

New River Elementary School

2024 - 2025 Student/Parent Handbook



Welcome to New River Elementary School! This handbook is designed to assist students and parents in getting acquainted with our school. It includes policies and procedures that ensure safety and high-quality education for our students. Please keep this handbook as a reference throughout the year, and remember that the entire staff at New River Elementary is here to help you. We invite parents and families to become involved in our school in any way that they are able. We are proud of our school and know that you will enjoy your years here.

School Wide Behavior Expectations

Our behavioral expectations are based on PBIS—Positive Behavior Interventions and Supports. Our staff introduces, teaches, and models these expectations at the beginning of each school year and again mid-year with directed lessons.

At New River Elementary School, we have three school-wide behavioral expectations. Knights are...

- **Respectful**
- **Responsible**
- **Safe**

We have defined what these expectations look like in various areas of the school. These are stated clearly and positively on the matrix on the next page.

Students who exhibit positive behavior will earn New River Shout Outs. Students will then be rewarded individually, by class, by grade level, and as a whole school.

Classroom Expectations

Classroom procedures and behavioral expectations are developed by each teacher and/or by grade level teams. Each teacher will instruct his/her students on their classroom rules and procedures at the beginning of the school year and review them throughout the year. It is the student's responsibility to understand these standards and follow them. Teachers may ask for support from the parent or principal to correct inappropriate behavior.



New River · Schoolwide Behaviors

	<u>I am Respectful</u>	<u>I am Responsible</u>	<u>I am Safe</u>
Classroom	<ul style="list-style-type: none"> •Be a good listener •Be an active participant •Be honest •Use kind words and actions 	<ul style="list-style-type: none"> •Arrive on time •Be positive and encourage others •Complete work on time •Be ready to learn 	<ul style="list-style-type: none"> •Keep hands and feet to yourself •Use materials appropriately
Playground	<ul style="list-style-type: none"> •Let others join your team •Use "Talk it Out" to explain how you feel •Encourage others - "Way to go!" "You'll get it next time." "Good job, nice try." 	<ul style="list-style-type: none"> •Line up quickly •Use ro-sham-bo to solve problems •Eat snacks in the snack area 	<ul style="list-style-type: none"> •Use equipment properly •Stay in supervised areas •Share equipment •Keep hands and feet to yourself
Hallways	<ul style="list-style-type: none"> •Walk on the right side of the hallway •Face forward •Maintain personal space •Listen carefully •Respect property 	<ul style="list-style-type: none"> •Smile & wave •Hold doors open •Give a compliment. "I like..." •Voice level 0-1 	<ul style="list-style-type: none"> •Walk quickly and quietly to where you are going •Keep hands and feet to yourself
Restroom	<ul style="list-style-type: none"> •Flush, wash, and go •Clean up •Give people privacy •Voice level 0-1 	<ul style="list-style-type: none"> •Wait for your turn •Let others who are in a hurry go ahead of you •Tell an adult if there is a problem 	<ul style="list-style-type: none"> •Wash hands •Return to class in a timely manner •Walk to and from
Lunch Area	<ul style="list-style-type: none"> •Wait patiently in line •Maintain personal space •Say please and thank you to food servers •Raise your hand for help 	<ul style="list-style-type: none"> •Give a compliment. "I like..." •Speak about positive things - let's end gossiping •Clean up after yourself •Voice level 2 	<ul style="list-style-type: none"> •Remain seated until dismissed •Walk to and from •Only eat your own food •Keep hands to self
Library	<ul style="list-style-type: none"> •Be polite and patient •Treat all books with care •Thank librarian for helping you find a book 	<ul style="list-style-type: none"> •Use library time wisely •Wait patiently for directions •Return books on time •Voice level 0-1 	<ul style="list-style-type: none"> •Walk •Push in chairs; return stools
Assembly Area	<ul style="list-style-type: none"> •Wait patiently to ask questions & respond •Wait for your turn •Have a positive attitude & smile •Clap to show your appreciation 	<ul style="list-style-type: none"> •Respond to speaker appropriately •Listen & look when others are speaking •Use kind words •Voice level 0-1 	<ul style="list-style-type: none"> •Keep hands and feet to yourself •Walk in and out
Front Office	<ul style="list-style-type: none"> •Address adults by title & last name •Greet office staff when you arrive •Wave, say "Goodbye" or "Have a good day" as you leave 	<ul style="list-style-type: none"> •Wear/show your office pass •Wait to be acknowledged or say, "Excuse me" •Voice level 2 	<ul style="list-style-type: none"> •Walk directly to the office and then return to class
Technology	<ul style="list-style-type: none"> •Properly care for equipment •Use assigned programs only •Use positive language online with others - let's end gossip & bullying 	<ul style="list-style-type: none"> •Fully charge device before coming to school •Bring device to school daily •Use your device only 	<ul style="list-style-type: none"> •Practice safe internet use •Have clean hands

At New River we are KIND!!

