

Sheppard Accelerated

Elementary School

Home of the Tigers

PARENT and STUDENT HANDBOOK



1777 West Ave.
Santa Rosa, California 95407
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School Web Site:
<http://roselandsd.org/SAE>

Sheppard Accelerated Elementary School
Educating Students for a future of SUCCESS!

Our community is a partnership between students, families, staff, volunteers and the greater community where individual needs are met. We demonstrate and nurture responsible behavior, respect and pride in our learning, our schools and ourselves. We have the highest expectations for all. We are motivated and committed to solve problems and to achieve the highest possible level of learning differentiated Powerful Learning experiences.

Our Vision: SUCCESS
Nuestra Visión: ÉXITO



Student as a whole ? El estudiante completo

We are healthy in our hearts, bodies and minds.
Somos sanos en nuestros corazones, cuerpos y mentes.



Universal Goals ? Metas Universales

We all work together to achieve our goals.
Todos trabajamos juntos para lograr nuestras metas.



Community ? Comunidad

We all help each other/
todos nos ayudamos.



Commitment ? Compromiso

We promise to create a safe environment to learn and grow.
Prometemos crear un ambiente seguro para aprender y crecer.



Excellence ? Excelencia

We ALWAYS do our best.
SIEMPRE hacemos lo mejor que podamos.



Service ? Servicio

We give back every day.
Losotros compartimos y regresamos lo que recibimos cada día.



tudents As Our Future Leaders ? Estudiantes como Nuestros Líderes del Futuro

We are the Future!
Somos el futuro!

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BELL SCHEDULE

SESSION/ Sesión	TIME/ Hora	CLASSES/ Clases
Before School Recess	7:30-8:25	Grades 1-6
1 st Kinder Recess	9:40-10:00	Kinder Rooms 10 and 17
2 nd Kinder Recess	10:00-10:20	Kinder Rooms 3 and 19
Intermediate Recess	10:10-10:30	Grades 4, 5, 6
Primary Recess	10:30-10:50	Grades 1, 2, 3
1 st Kinder Lunch Recess	11:10-11:30	Kinder Rooms 3 and 10
Kinder Lunch Cafeteria	11:30-11:50	Kinder Rooms 17 and 19
Kinder Lunch Cafeteria	11:10-11:30	Kinder Rooms 17 and 19
2 nd Kinder Lunch Recess	11:30-11:50	Kinder Rooms 3 and 10
Lunch	11:40-12:00 (Cafeteria)	1 st Grade
	12:00-12:20 (Yard)	
	11:50-12:10 (Cafeteria)	2 nd Grade
	12:10-12:30 (yard)	
	12:00-12:20 (Cafeteria)	3 rd Grade
	12:20-12:40 (Yard)	
	12:10-12:30 (Cafeteria)	4 th Grade
	12:30-12:50 (Yard)	
	12:20-12:40 (Cafeteria)	5 th Grade
	12:40-1:00 (Yard)	
	12:30-12:50 (Cafeteria)	6 th Grade
	12:50-1:10 (Yard)	
Dismissal	2:22	Grades K
	3:00	Grades 1-6
Wednesday Dismissal	1:15	Kinder-6 th grades

Please note:

Every Wednesday is an Early Dismissal day! On these afternoons our staff will be attending Cadre (committee) meetings and participating in team planning with colleagues to continuously improve and enhance our school curriculum.

Children **should not** arrive at school before 7:30 am. This request is necessary for pupil safety and our ability to provide supervision. At the end of the school day, children are once again requested to go directly home unless attending a school sponsored after-school program.

8:00 – 8:25 is uninterrupted teacher preparation time. Teachers plan on using this time to prepare for the day.

Students are not allowed on campus before 7:30 or after 3:10 (unless enrolled in an afterschool program) as there is no adult supervision.



