student government, sports, clubs, other extracurricular activities, and end-of-year activities.

### **Personal Technology**

Smartphones or other personal technology must be turned off during instructional time and kept in the student's backpack while in school, except under the following circumstances:

1. In case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student, subject to any reasonable limitation imposed by that teacher or administrator.

3. When a licensed physician and surgeon determines it is necessary for the student's health or well-being.
4. When it is required in a student's IEP or Section 504 Plan.

Misuse of a smartphone or other personal technology (*e.g.*, laptop, tablet, cell phone, smart watch, network access devices, or other electronic signaling devices) on or near school property, in school vehicles and buses, at school-sponsored activities may result in disciplinary action up to and including expulsion from the District. A student may also be subject to discipline for use of a smartphone or other personal technology off school grounds if it poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

Examples of misuse include, but are not limited:

1. Taking photos or recording of any person at school without specific permission from a teacher or administrator.
2. Accessing, posting, displaying, or otherwise using material that is discriminatory, libelous, defamatory, obscene, sexually explicit, disruptive or without permission.
3. Bullying, harassing, intimidating, embarrassing or threatening others ("cyberbullying").
4. Disclosing, using, or sharing other people's personal identification information (*e.g.*, name, address, telephone number, email) with the intent to threaten, intimidate, harass, or ridicule that person.

The school assumes no liability for personal technology if such devices are damaged, lost, or stolen.

Students who violate any school rules related to the use and possession of personal technology may have the following consequences:

- 1<sup>st</sup> and 2<sup>nd</sup> Offense: Device is confiscated; student picks it up after school.
- 3<sup>rd</sup> Offense or Above: Device is confiscated; parent picks it up in the office after school.
- Continued offenses will result in the student being placed on the Loss of Privilege list and require a parent conference with an administrator.

## PARENT INVOLVEMENT

### **Advisories, Councils & Committees**

Parents are encouraged to become involved in activities at the school and to participate on parent advisories, councils, and committees at both the school site and District level. Parents should look for information or contact the school if they are interested in participating in any of the following groups:

***English Learner Advisory Committee (ELAC):*** A school with 21 or more English learners must form an ELAC. The ELAC is a group consisting of the assistant principal, parents of English learners, and other staff. Officers of the ELAC are elected by their peers, and the ELAC is responsible for assisting in the development of a schoolwide needs assessment, recommending ways to make parents aware of the importance of school attendance, and advising the principal and school staff in the development of a detailed master plan for English learners for the school and submitting the plan to the Board of Trustees for consideration for inclusion in the district master plan. Meetings are open to everyone, but only the members of the ELAC may vote on agenda items.

***School Site Council (SSC):*** The SSC is a decision-making group consisting of the principal, parents, teachers, and other staff. Members of the SSC are elected by their peers, and there must be parity in numbers between school members and parent members. The goal of the committee is to develop and approve the school plan and budget, as well as evaluate the effectiveness of the instructional program. Meetings are open to everyone, but only the elected members of the SSC may vote on agenda items.

### **Classroom Observations**

Parents have the right to observe the classroom(s) in which their child is enrolled or for the purpose of selecting the school in which their child will be enrolled. Arrangements for classroom observations must be made with the teacher at least 48 hours in advance – no unannounced visits will be permitted. To minimize interruptions and distractions during instructional time, and to ensure the health and safety of students, classroom observations may not last longer than 20 minutes per visit unless prior

agreement has been made with site administration. The teacher or principal may also limit the number of observations that a parent can make.

Observations are opportunities for parents to see and experience the programs and services in which their child is participating. School administration is responsible to ensure that observations provide reasonable accommodation to parents while preventing undue interference with instruction, harassment of students and/or staff, conduct that hinders school/district operations, or conduct that creates a hostile, intimidating, or unsafe learning or working environment.

During a classroom observation, the parent may not interact with any student or the teacher unless the interaction is initiated by the teacher. The principal or designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise. A follow-up meeting with the teacher or principal may be scheduled as needed to address any questions or concerns.

On the day of the observation, the parent/guardian must follow the rules and procedures for visiting the school campus, including signing in at the Front Office and providing proof of identification. The use of any electronic listening or recording device in the classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the student, willfully in violation is guilty of a misdemeanor.