8/2023

Coming To and From School

- Students are NOT allowed on campus before 7:40 am.
- Students can arrive on campus between 7:40 to 8:05 am.
- Students should line up for class when the warning bell rings at 8:05 am.
- School begins promptly at 8:10 am.
- Students are to leave the school grounds immediately when dismissed, unless participating in a supervised after-school program, or a school event.
- Students are to enter and exit through identified gates: See “Entrance and Exit Procedures for New River Elementary”
- School is dismissed at the following times:

<u>Mon. Tues. Thurs. Fri</u>	<u>Wednesdays/Conferences/Minimum Days</u>
TK - 5th 2:27 PM	TK - 5th grade 12:55 PM
- Remember - All school rules are in effect on the way to and from school!

Bicycles (Grades 4-5 ONLY)

- Bicycles may be ridden to/from school by students in 4th & 5th grade only.
- Students must walk bikes onto and off the campus to protect everyone’s safety.
- All bikes must be parked and locked in the bike racks.
- Bikes are not allowed on the playground or in the hallways.
- **HELMETS MUST BE WORN, OR BIKES WILL BE LOCKED UP UNTIL A PARENT CAN RETRIEVE IT OR THE STUDENT RETURNS WITH A HELMET.**

Appropriate School Dress & Grooming

Clothing should be conducive to an educational environment and may not disrupt school activities.

The following is **NOT** acceptable for school:

- Clothing and accessories with inappropriate or violent logo or any clothing that promotes the use of drugs, alcohol, or tobacco is not permitted.
- Tank tops with a spaghetti strap or tops that do not cover the midriff, are low cut, or are off the shoulder.
- Excessively baggy pants or extremely short shorts.
- Unsafe footwear including Crocs, sandals, shoes with open toes or open heels, and shoes that are not laced properly.
- Hats or caps may be worn only outside of the classroom and must be worn correctly.
- Any grooming that disrupts instruction such as make-up, artificial nails and/or press on nails, and hairstyles that include hair coloring, letters, messages, or unusual designs or symbols shaved into the hair are not considered acceptable.
- A student who comes to school without proper dress will be asked to call a parent for acceptable items to be brought to school.

Absence Verifications

- Written verification of the reason for student absences is necessary. Students should bring a note from their parents or doctor when they return to school.
- Parents may also call or email the office to verify an absence. You have 10 days to verify the absence.
- Unverified absences automatically become truancies after 10 days.
- In cases of excessive absences, a doctor’s note may be required for ALL absences. Individual parents will be notified if this is required.

Medication

- A signed physician's authorization is required to be on file in the school office in order for a student to take ANY medication (prescription or non-prescription) while at school. These medically authorized medications **MUST** be kept in the office.
- Students may **NOT** be in possession of any medications while on campus (i.e. Tylenol, Aspirin, cough drops, inhalers, antibiotics, etc.) except in life threatening circumstances, as written by the student's physician. In such cases, an emergency health plan should be pre-established with the District Nurse, school principal and necessary staff.

Recess and Lunch Play Times

- New River has an inclusive philosophy. Our intent is to have all students engaged in positive play each recess break. All games are open to All students, All the time. Excluding others is not allowed.
- Students are taught to use "Rock-Paper-Scissors" or "Ro-Sham-Bo" to make decisions or solve minor disagreements in games.
- Junior coaches selected from grades 4-5 will help to support and encourage positive play and to resolve conflicts. These student leaders play an important role in keeping students involved and happy.

Items From Home

- New River provides ample play equipment and classroom supplies for our students to use during school. **Students should not bring balls, toys, trading cards, or sports equipment from home.**
- Articles of value and electronic devices such as i-pads and personal electronic games may **NOT** be brought to school.
- New River will not be responsible for lost, stolen or damaged items from home.
- Items that are not allowed at school will be confiscated. Parents can pick up items from the office, principal or teacher.
- Candy, gum, etc. are not allowed. It will be confiscated and thrown away.
- Parents are advised to check student backpacks before arriving at school each day.