IMPORTANT PROCEDURES AND POLICIES

Attendance: We strongly advocate for regular daily attendance in school. Students who arrive to school on time each day are much more likely to be successful in school, socially, emotionally, and academically! If your child is going to be absent from school, please let our office know. Please do not send an ill child to school. Either send a note when your child returns, or call our office at 546-7050. You may call during the evening or early morning and leave a message on the voicemail.

When a child is absent or tardy, we lose important money from the state. Please make every effort to ensure that appointments for your children are made in the afternoon whenever possible, and that your children arrive on time each day.

Tardies: If a student arrives after the morning bell has rung (8:25 a.m.), he/she must report to the office and obtain a pass to class.

Truancy: Truancy, is defined as “a student who misses, without valid excuse, any combination of three full days of school or is tardy more than a 30 minute period during the school day on three occasions in one school year.” After a student has 3 unexcused absences a truancy letter will be sent to parents. On the 6th unexcused absence, parents must attend a formal School Attendance Review Board (SARB) meeting. After 9 unexcused absences, a referral will be made to outside agencies, including the District Attorney of Sonoma County.

Emergency Cards: Parents are asked to fill out an emergency card each year, so that in the event of an emergency, the school personnel will know where to reach the parents. It is very important that these records be kept up-to-date. If the information you have given the school is no longer correct, it is imperative that you inform the school of these changes.

Telephone: Office phones are to be used for emergency cases only. Please make personal or travel arrangements before school. If parents need to leave a message for their student, our office staff will take messages or transfer the call to the classroom teacher’s voicemail.

Cell Phones and Other Personal Electronics: Cell phones and personal electronics are not to be used during school hours and must be turned off at all times. Students who use them during school hours will have them taken away and parents may pick them up in the office after school. Repeat offenses will result in a meeting with the school principal. Bringing an electronic device is at the student’s discretion. The school is in no way responsible for any electronic devices that are lost, stolen, or damaged on school grounds. Using good judgement and common sense is necessary to maintain a professional and appropriate school environment. Irresponsibility when using technology at school could involve law enforcement and other severe consequences.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline. When a student brings an electronic device onto school grounds, it may be searched by school officials, but the search is subject to legal standards of reasonable suspicion.

Toys from Home: Children's personal toys are not allowed at school. This includes trading cards, electronics, and all other toys. School appropriate sports equipment, such as basketballs and soccer balls are allowed, but must have the student's name on them in permanent marker for identification purposes. Bringing items from home is at the student's discretion. The school is in no way responsible for any items that are lost, stolen, or damaged on school grounds.

Medication At School: If your child is required to take medication or use an inhaler during the school day, the school can assist the child by administering it providing:

1. The medication or inhaler, properly labeled with the child's name, type of medication, and the exact dosage, in the current prescription container, is brought to the school office.
2. An "Authorization for Administering Medication" form must be completed and signed by the physician and also signed by a parent/guardian.
3. All medications are kept in a locked drawer or cabinet in the health office. In some instances, a student may keep an inhaler in the classroom or with him/her at all times – if that is the case, the doctor must specify on the authorization form, and the teacher and student should be aware of where the inhaler is to be located.

Fieldtrips: Fieldtrips are educational outings that support in-class curriculum. Volunteers are highly encouraged to attend. Teachers will notify parents if they have been selected to chaperone. The responsibilities of the chaperones are to supervise all students to ensure student safety. Younger siblings are not able to attend these instructional outings.

Students are expected to travel to field trips on the bus with their classmates. However, parents who wish to pick up their child **early from** the fieldtrip must sign student out @ school or with the teacher.

Clothing:

Thanks to the Assistance League of Sonoma County, Sheppard will be able to provide one school sponsored polo shirt per child who qualifies for the free lunch program.

CRITERIA:

- First come first serve: The Assistance League will purchase as many as funds allow. When the funds are spent no more school polos will be offered.
- All students interested in receiving the free polo MUST fill out an application and return by the due date to the school office.

Students are strongly encouraged to wear school spirit wear.