### **Home-School Communication**

Two-way communication between the home and school is critical to student success. Parents may communicate with staff by phone, via email, or in person by appointment. Please note that phone calls will not be transferred to the classroom during instructional time. Any messages sent to staff or left on voicemail will receive a response within a 48-hour period. Messages for students from their parents will only be delivered during instructional time if the matter is of EXTREME emergency or great urgency.

The following are the different ways in which parents will receive or can access information.

***Aeries Parent Portal.*** When completing the online Aeries registration process each year, parents select the manner in which they wish to be contacted with information, news, and updates from their child's teachers, the school site and the district office. These include the Automated Call System and Parent Square.

***Automated Call System.*** Parents should expect to receive automated phone calls for reasons including, but are not limited to, the following:

1. Reminder of important school events and activities.
2. Request for input.
3. Notification of emergencies.
4. Notification of student absences.

Calls will be made to the primary phone number listed in Aeries as the student's Emergency Contact.

***Parent Square.*** Parent Square communication options include phone calls, text messages, emails, or any combination of these. Parents may also select at which time they would like to receive these notifications. For assistance with setting up your preferences, you may contact the Front Office.

***School Marquee.*** The marquee will be updated regularly to announce major school events and activities. Not all events will be listed; parents should check the Calendar of Events on the school website for a more extensive list.

***School Website.*** The Romoland Elementary School website provides the latest information regarding school events and programs, important information, frequently used forms, and protocols and procedures. It can be accessed at: <https://www.romoland.net/Domain/12>

### **Informational Events**

Parents are strongly encouraged to attend the following events to stay informed and connected to the school:

***Back to School Night.*** Back to School Night is an informative night for parents, providing parents with the opportunity to:

1. Meet the school staff and tour the school site.
2. Be informed of their student's academic program and the year's course of study, including instructional materials and practices.
3. Learn about their student's daily schedules and classroom procedures.

The event is primarily for adults. Any children present must be with adult supervision at all times.

**Open House.** In the last semester, parents, students, and friends are invited to an evening of celebration in honor of student achievement. Parents are invited to view their student's academic growth and celebrate their successes; it is not the time to have "one-on-one" conference with teachers. Any student or other children present must be with adult supervision at all times.

### **Parent-Teacher Conferences**

Parents have the right to meet, within a reasonable time of their request, with their child's teacher(s) and/or principal. Such conferences can allow parents the opportunity to stay involved in their child's education, and can be held for reasons that include, but are not limited to, any of the following:

1. To examine the curriculum materials of the class(es) in which their child is enrolled.
2. To discuss their child's progress in school, and any issues that are getting in the way of that progress.
3. To review the results of their child's performance on standardized statewide tests.
4. If their child is identified as being at risk of retention, to discuss and/or appeal the decision.
5. To question anything in their child's record that the parent feels is inaccurate or misleading, or is an invasion of privacy.

Parent-teacher conferences are typically held before or after school to prevent interruptions to instructional time and learning. Parents should not simply show up at the school with the expectation to meet with the teacher, especially on early release days since teachers are required to attend meetings and engage in professional development activities during that time. In order to make the meeting as productive as possible, it is recommended that siblings do not attend conferences.

To schedule a conference, parents can email the teacher or send a message via Parent Square. Parents requiring an interpreter for the meeting should also give the teacher reasonable notice to make the appropriate arrangements with the principal or designee.

### **Student Records**

Only parents and authorized personnel may access a student's records. Parents who wish to review or obtain copies of their student's records should contact the Front Office and schedule an appointment. The school will comply with a parent's records request within five business days from the date the request is received.

### **Volunteering on Campus**

Volunteer assistance in schools can enrich the educational program and contribute to school safety while strengthening the schools' relationships with the community. Even helping out with the smallest tasks can make a real difference. Parents and other members of the community are encouraged to share their time, knowledge, and abilities with students. Volunteers must act in accordance with District policies, regulations, and school rules. Volunteers may not bring siblings and other younger children, who are not enrolled in school, into the classrooms.

