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2014/2015 School Year

Dear parents and students of Richfield School:

Welcome to Richfield School! We are fortunate to have the opportunity to assist you in your academic achievements. We are looking forward to a wonderful year full of student achievement, excitement, and success.

Just as every year brings us new students, we are proud to introduce new staff. Rachel Carter will be joining our instructional aide staff, Al Bloomster will be joining our custodial staff and Kimberly Reynolds will be our new Resource Teacher, joining our teaching staff. I am very excited about our new additions and am thankful to have them on our team!

Here at Richfield, we are dedicated to maintain an environment that fosters student success both academically and socially. That dedication is evident among board members, staff, parents, students, and community and is not taken lightly.

Because of the high expectations placed on our students, attendance at school is very important. Every day is a building block for their educational foundation. Furthermore, communication between home and school is crucial for monitoring student progress. We will do our best to maintain an open line of communication. Parent involvement is a key factor in the effectiveness of schools. Please contact your teacher or myself to see how you can help with your child's education. I am looking forward to working with students, parents, staff, and community members in continuing the high level of success that is expected here at Richfield School.

Finally, you are welcome at Richfield School. Please feel free to stop by and visit us. We truly do have an open door policy. Working together, we will continue to move Richfield School forward.

Respectfully,

Joe Gallaty
Superintendent/Principal

**Committed to Excellence
in**

**Richfield
Elementary
School**

Education

INSTRUCTIONAL STAFF

Kindergarten Teacher	Becky Perry
Kindergarten/1 st Grade Teacher	Ally Kinner-Beam
1 st /2nd Grade Teacher	Carrie Hanf
2 nd Grade Teacher	Sheryl Vinson
3 rd Grade Teacher	Kathy Spannaus
4 th Grade Teacher	Shelly Barnes
5 th Grade Teacher	Denise Drews
6 th Grade Teacher	Michael Toft
7 th Grade Teacher	Cindy Fralin
8 th Grade Teacher	Julie Armstrong
Resource Teacher	Kimberly Reynolds
Music Teacher	Cindy Thompson
P.E. Teacher	Grant Eddy
Computer Lab Technician/Librarian	Tyler Kinnee
ELD Instructional Aide	Esmeralda Lopez
Instructional Aide	Dave Tollison
Instructional Aide	Kathy Rauch
Instructional Aide	Sherri Fessori
Instructional Aide	Nancy Lengtat
Instructional Aide	Meeshell Ferreira
Instructional Aide	Rachel Carter

Classified and Managerial Staff

Business Manager	Helen Pitkin
District Secretary	Frances Rindahl
Bus Drivers	Michelle Thomas Jesse Johnson
Food Service	Jackie Furtado Jackie Talley Michelle Thomas
Maintenance/Custodial Staff	Jesse Johnson Rodrigo Preciado Al Bloomster
Superintendent/Principal	Joe Gallaty

THE SCHOOL BOARD

President

Jim Long

Clerk

Jeremy Ross

Member

Mark Pritchard

Member

Courtney Dagorret

Member

—vacant—



WE WANT YOU HERE, ON TIME!

Regular attendance is very important to successful school work. Students' number one job is attending school each day and completing all class work. Regular and prompt attendance is a habit that will carry over to the work place. If students are frequently absent or tardy, grades and class work will suffer.

WHEN DOES SCHOOL START?

School starts at **8:20 a.m.**, first bell is at **8:15 a.m.** Children who are not riding the bus may not arrive at school before **7:45 a.m.** All grades, K-8, dismiss at **2:50 p.m.** except on Wednesdays; students will be dismissed at **1:50 p.m.** **It is very important that children arrive on time in the mornings. Tardiness is closely monitored.**

WHAT IF YOU ARE ABSENT?

Notes are required upon return to school each time your child is absent or tardy. If your child is tardy they must report to the office before going to class. Students are allowed **10 sick days** per school year. **After the 10th day, a doctor's note will be necessary each time they are ill.** If we do not receive a note from the doctor, your student will be considered truant. Students are allowed 3 truanties per school year. **After 3 truanties, a letter will be sent to the Child Welfare and Attendance Investigator for investigation.** To ensure no lapse in curriculum, independent study is available for absences of five days or longer. Arrangements for independent study must be made prior to the absence. Teachers appreciate at least two days notice to prepare the independent study plan. Students must complete work and give it to the teacher upon return to school. We support students who participate in 4-H and take projects to the fair. Please go to the office for independent study forms.