Other Clothing Guidelines:

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. This dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

Proper attire is the responsibility of the student and their parent/guardian, Monday through Friday during school hours. Sheppard prohibits any form of attire that is obscene, offensive, dangerous or disruptive to the instructional program, as described below:

- a. Drug or alcohol promoting attire; threats of violence; obscene, vulgar, or lewd sexual pictures, images or words displayed on accessories, clothing, binders and backpacks.
- b. Clothing with racist, threatening violence, or derogatory remarks toward any protected group or individual that may intrude on the rights of protected classes of students to learn. Protected classes are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status.
- d. Bottoms not reaching past students' fingertips when standing with arms at their sides unless leggings are worn underneath, or with holes, rips or tears that are above the students' fingertips when standing unless leggings are worn underneath.
- e. Display of undergarments (briefs, boxers, bras, athletic shorts etc.).
- f. Transparent shirts or tops, strapless tops, tops which expose midriffs.
- g. Swimwear.
- h. Hats worn inside school buildings.

Dismissal Rules/Bus:

- We do not have staff to supervise students after dismissal time. Please be sure to pick up your children on time!
- Students not involved in an after-school program must go directly home.
- Students waiting for the bus should line up in the area designated for their bus, getting on and off the bus in a line, maintaining a space between themselves and the person in front of them, not cutting in line, keeping their hands, feet and legs to themselves using, and using good manners.
- All students waiting to be picked up will wait in front of the school by the flag pole.

Cafeteria:

- Students will use good manners and quiet voices when eating.
- Students may leave the table or the cafeteria building only when excused by an adult.
- Glass containers are not allowed in the cafeteria or anywhere else at school.
- Only healthy, pre-prepared foods are allowed for breakfast and lunch. We are not able to heat up lunch from home breakfasts or lunches for students.
- Students must sit at their assigned table.
- Parents may help volunteer in the cafeteria or bring food to their student. However, students need to remain with their classmates at their designated tables and not be pulled to eat by themselves with their parent. Lunch is a time to promote social interactions amongst peers.

Meals At School: Our school district participates in the National School Lunch Program. Information regarding the application process for free or reduced price lunches was sent home with your child during the first week of school. If you did not receive an application, please ask the school secretary for a copy. This notice explains the procedure for purchasing lunches and milk. Roseland School District partners with Better 4 You Meals for our breakfast and lunch program. Please note that breakfast is served in the cafeteria before school. Students may pick up breakfast in the cafeteria and students will eat breakfast in their classrooms after the morning bell.

Snacks: To encourage healthy minds and bodies, students and families are asked to only bring fully prepared, healthy snacks to school. Please, no chips, soda, fast food or candy. Fresh fruit and vegetables are also available in the cafeteria for all students.

Skateboards, Bicycles, Scooters, Skates And Roller Blades: Students are to walk bikes, scooters, and skateboards upon entering school grounds. Skateboards, roller skates, bicycles scooters, shoes with wheels and inline skates are not allowed to be ridden on campus at any time. The district assumes no responsibility for theft and/or damage to these items at school. A bicycle area is provided for the convenience of students. Bicycles must be parked in this area and should be **locked**. Students are to stay away from the bicycle parking area except when parking or taking their own bicycle. All students are **required** to wear helmets in order for them to ride their bicycle per California Law.

Sports and After School Clubs:

In order to attend after school clubs or play inter-schools sports, students must maintain a 70% of completion of classwork and homework, during the season. Students who are not meeting the 70% expectation will be removed from the club or team until improvement is made. Students with inappropriate behavior may be removed as well. Students who are absent from school, or were excused from P. E., are ineligible to play on that day unless an IEP or Section 504 Plan provides otherwise. Students are required to let coaches know of ineligibility to play. Failure to do so will result in removal from the team.

Participation in a sports team requires regular attendance at all practices and games, as per our Athletic Eligibility and Sports Policies. Other clubs and extracurricular programs will determine their own attendance requirements.

After school Sports: Volleyball, soccer, cheerleading, flag football and basketball programs are sponsored after-school sports programs as funds allow.