In order to become an approved parent/guardian volunteer at school, please follow these simple steps:

- Fill out the Volunteer Application on the Romoland School District website under Parents Directory - Volunteer Information at <https://romoland.net>
- Complete a Tuberculosis (TB) Test.
- Upload your photo ID and proof of (TB) Tuberculosis Test.
- When the background check is cleared, you will receive an email notification upon approval; you will then 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 and/or Parent Ambassador at least 24 hours in advance.
- Once you have been scheduled to help, check-in with the Front Office; be sure to bring a Photo ID; it will be scanned through the Raptor System.
- 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 Front 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 the volunteer's own child for disciplinary purposes.**

## SCHOOL ATTENDANCE

*It is the strong belief of the Romoland School District Board of Trustees and all schools in the District that regular and punctual attendance at school is an absolute requirement for a successful education.*

### **Attendance Expectations**

Regular attendance at school is necessary to achieve the greatest academic growth and is an important life skill that will help students graduate from college and keep a job. When a student misses school, they miss valuable learning time. Parents must make school attendance a priority.

Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays. Refer to the school calendar to help with scheduling appointments and planning vacations.

### **Excused Absences**

A student's absence will only be excused for any of the following reasons:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, or chiropractic appointment (time excused includes travel to and from the appointment and the appointment time).
4. Attendance at a funeral services or grieve the death of either a member of the student's immediate family\*, or of a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family (limited to five days per incident).
5. Jury duty.
6. Illness or medical appointment of the student's child.
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
  - a. Attendance or appearance in court.
  - b. Attendance at a funeral service.
  - c. Observance of a religious holiday or ceremony.
  - d. Attendance at a religious retreat for no more than one schoolday per semester.
  - e. Attendance at an employment conference.
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
8. Service as a member of a precinct board for an election.
9. To spend time with an immediate family member\* who is an active-duty member of the uniformed services, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (limited to three days).
10. Attendance at a naturalization ceremony to become a United States citizen.
11. Participation in a cultural ceremony or event ("cultural" means related to the habits, practices, beliefs, and traditions of a certain group of people).
12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school.
13. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (limited to one schoolday-long absence per school year unless otherwise permitted by the Superintendent or designee).
14. Due to the death of a student's immediate family member, or a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family, to: (limited to three days per incident; additional absences are subject to the discretion of the school administrator)



- a. Access services from a victim services organization or agency
- b. Access grief support services
- c. Participate in safety planning or to take other actions to increase the safety of the student or a student's immediate family member, or a person that is determined by the student's parent to be in such close association with the student as to be considered the student's immediate family, including, but not limited to, temporary or permanent relocation

\*For the purpose of the absences described above, immediate family means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

### **Instructional Options for Extended Absences**

When students need to be absent from school for a prolonged period of time, there are still options available to ensure that there is no break from instruction.

**Short-term Independent Study.** If a student is going to be absent up to 15 school days, the student may be eligible for Independent Study. Through Independent Study, the student has the opportunity to keep up with classwork during the absence. If all assigned classwork is completed, the absences will be excused. Parents should contact the attendance clerk at least one week in advance of the absence in order to develop an Independent Study agreement and to prepare the instructional packet.

**Home/Hospital Instruction.** Individual instruction, provided in the student's home or in a hospital or other residential facility (excluding state hospitals), is available to a student with a temporary disability. A temporary disability is defined as a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes, and after which the student can reasonably be expected to return without special intervention. Temporary disability does not include a disability that would qualify a student for special education. Parents in need of such services for their student should contact the Health Technician, or directly contact the Director of Pupil Services at (951) 926-9244.

### **Late/Tardy to School**

All students are expected to attend school daily, arrive ON TIME, and remain for the full day of instruction. Students should be encouraged to be prompt as part of developing good habits. If a student is late to school, the parent is required to escort the student into the Front Office and sign him/her in.

### **Leaving School Early**

Early check out is strongly discouraged. Every minute in the classroom is necessary for grade level mastery. If a student must leave school early, the student must be checked out through the Front Office by a parent or another authorized adult listed on the student's Emergency Contacts in Aeries.

Please note that for the safety and wellbeing of our students and staff, the school will not release a student based on a phone call since the identity of the caller cannot be verified. At any time, parents may add, modify, or delete Emergency Contacts for their students in the Aeries Parent Portal.

### **Truancy: Poor/Irregular Attendance**

**Truant:** A student is considered *truant* after three absences, three tardies of more than 30 minutes each time, or any combination thereof **and** the absences or tardies are unexcused. Unexcused absences are all absences that do not meet the criteria listed under "Excused Absences" above.