Cell phones

- Students may **NOT** use cell phones during school hours.
- Cell phones may not be used to take or post pictures, record the actions or voices of students or staff without permission of their teacher or principal.
- Parents or students who need to contact one another during school hours should direct their calls to or from the school office at (562) 210-3770.
- New River will not be responsible for lost, stolen or damaged cell phones.

Delivery of Forgotten Items

To limit disruptions to the instructional day and the learning environment, all homework, lunches and snacks **cannot be delivered to the classrooms. Parents must leave these items in the office.**

- **Lunches** brought to the office will be placed in a basket and brought out to the lunch tables by the noon supervisors. Please instruct your child to check the basket if they have forgotten their lunch. **Lunches MUST be labeled with name and grade.**
- **Homework, books, etc.** will be placed in the teachers box and retrieved by the teacher at his/her convenience.
- **iPads** need to be brought to school fully charged daily by all 3rd - 5th graders. iPads left at home should be dropped off in the office.

Bullying

- BULLYING IS NOT ALLOWED!
- Bullying is unwanted, aggressive behavior that involves a real or perceived **power imbalance**. The behavior is **repeated over time**.
- In order to be considered bullying, the behavior must be aggressive and include:
 - **Imbalance of Power:** Kids who bully use their power—such as physical strength, number in the group, access to embarrassing information, or popularity—to control or harm others.

AND

- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- Incidents of bullying will be handled with formal disciplinary consequences, up to and including suspension and referral to the NLMUSD District Guidance Panel for further action.

Harassment

- All students should feel comfortable at school.
- Students are to refrain from kissing and inappropriate touching or hugging of others.
- Students are to avoid making negative comments or telling jokes about anyone's gender, body, race, ethnicity, religion or family.

Appropriate Technology Use

- Students must abide by district regulations for acceptable use of technology.
- Unauthorized uses of technology include such things as: accessing or communicating inappropriate language/images, threatening/embarrassing others, sharing personal information of self or others, destroying/deleting data or documents of others, damaging hardware or software, accessing unauthorized software, recording images/voices of self or others without permission, etc.
- District assigned iPads are for student use only. Family members should not use the district assigned iPad for personal use.
- iPads must be brought to school fully charged each day.
- See NLMUSD acceptable use agreement for full details.

Alcohol, Tobacco & Drugs

- All NLMUSD schools have a zero tolerance policy for possession, use, sale or furnishing of alcohol, tobacco or drugs. Suspension is the minimal consequence that may be assigned. Selling drugs carries a mandatory recommendation for expulsion from a school district (Ed Code 48915)

Weapons on Campus

- Weapons or dangerous objects of any kind are not allowed at any school. California Education Code requires that a principal or superintendent “recommend a pupil’s expulsion for possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the pupil at school, at a school activity off school grounds, and while going to or coming from school” (Ed Code 48915)
- Dangerous items will be held until a parent conference and/or District Guidance meeting has been held, or may be given to the Sheriff’s Department for evidence in cases of criminal action.
- Imitation firearms (including toy guns of any kind) are not allowed and bringing them to school may lead to suspension. They will be confiscated and kept until a parent conference is held.

Behavior Flowchart

The goal of the behavior flowchart is to provide consistent adult responses for minor and major behavioral responses. Consequences will be restorative in nature. They will provide opportunities for students to grow while reflecting on their behavior, restoring any harm and/or learn the skills necessary to be successful. Parents will be notified of student behavior through the following forms which require a parent signature:

- Making Better Choices Form
- Office Discipline Referral Form

Below is our list of minor consequences handled by the teacher and more serious consequences handled by our principal.

Minor Consequences	More Serious Consequences
Warning	Parent conference w/principal
Note or call home	Referral to principal
Change of seating in class	Daily behavior contract
Loss of privilege (event, activity, etc)	Full day time out in another room
Short time out	Referral to SST for behavior intervention
Written Behavior Reflection	Parent required to sit in class with student
Parent conference w/teacher	Suspensions from class or school *(Due to Ed Code violation)*
	Referral to District Guidance which could result in a reassignment to another school or expulsion from the school district *(Due to Ed Code violation)*

If you have any questions regarding above expectations and code of conduct, please contact your child's teacher or the office.

Please review the New River Handbook with your child.
Sign and return the bottom portion of this page to your child's teacher.

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My child and I have read and discussed the New River Handbook. I am willing to support the behavior expectations and work as partners with the staff to help my child make positive choices.

Child's Name: _____ Grade _____ Room # _____

Parent Signature: _____ Date _____

Child Signature: _____ Date: _____

Signatures will be kept on file.