Boys & Girls Club: This after school enrichment program runs from the time school gets out until 6pm Monday through Friday. Members are provided each day with an hour of homework help, a healthy snack, and up to 2 hours of enrichment programming. The enrichment programs are centered around the Five Core Areas of Boys and Girls Club: Health and Life Skills, Educational and Career Development, Character and Leadership Development, Sports Fitness and Recreation, and the Arts. By providing meaningful and fun programming, we strive to bring hope and opportunity to each child and to encourage them to reach their full potential as caring and productive citizens.

Independent Study: Independent Study is an optional educational strategy available for students who will be out of town or away from the classroom for more than 5 days, but NO more than 10 days. Independent Study is **not** an option during SBAC testing window.

1. Parents/Teachers complete the Independent Study Master Agreement form **at least 2 weeks prior to requested leave** and provide educational activities and materials necessary for the student to complete their work.
2. The parent's signature must be obtained **BEFORE** the Independent Study program begins.
3. A **copy** of the Independent Study Agreement is sent home with the student and/or parent along with the educational assignments.
4. The original copy of the Agreement should be turned into the office **BEFORE** the start of Independent Study.
5. The student must return completed work to school at the end of the Independent Study period; In order to receive excused absences. Incomplete work is a violation of the contract and will not be accepted. The student will be considered truant.
6. The contract will be voided if students do not return on the contracted date. This is a violation of the contract and students will be considered truant.

Internet Policy

Using the Internet Appropriately The Roseland School District (RSD) and Roseland Charter School (RCS) have made a significant investment in bringing the power of the Internet to every student. We want to insure that students and staff use our Internet resources efficiently and appropriately.

1. Students are responsible for good behavior on the school computer networks
2. The network is provided for students to conduct research and communicate with others.
3. Inappropriate use will result in a suspension or cancellation of Internet privileges.
4. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
6. Physical or electronic tampering with computer resources is not permitted.

Visitors: School aged visitors, not part of an educational program, are not to be on a school campus without a signed pass from the school Principal.

Parents and community members are encouraged to visit our campus. Visits are not to be distracting or interrupt the instructional program. **All visitors** are to sign in at the school office and wear a visitor's pass.

- ❖ **Pets are NOT allowed on campus.**
- ❖ **Service animals *only***

Volunteers: Sheppard Elementary values our community and welcomes volunteers in many capacities. Volunteers are required by the District to complete minimal requirements including proof of TB testing, fingerprinting, etc. Volunteers are required to wear a badge and sign in and out at the front desk whenever they come to school. They are expected to use adult bathrooms. Volunteering is a privilege, not a right.

Drug/Tobacco/Alcohol Free Campus: Possession, use or sale of narcotics, alcohol, tobacco (including vape and/or electronic cigarettes,) or other controlled substances is **prohibited and strictly enforced** at all school activities. Other vapor-emitting electronic devices, such as electronic hookah, with or without nicotine content, that mimic the use of tobacco products, are also prohibited. Records will be forwarded to local law enforcement, and school sanctions may result from violations. Our school is a Tobacco Free School. Tobacco, vape devices or electronic cigarette use is prohibited at all times. Disciplinary action will be taken.

Gangs: Gangs or gang related activities are strictly prohibited. Use of gang related symbols, wearing gang related apparel defined by Santa Rosa Gang Crimes Team, gang related conversation, and drawing of gang related symbols on books, binders, backpacks, or school property is prohibited. Gang activity of any kind will result in immediate consequences and a conference with the student, parents, teachers, principal and a law enforcement officer.

Lost and Found: Parents are requested to mark with a permanent marker all sweaters, coats, jackets, etc. Students often leave these articles on the playground and in their classrooms, etc. A lost and

found container is located in the cafeteria. Every two or three months, unclaimed articles are given to charity.

Where To Go With A Problem Or Concern: If you have a concern you should first approach your child's teacher, then the principal, or student service manager.