**Habitual Truant:** After a student has been reported as a truant three or more times in a school year and the school has made a conscientious effort to meet with the family, the student is considered a *habitual truant*.

**Chronic Truant:** A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a *chronic truant*.

Parents of students who are habitually truant, or have excessive absences and/or tardies (whether excused or unexcused) that are interfering with the student's educational progress, will receive letters from the school. Continued absences will result in a referral to the School Attendance Review Team (SART) meeting to discuss attendance concerns and



offer support services/recommendations to address barriers.

### **Verification of Absences**

All absences must be reported within 24 hours upon the student's return to school by calling our Front Office, emailing our Attendance Clerk, or sending a note to school.

It is important for parents and students to understand that writing a note to verify an absence does not excuse the absence. Absences are excused only if they meet the criteria listed under "Excused Absences" above. However, once a student has 10 excused absences in a school year, any further absences for illness must be verified by a doctor's note.

## **SCHOOL SAFETY**

### **Closed Campus**

A "closed campus" means that once a student arrives at school, the student must remain on campus until dismissal or until the student is picked up by a parent or other authorized adult listed in Aeries under the student's Emergency Contacts. Students will ONLY be released to adults listed on this card and who show a picture ID. The school will not release a student based on a phone call since the identity of the caller cannot always be verified.

### **Dress Code & Grooming**

Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

The Dress Code can be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. Teachers may impose more stringent dress requirements to accommodate the special needs of certain classes. The Principal, staff, students, and parents may establish additional reasonable dress and grooming regulations for times when students are engaged in extracurricular

or other special school activities as well as to address site-specific needs.

The following chart summarizes the Dress Code policy that applies to regular school activities:

Attire	<ul style="list-style-type: none"> <li>Shorts and skirts must not be shorter than mid-thigh.</li> <li>No spaghetti straps or showing of the mid-section.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Closed-toe and socks are recommended to protect the feet.</li> <li>Flip-flops, backless sandals/shoes, high platforms and shoes with rollerblades are not to be worn.</li> <li>Shoes should be secured to the foot and appropriate for participating in P.E. and recess play.</li> <li>Students wearing "heelies" will have the wheels removed; parents will need to collect them from the Front Office.</li> </ul>
Hats/Hair	<ul style="list-style-type: none"> <li>Hats may not be worn inside buildings.</li> <li>Hats should not advocate or advertise alcohol, smoking, gangs, drugs, profanity, sexual innuendos, professional sports teams, or violence.</li> <li>Hats must be worn with the bill facing forward.</li> <li>Hair is to be kept clean and neat. Styles that cause disruption to learning (at Administrator's discretion) will be addressed with the child and their parent.</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>Accessories should not interfere with the learning environment and/or safety of the child or others.</li> <li>Wallet chains, large bracelets/earrings/rings and other such jewelry may not be appropriate or safe for students to play or have at school.</li> <li>Makeup, long nails, and temporary tattoos are not appropriate.</li> </ul>

***Interventions/Consequences.*** If a student wears clothing not within the approved limits provided above, parents will be notified and instructed to bring a change of clothing to school. In more serious cases, the student will be referred to the principal or designee. Disciplinary action, including detention, suspension, and expulsion, may be imposed within the limits allowed by law and Board policy.

### **Emergency Contacts**

It is imperative for student safety that parents ensure that their child's Emergency Contacts are entered in the Aeries Parent Portal at the beginning of each school year and *updated whenever there is a change*.

There is no limit to the number of Emergency Contacts that are listed; however, for each student, **there must be at least two adults listed with their current contact information**. The school will always first attempt to contact the parent at the primary number, however, if the school is unable to reach the primary contact or in case of an emergency where the student must be removed from school, the school will need to be able to reach an authorized adult who has permission to pick-up/assist with the student.

Only the individuals listed in a student's Emergency Contacts may remove a student from school. If there are custody arrangements or a restraining or protective order against a former spouse or another individual, a certified copy of the order must be provided to the Front Office.

### **Emergency Preparedness**

In order to familiarize students and staff with proper emergency procedures, drills are held throughout the year.

- Fire Drills: monthly
- Earthquake Drills: 4 times per year
- Lockdown Drills: 2 times per year
- Shelter-in-Place Drill: 1 time per year

Parents are encouraged to review the school's Comprehensive School Safety Plan for more information.

In the event of an emergency situation or disaster (*e.g.*, earthquake, fire) during school hours, all students will be kept at school. They will not be released until a parent or parent designee listed in the Emergency Contacts arrives at school with proper identification to pick up the student. Parents are required to list their "designees" in Aeries in their Emergency Contacts, as stated above.

### **Hall Passes**

Students not in the classroom during class time are required to have a signed Hall Pass at all times.

### **Lunch Periods**

Students must remain on campus during their lunch period. Students may not go home for lunch unless their parents come to the office and sign them out each time. Parent visits during lunch are also not permitted.

Each student will receive breakfast and lunch at no cost each school day, but students may choose to either bring their own meals from home.

The school prides itself on being a litter free campus. Before leaving the lunch area, students are encouraged to check around them for trash or other items that may have been left behind and help throw them away. Students should show school pride by helping keep the campus clean.

### **Playground Safety**

All students report to the playground before school, at recess, and during the lunch period. Students must play in assigned areas, and all playground equipment will be provided by the school. Students may not bring their own toys, balls, or other equipment to school.

Additionally, the following procedures have been established to ensure the safety of all students:

1. Students are to follow all playground rules and use the equipment safely and properly.
2. Balls are not to be thrown against buildings or above the waistline of others.
3. Jumping from the equipment is prohibited.
4. Students are to report incidents or disturbances to the nearest supervisor on duty. Students are also to report if a ball has gone over the fence.
5. Play equipment or other items brought from home will be confiscated and returned to the student after school.
6. Special activities are planned for days with inclement weather (*i.e.*, excessive heat, cold, rain, wind).

### **Prohibited Items**

The list below are the items that are not to be brought to school to ensure the safety of students and staff, as well as the health and cleanliness of the school. If a student brings any of the items on

campus, the item will be confiscated and returned to either the student after school or will require that the parent pick up the item. Items that are illegal to be possessed outside of school grounds, such as controlled substances and firearms, may be turned over to law enforcement.

- Balloons
- Cameras or video cameras
- Dangerous objects (e.g., box cutters, nail files)
- Gum and candy
- Handheld video games
- Large amounts of cash
- Photo and card collections
- Sports equipment
- Squirt guns, water toys, water balloons
- Toys and stuffed animals
- Weapons or ammunition of any kind

### **Tobacco, Drugs & Alcohol**

The possession, use, sale, or furnishing of tobacco, drugs, and/or alcohol is prohibited on all district property and district vehicles and at school-sponsored activities away from school.

### **Unauthorized Sales**

Students may not sell items (i.e., candy, chips, drinks, food, merchandise, etc.) at school unless they are participating in a school-approved fundraiser, or have obtained prior written approval from the school administration. Violators will have their items confiscated and returned only to the parent.

## **STUDENT BEHAVIOR & DISCIPLINE**

*The Code of Conduct is based on Positive Behavior interventions and Support (PBIS).*

### ***Be Safe • Be Respectful • Be Responsible***

*In order to guarantee all students the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or a classmate from learning. Students will not be allowed to engage in any behavior that is not in their best interest or in the best interest of others.*

### **Discipline Policy**

The school's primary goal is to assist students in developing a high degree of self-direction and personal responsibility. These qualities are learned developmentally with the care and guidance from parents and a professional staff, along with a high caliber instructional program. The principal and staff will have the responsibility for developing a climate that promotes the development of these qualities.

The classroom teacher will handle minor infractions and major infractions will be referred to the principal or designee. Parents will be kept informed whenever a student is developing any adverse behavior patterns. The teacher and administration will work with parents to reach a solution to such adverse behaviors. Any disciplinary actions taken will be within the parameters established by state law and Board policy.

### **Detention**

With prior parent notification, teachers and administration may detain students in their classrooms/designated area after school for the purpose of completing assignments and make-up work, addressing misbehaviors, or making up for frequent tardiness to class, etc. A student's recess will not be denied unless it has been determined that the student's participation poses an immediate threat to the physical safety of the student or the student's peers.

Administrative after school detention may also be assigned to students for disciplinary reasons.