Parent Participation: We strongly encourage parent involvement in our school. The following activities are some ways parents can get involved:

- Parent Club Meetings (the first Friday of each month in the cafeteria)
- Site council
- Various fundraising activities
- Classroom volunteers
- Field trip chaperones
- Other – please share suggestions with us

Parent Conferences: Sheppard School believes that school personnel and parents need to work in partnership to ensure the best results for students. Parent involvement is encouraged and supported. Feel free at any time to request a conference.

Report Cards: Report cards are sent home with students at the end of the semester in January and May. After fully reviewing report card, parents are to **sign** and return the envelopes to the classroom teacher.

Mid Semester Reports: In the middle of each semester, parents are sent a brief report stating how their child is progressing. These reports are only sent if the teachers has academic, social or emotional concerns, or upon parent request.

DISTRICT HOMEWORK POLICY

Homework is an efficient tool used for all students to review concepts, build fluency and responsibility, and develop/reinforce life long learning habits such as time management and study skills. Homework is developmentally appropriate and differentiated as needed so that students can complete homework independently, and homework is formatted uniformly so that students and parents understand expectations and assignments. All students consistently complete assigned homework, and students' homework performance is regularly communicated to parents.

Definition:

- Homework is an opportunity for students to review concepts taught a minimum of approximately two weeks prior to the homework assignment.
- Homework is used to promote the mastery of and increase the fluency of previously taught concepts, not the teaching of new concepts. Students will have multiple opportunities to practice concepts in class prior to it being assigned for homework; this will allow students to be able to complete the practice of a skill independently at their level.
- Homework will consist of approximately 5, no more than 10 practice problems per concept. Limiting the number of assigned practice problem ensures that students are not practicing problems incorrectly.
- Students will be given the opportunity to complete packets and project based assignments over the course of a weekend.
- Occasional project based homework throughout the school year is encouraged. Such homework is longer term in nature than nightly/weekly assignments, i.e. book reports, science projects, etc. When project based homework is assigned and required, it will be included within the Homework

Completion Time Guidelines. If teachers assign project based homework in addition to the Maximum Homework Completion Time Guidelines, that homework will be optional/extra-credit.

- Parent Participation in project based homework may be encouraged but not required.

Maximum Homework Completion Time Per Night Guidelines:

Grade Level	Total minutes of homework 4 nights per week.
K	10 Min.
1	20 Min.
2	30 Min.
3	40 Min.
4	50 Min.
5	60 Min.
6	70 Min.

- **Homework Maximum Time Guidelines** are intended to include the entirety of the required homework assigned, such as reading, reading response, math problems and/or project based homework.
- **Grades K-2** will provide students with **weekly homework packets**. These packets will be assigned on Mondays and due by the following Monday.
- **Grades 3-6** will assign **nightly homework 4 x's a week (Monday – Thursday)**.

RESOURCES

School Psychologist: Our school psychologist provides services to children, consults with parents, staff and community agencies and coordinates Educational Assessments.

School Counselor: A School Counselor is available to assist students with short term counseling to assist them with problem solving and other school related social/emotional needs.

School Nurse: We have Medical Assistants on our campus, primarily for the purpose of screening students' health, hearing and vision as needed and required.

Special Education: A full range of programs and services are available to students as deemed appropriate by the Individual Education Plan (IEP) team. Services may include, but are not limited to:

- Speech and Language Services
- Resource Specialist Services
- Full inclusion Programs

Student Study Team: Student Study Teams bring the staff and family together for the purpose of working to enhance a student's strengths and to help with student challenges.

Computer Lab Program: Sheppard Accelerated Elementary boasts a top-notch computer lab. Children of all ages will have the opportunity to experience use of computers and a wide variety of software programs.

PC platforms will be utilized by students. All students and teachers will participate in valuable

technology training each school year.

Chromebooks: Tk – 6th grade students will have access to Chromebooks in their classrooms. Students are expected to be responsible when using technology. If students are not safe or respectful with the technology and a device is broken, the student will be responsible to replace the broken device.