### **Grounds for Suspension & Expulsion**

Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed any of the following acts described in EC 48900, 48900.2, 4900.3, 48900.4, and 48900.7:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a

controlled substance, an alcoholic beverage, or an intoxicant of any kind.

5. Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco, or products containing tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
12. Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties. (Only suspension from class imposed by a teacher)
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm.
15. Committed or attempted to commit a sexual assault or committed a sexual battery.
16. Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that student from being a witness and/or retaliating against that student for being a witness.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing.
19. Engaged in an act of bullying.
20. Aided or abetted the infliction or attempted infliction of physical injury to another person.
21. Made terroristic threats against school officials and/or school property.
22. Committed sexual harassment. (Grades 4-12 only)

23. Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence. (Grades 4-12 only)

24. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or students. (Grades 4-12 only)

A student who commits any of the following acts at school or at a school activity off school grounds must be recommended for expulsion unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance listed in HSC 11053 et seq., except for either of the following:
  - The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
  - The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

A student who commits any of the following acts at school or at a school activity off school grounds must be immediately suspended and recommended for expulsion:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive.

### **Loss of Privilege**

In order to encourage high standards of student conduct and behavior in conformity with applicable state laws, District policies and regulations, and school rules, the principal may deny a student participation in privileged activities, placing them on a "Loss of Privilege" list. Generally, loss of privileges could be the result of the student's

repeated or severe misconduct, excessive absences/tardies, and/or failure to return school/district property loaned to the student. Privileged activities include, but are not limited to, any extracurricular activity that is not related to the regular classroom, does not occur during class time, is not graded, and is not offered for credit.

### **Public Display of Affection**

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary action. Public displays of affection deemed inappropriate include: kissing, fondling, lewd or other inappropriate conduct.

## **SUPPORTS & RESOURCES**

### **Access to Mental Health Services**

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors.

To initiate access to available student mental health services, contact the following mental health provider: Riverside University Health Systems at (951) 486-4000. In the event of a life threatening emergency, please call 911 or the National Suicide Hotline 988.

### **Before & After School Program**

The Romoland School District offers "Explorers" — a before and after school program to provide extended learning opportunities for students and additional support for families. Its mission is to inspire learning, exploration, and imagination through engaging and enriching activities. The program aims to expose students to the broader world, providing them with experiences that ignite

their interests and help them discover their passions.

All families — currently enrolled and new families — are required to register each new school year.

Registration is online (only) at:

<https://docs.google.com/forms/d/e/1FAIpQLSfdE2sJZlleXofCju8zVR4YX1SAH-xeig93tIUvStv1ksuumg/viiewform>

Please contact the site lead if there are questions:

#### **Romoland Elementary**

Site Lead: Jenny Olivares Garcia

Email: [jolivaresgarcia@romoland.net](mailto:jolivaresgarcia@romoland.net)

Phone: 951.214.9819

#### ***Business Hours:***

*Monday - Friday 12:00 PM - 6:00 PM*

*Excluding Holidays*

### **Library**

The school library is a special place for students to enjoy and all students have the opportunity to visit it. Permission slips are provided in first day packets, and must be returned to the student's teacher as soon as possible in order for the student to be able to check out books.

Students are responsible for the proper care and return of all books. Parents are to encourage clean hands, safe placement, and timely return of all check-out books. Library check-out privileges may be suspended if a student does not return or pay for any lost or damaged books.

### **Bullying**

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance, and desires to provide a safe school environment that protects students from physical and emotional harm. As such, bullying is prohibited at any location, whether on or off campus, that affects students or school activities. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Staff who witness an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so. Students and staff are expected to immediately report incidents of bullying to the principal or designee. Complaints may also be

made anonymously by completing a Bully Complaint Form, available in the Front Office.

**Investigation.** Any complaint of bullying will be investigated. This entails speaking with all students involved in and witnesses to the incident(s). If determined to be discriminatory, the matter will be resolved in accordance with law and the District's Uniform Complaint Procedures specified in AR 1312.3. The act of bullying is considered discriminatory when the bullying is based on the actual or perceived characteristics set forth in PC 422.55, including immigration status, and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee will inform the complainant and take all necessary actions to resolve the complaint.