Library Services: Sheppard is proud to offer an excellent library program. The library assistant's duties include helping children become aware of the resources available in the library and coordinating with the classroom teachers to provide programs and relevant materials to support the core classroom curriculum.

Kindergarten After School Tutoring: Classroom teachers tutor 4-6 students after student dismissal from 2:25– 3:00 p.m. 3 days per week. Teacher discretion is used to form tutoring groups, but those who are 'approaching grade' level are given priority.

Reading Intervention: Students who are Far Below Basic in reading may qualify for the Reading Intervention Program.

School Accountability Report Card: All public schools in California are required annually to prepare SARCs and disseminate them to the public. SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. These can be found on our website at: <http://www.roselandsd.org/District/3611-SARCs.html>. A hard copy will be provided upon request.

RECOGNIZING STUDENT ACHIEVEMENTS

Sheppard Accelerated Elementary School strives to set and maintain high expectations and standards of performance in a positive and nurturing environment. We feel it is important to recognize on a regular basis the achievements of our students. This is done in a number of ways including:

- Monthly Recognition Assemblies where students are recognized for:
 - Outstanding effort and/or improvement
 - Academic Achievement
 - Other outstanding "Sheppard Student" type behavior
- Bi-Weekly Sheppard School Behavior Awards drawing for students who were recognized for having outstanding "Sheppard Student" type behavior sometime during that week while on the playground.
- Honor Roll Ceremonies for grades 4 – 6 each trimester.
- Many individual classroom incentives.
- 6th grade Promotion Ceremony– is an earned privilege. Students who are not in good academic standing D/F recent suspensions or multiple DARS may not participate as per teacher/principal discretion.



POSITIVE DISCIPLINE

At Sheppard, we firmly believe that the best approach to discipline is one that focuses on rewarding students for positive behavior, and taking personal responsibility for our actions.

Principles Guiding Our Behavior and Decisions:

1. We respect ourselves and others' feelings, rights and property.
2. We resolve our problems in a positive and respectful manner.
3. We respect and accept individual differences.
4. We treat others as we would like to be treated.
5. We keep our school clean and care for our school environment: books, materials and buildings.

6. We do our personal best at all times.
7. We walk quietly in school buildings and while passing all classrooms.
8. We follow all posted rules for specific areas
9. No gum allowed at school
10. Only healthy foods are allowed at school.



SCHOOL RULES AND EXPECTATIONS

Be Safe

Be Respectful

Be Responsible

School Office

- Students may go to the office only with a pass from a school adult.
- Students waiting in the office need to sit quietly.
- After students have arrived at school they are not to leave the school grounds without permission.

School Grounds

- Students will walk quietly and quickly to their classroom lines at the end of recess.
- Students must always have a pass when in the hall or staff room during school hours.

PLAYGROUND RULES

- Students will respect each other and show good sportsmanship on the playground.
- Students will try to resolve problems in an appropriate way, using the problem solving wheel.
- Students are to stop, look, and listen when a whistle blows.
- Students will play in designated areas only.
- Students will follow the posted rules for organized playground games.
- Personal toys and equipment should be left at home.
- Students may bring classroom balls out during the morning and brunch breaks.
- Students must be willing to share their classroom ball.
- Classroom balls should be marked with the classroom number.

- Students will bounce balls only on the ground and on the handball walls.
- Students will only throw appropriate objects.
- Students will not eat food while playing.
- Students will turn in all playground equipment at the end of each recess.
- No cell phones during school hours.

PLAYGROUND CLIMBING EQUIPMENT RULES

- Students will play safely on all playground equipment.
- Students will walk when inside the sawdust areas.
- Students will use the monkey bars one person at a time, going one direction only.
- Students will not sit, hang by the knees, or walk on the monkey bars or sides of the play structure.
- Only one person on the slide at a time.
- Students will go down the slide, not up the slide. Both the open and tube slide.
- No balls in the structure playground area.

BATHROOMS

- Students will use bathroom equipment correctly.
- Students will not play in or near the bathrooms.

RAINY DAY CLASS RULES

- Inside recess means be INSIDE YOUR HOME CLASSROOM.
- Students are not allowed to use the hallways to access the bathroom (unless they are in classrooms 9-17).
- Students must use their classroom pass. Only one (1 boy/1girl) student is allowed out at a time.
- Follow your classroom's "Rainy Day Rules" (Music, if allowed by your teacher, must be played at an appropriate level)
- Each teacher will post their own rules.
- Students will use soft, inside voices.
- No rough housing, throwing/kicking objects or running in the classroom is allowed.
- Students will be respectful and follow the directions of all adults.

Discipline Procedures

The success of our Positive Discipline Plan has been a team approach and unity of purpose that involves the teacher, parents, and the student working toward a common goal for improving student behavior.

Progressive Discipline: A verbal warning is given to students for minor violations of the rules. If the student continues the behavior, or if the behavior is more than a minor violation, then a Disciplinary Action Report is given to the student.

Disciplinary Action Report: A DAR, or Disciplinary Action Report, is required for any misbehavior, the consequence of which may lead to suspension or expulsion . The DAR must be signed by the student's parent and returned to school the next day.

Exceptions to Progressive Discipline: Some behavior is so serious that it may require immediate suspension or expulsion, and other corrective actions will not be applied first. Examples of this are conduct that endangers others, weapons possession, or drug possession/selling.

Student Incident Report Form: In some cases a student will be required to fill out a Student Incident Form. The form requires the student to tell what happened, what were the key issues, what actually caused the problem, and how, in the future, to handle similar situations differently.

DEFINITION OF TERMS

Behavior Improvement Plan: A behavior improvement plan may be developed when a student receives numerous Disciplinary Action Reports (DARs). Behavior Improvement Plan meetings may include the student, student's teacher, parent (or guardian), counselor, and an administrator.

Detention is served either in the school office, classroom, the cafeteria, or at a designated location. This may occur up to 60 minutes after school as follows:

Expulsion: The removal of a student from a school or the District by action of the School Board. A student's privilege to continue attending the school is terminated. Parents/guardians have a right to contest such decisions and receive a hearing.

In-School Suspension: A student is removed from their classroom for the instructional day and placed in a supervised school setting to work on classroom assignments.

Restorative Practices: When deemed appropriate, restorative practices may be used to help students understand the harm and develop empathy for both the harmed and the harmer and to encourage accountability and responsibility through personal reflection within a collaborative planning process. Restorative practices also support caring climates and healthy communities.

Success Meetings: Staff and family meet together to brainstorm strategies to support students with academic/behavior challenges.

Suspension/Expulsion: Although suspension is not our preferred action following first-time offences, a student's behavior can be so severe and serious that progressive discipline is not appropriate. In accord with school and District policies, below are actions likely to result in suspension or expulsion. Law enforcement agencies will be notified if the offense is believed to be a violation of the law such as having a weapon, stolen property, controlled substance, and similar conduct.

A student is required to be out of school minimally for the balance of the day and the next school day.

Students may be suspended for any of the following actions:

- Causing serious physical injury
- Possession of a controlled substance
- Serious intentional damage to school property or private property
- Stealing or attempting to steal a significant amount of school or private property
- Knowingly receiving a significant amount of stolen school or private property
- Repeated possession or use of tobacco
- Committing obscene acts or habitual profanity or vulgarity
- Significant disruption of school activities or willfully defying valid authority
- Repeated possession of electronic signaling device

- Serious harassment, threats, intimidation or participating in serious hate violence
- Sexual Harassment

A parent conference will occur as soon as possible prior to, or following, a suspension.

Work Detail is served under the supervision of a school employee or the student's parent. A student may be asked to clean tables, sweep, clean walls, pick up trash, pull weeds, etc. The work detail is generally related to the misbehavior.