**Defining Bullying.** Generally, bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repeated behavior or potential repetition of a deliberate act. However, acts of bullying that constitute grounds for suspension or expulsion, and the right for a victim of an act of bullying to transfer to another school through the intradistrict or interdistrict process, must meet the criteria specified in EC 48900(r). EC 48900(r) defines "bullying" to mean any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act ("cyberbullying"), and including acts committed by a student or group of students as defined in EC 48900.2 (sexual harassment), 48900.3 (hate violence), or 48900.4 (harassment, threats, or intimidation), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student in fear of harm to that student's person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.

3. Causing a reasonable student to experience substantial interference with the student's academic performance.
4. Causing a reasonable student to experience substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Bullying Prevention.** Measures that are implemented to prevent bullying include, but are not limited to:

1. Reviewing school and classroom rules, behavior expectations, and consequences with students.
2. Annually administering an anonymous survey to students to determine the "hot spots" for bullying and the frequency in which it is occurring. The data gathered from the survey is used to increase supervision and security in areas where bullying most often occurs.
3. As appropriate, providing students with instruction that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertive skills, and appropriate online behavior.
4. Teaching students the difference between appropriate and inappropriate behaviors and the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, and any other individual bias or prejudice.
5. Teaching students how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult.

**What parents can do if their child is being bullied:**

1. First, focus on the student. Be supportive and gather information about the bullying incident(s).
2. Contact the student's teacher. Provide factual information about the student's experience of being bullied, including who, what, when, where, and how.
3. Help the student become more resilient to bullying by:

- Encouraging them to make contact with friendly students.
- Helping them meet new friends outside of the school environment.
- Teaching them child safety strategies.
- Teaching them how to seek help from an adult when feeling threatened by a bully.
- Talking about whom they should go to for help and role-play what they should say.
- Assuring them that reporting bullying is not the same as tattling.

***What students can do to help prevent bullying:***

1. Not participate in the bullying.
2. Being supportive to someone who is being bullied.
3. Standing up in a non-confrontational way to someone who is bullying others if it is safe to do so.
4. Telling the student who has been bullied to talk to someone about the incident; offering to help by going with the student.
5. Telling an adult who can help with the problem.

***Resources.*** For a list of statewide resources, including community-based organizations, that provide support to youth, and their families, who have been subjected to school-based discrimination, harassment, intimidation, or bullying (including cyberbullying), and information on the trainings available to staff, visit the following webpages of the California Department of Education:

<https://www.cde.ca.gov/ls/ss/se/bullyingprev.asp>

<https://www.cde.ca.gov/ls/ss/se/bullyres.asp>.

**Sexual Harassment**

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. Sexual harassment targeted at any student by anyone at school or at school-sponsored or school-related activities is prohibited. Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment is also prohibited. Any student who engages in sexual harassment or sexual violence will be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion, provided that, in

imposing such discipline, the entire circumstances of the incident(s) will be taken into account.

The District has designated Mr. John Murray, Chief Personnel Officer, as the individual responsible to coordinate the District's efforts to comply with Title IX, as well as to oversee, investigate, and/or resolve sexual harassment complaints. The Title IX Coordinator is located at 25900 Leon Road, Homeland, California 92548, and may be contacted at [jmurray@romoland.net](mailto:jmurray@romoland.net) or (951) 926-9244.

***Defining Sexual Harassment.*** Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, sexual harassment is defined as any of the following forms of conduct that occurs in an education program or activity in which the District exercises substantial control over the context and respondent:



1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291.

**Examples of Sexual Harassment.** Examples of types of conduct which are prohibited, and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.
  2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
  3. Graphic verbal comments about an individual's body or overly personal conversation.
  4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature.
  5. Spreading sexual rumors.
  6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
  7. Massaging, grabbing, fondling, stroking, or brushing the body.
  8. Touching an individual's body or clothes in a sexual way.
  9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
  10. Displaying sexually suggestive objects.
  11. Sexual assault, sexual battery, or sexual coercion.
  12. Electronic communications containing comments, words, or images described above.
1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
  2. A clear message that students do not have to endure sexual harassment under any circumstance.
  3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained.
  4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
  5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, will be investigated and action will be taken to respond to harassment, prevent recurrence, and address any continuing effect on students.
  6. Information about the District's procedures for investigating complaints and the persons to whom a report of sexual harassment should be made.
  7. Information about the rights of students and parents to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.
  8. A clear message that, when needed, supportive measures will be implemented to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