Searches:

School officials may search any individual student, their property, or school property under their control when there is a reasonable suspicion that the search will uncover evidence that they are violating the law, Board policy, administrative regulation, or other rules of the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, desks, purses, backpacks.

Harassment

We do not discriminate, or tolerate discrimination, on the basis of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parent status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics; or any other legally protected category in its programs and activities. All forms of discrimination, harassment, intimidation, bullying, and cyberbullying are prohibited. Verbal, physical, sexual or electronic harassment will not be tolerated. Physical, verbal, non-verbal, electronic, or written harassment, physical abuse, profanity, slurs and any other actions or words, actual or perceived, are not permitted and could result in a school suspension. Harassment based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, immigration status, gender, gender identity or expression, or genetic information or other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited.

A. Electronic Harassment (Cyber-bullying)

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with charter school/District policies and regulations.

B. SEXUAL HARASSMENT

Sexual Harassment cannot and will not be tolerated on our campus in any form. Students need to be aware that their actions can be considered sexual harassment whether or not their intention was of a sexual nature.

EXAMPLES OF CONDUCT WHICH CONSTITUTE SEXUAL HARASSMENT INCLUDE:

- Unwelcome leering, staring, sexual flirtation or propositions.

- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexual degrading descriptions,
- Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
- Unwelcome sexual jokes, stories, drawing, pictures, or gestures.
- Unwelcome spreading or sexual rumors.
- Unwelcome touching of an individual's body or clothes in a sexual way.
- Cornering or blocking of a sexual nature of normal movements.
- Displaying sexually suggestive objects in the education environment.

Complaint Procedures

Students who feel they are victims of harassment (including sexual or electronic harassment) intimidation, bullying, or cyber bullying of any type must immediately report orally or in writing to a staff member. The staff member will either gather information or seek assistance and then notify the principal. The principal or designee will then take the appropriate action to ensure conduct ceases. It is against the law to retaliate against any employee or student who in good faith reports or provides information related to harassment (including sexual harassment).

Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics, should be filed in accord with our Uniform Complaint Procedure, which can be found here: <https://www.roselandsd.org/District/Department/11-Board-of-Education/929-Uniform-Complaint-Form.html>

In addition, complaints of sexual harassment for both Roseland School District and Roseland Charter School compliance should be sent to:

Title IX Officer: Héctor Rico, Superintendent
 Roseland School District
 1691 Burbank Avenue Santa Rosa, CA 95407
 (707) 545-0102 tel.
 (707) 545-5096 fax
hrico@roselandsd.org

EMERGENCY PROCEDURES (Natural disaster, community emergency)

We have established procedures in the event of an emergency in order to keep our students, families, and staff safe. All personnel receive training on Emergency Preparedness and are offered classes in CPR and First Aid, but in order to be fully prepared we need family support. The areas of concern for

our schools are emergencies such as fires, earthquakes, or community emergencies that may require your child to remain at school until a parent, or other authorized adult, can safely sign them out.

Please review this information with your child, so that your family will know the proper procedures during an emergency.

1. Stay calm, all district staff has been trained for emergencies.
2. Bring a photo ID (students will only be released to adults that are listed on their emergency card).
3. Park your vehicle as far away from the school as possible as emergency vehicles will need close access.
4. Find the "Student Release" area where trained school personnel will provide further instructions.

Please do not attempt to go to your child's classroom.

Security Cameras

In an effort to enhance campus security we have installed security cameras (please see annual notification for more details). Images and recordings from the camera may be used in disciplinary proceedings or may be referred to local law enforcement, as appropriate. Cameras are not placed in areas where students, staff, or community members have a reasonable expectation of privacy (such as bathrooms or private offices). Audio will not be recorded on these devices. Video will be recorded 24 hours a day, 7 days a week and 365 days in the year. The images and video will not necessarily be actively monitored at all times (so someone may not be watching the video feed at all times); however, there are times where the video feed will be actively monitored. In addition, the video will be recorded and later, potentially, used as evidence on an as-needed basis.