**Instruction/Information.** Students in all district schools receive age-appropriate information on sexual harassment. Such instruction and information include:

**Notification of Policy.** In addition to the notification provided in this document, the following are the circumstances under which a copy of the written policy on sexual harassment, along with the name, title and contact information of the Title IX Coordinator is made available to students and parents:

1. Posted in the main administrative offices and other areas where rules, regulations, procedures, and standards of conduct are posted.
2. Provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session.
3. Appear in any publication that sets for the school's or District's comprehensive rules, procedures, and standards of conduct.
4. Posted on the District's website in a manner that is easily accessible to students and parents.

**Reporting Complaints.** A student or parent who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the District's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee will forward the report to the Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student must, within one school day, report the observation to the principal or Title IX Coordinator. The report must be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

If the Title IX Coordinator determines a complaint of sexual harassment involves off-campus conduct and the conduct may create or contribute to the creation of a hostile school environment, the complaint will be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the student or parent will be informed of the right to file a formal written complaint in accordance with the applicable district complaint procedure.

Records of all reported cases of sexual harassment are maintained to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

**Complaint Procedures.** All complaints and allegations of sexual harassment by and against students are investigated and resolved in accordance with law and district procedures. The Title IX Coordinator will review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX are investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints are investigated and resolved in accordance with BP 1312.3 - Uniform Complaint Procedures.

If, upon the conclusion of an investigation, sexual harassment is determined to have occurred, the Title IX Coordinator, or designee in consultation with the Coordinator, will take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

### **Student Success Team**

The Student Success Team (SST) serves as the on-site committee to discuss students who may be experiencing difficulty at school. The team is composed of the Principal or Assistant Principal, classroom teacher, parents/guardians, and possible support staff. The purpose of an SST meeting is to look at the whole child and identify additional strategies to help the student be successful. Referral for this process usually begins with the child's teacher, but parents may refer students as well.

### **Students Experiencing Homelessness**

The Board of Trustees believes that identification of students experiencing homelessness is critical to improving the educational outcomes of such students and to ensure that they have access to the same free and appropriate public education provided to other students in the District. A housing questionnaire is administered at least once a year to help identify all students experiencing homelessness and unaccompanied youths enrolled at the school.

A student experiencing homelessness has rights, including, but not limited to:

1. Attendance at either the "school of origin" or the current school of residence.

2. Transportation to and from the school of origin.
3. Immediate enrollment even if the student is unable to produce records normally required for enrollment, does not have clothing required by the school, or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
4. Priority access to an intersession program, if applicable.
5. Assistance with the proper transfer of records and grades.
6. Referral to all programs and services for which the student is eligible.
7. Representation by the District's homeless liaison in disciplinary proceedings that could result in the student's expulsion from the District.

The District's homeless liaison will also ensure that students and families experiencing homelessness receive referrals for services, such as health care, dental, mental health, and housing.

*District's Educational Liaison for Homeless Youth:*

Ms. Mireya Chavez-Martinez  
 School Engagement/Foster Youth Liaison  
 mchavez@romoland.net  
 (951) 926-9244

### **Students in Foster Care**

Foster youth are provided with full access to the District's educational program and will be placed in a school that is based on the student's best interest.

A student in foster care has rights, including, but not limited to:

1. Attendance at either the "school of origin" or the current school of residence.
2. Immediate enrollment even if the student is unable to produce records normally required for enrollment, does not have clothing required by the school, or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
3. Priority access to an intersession program, if applicable.
4. No lowering of grades for any absence from school that is due to either of the following circumstances:
  - a. A decision by a court or placement agency to change the student's placement.
  - b. A verified court appearance or related court-ordered activity.
5. Assistance with the proper transfer of records and grades.
6. Notification to the foster youth's educational rights holder, attorney, and county social worker when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination of a foster youth with an IEP or Section 504 plan, prior to a change in the foster youth's placement.

*District's educational liaison for foster youth:*

Ms. Mireya Chavez-Martinez  
 School Engagement/Foster Youth Liaison  
 mchavez@romoland.net  
 (951) 926-9244