APPOINTMENTS, EARLY PICK UP, NOTES

Please send a note if your child is to leave school early for a doctor or dental appointment. **The morning hours are devoted to academic subjects, therefore, afternoon appointments are less disruptive to your child's education.** Parents must sign their children out in the office when they pick their child up for any reason before the end of the school day. Signing your child out within 30 minutes of school ending is discouraged, this is a key time in the classroom for all students. **Please be on time if you are picking your child up at 2:50 p.m.** Children may be put on the bus if there isn't a note or telephone call stating that they will be picked up. For safety reasons, walkers and bike riders will remain in a designated area until the bus leaves. **Signed notes are required if your child is to be let off at a different bus stop or to ride with another parent or relative after school.** Please do not pick up other children from school unless the school has written permission from their parents.

BREAKFAST AND LUNCH THE MOST IMPORTANT PART OF THE DAY

Please send lunch, breakfast and milk money on Mondays. Lunch prices are \$2.25 for full paid and 40 cents for reduced price. Breakfast is \$1.25 full paid, and 30 cents reduced price. Milk is 30 cents. **Students may not charge for more than five days.**

WHAT IF I HAVE A PROBLEM?

We realize that mistakes and misunderstandings do occur and it is our desire to correct any errors on our part. Communication is essential. You always have the right to speak with a staff member if necessary. Due to our focus on student achievement, we ask that you contact staff members before or after school. Please discuss the issue with the staff member prior to involving the principal. 90% of all issues can be worked out at this level. If you feel the matter cannot be resolved with the staff member, please share the concern with the principal. If you feel the need to file a formal complaint, Title 5 California Code of Regulations provides the uniform complaint procedure as follows:

This is to advise you of your right to file a written complaint as provided by Title 5, California Code of Regulations, Section 4600-4671. Uniform Complaint Procedures were developed in accordance with state law to respond to complaints against the Richfield School District involving educational programs operated with state or federal funds.

This complaint procedure may also be used to file complaints charging the Richfield School District has determined based on someone's disability (prohibited by federal regulations in Section 504 of the Rehabilitation Act of 1973 and the Americans Disability Act of 1990) or discrimination based on his/her gender prohibited by federal regulations in Title IX of the Education Amendments of 1972.

WHAT PROGRAMS ARE COVERED?

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, natural origin, sex, age, or disability."

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., Washington D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

HOW TO SUBMIT A COMPLAINT

Any person, organization, or public agency concerned about a violation of state or federal regulation governing a categorical aid program, vocational education, special education, child nutrition, child development programs is to submit a written complaint to:

Joe Gallaty, Superintendent
Richfield School District
23875 River Rd
Corning, CA 96021

The office will provide assistance to those who cannot complete a written complaint.

Notice is given that confidentiality will be observed to every extent possible and the Richfield School District prohibits retaliation against anyone who files a complaint or anyone who participated in the complaint investigation process. Complainants are further advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other order, may also be available to them.

MEDIATION

Within thirty (30) days of receiving the complaint, the compliance officer shall informally discuss with the complainant the possibility of using mediation if all parties agree.

HOW A COMPLAINT IS INVESTIGATED AND ANSWERED

Each complaint is investigated by the appropriate division which must do the following within sixty (60) days:

Provide an opportunity for the person or organization complaining and the Richfield School District personnel to present information related to the complaint.

Obtain specific information from other persons familiar with events and locations related to the complaint. Review related documents.

Prepare a written report on findings and recommended solutions.

Notify the person or organization of appeal procedures.

HOW TO APPEAL

Persons or organizations disagreeing with the original decision have fifteen (15) days after receipt of the decision to file an appeal. The appeal must be in writing, and must include a copy of the original complaint and the decision provided to them. The appeal should be sent to:

California Department of Education
Office of the Superintendent of Public Instruction
P.O. Box 944272
Sacramento, CA 94244-2720

WHAT HAPPENS IF MY CHILD NEEDS TO TAKE MEDICATION AT SCHOOL?

If your child needs to take medication during the school day, a physician must authorize it. The Education Code states “any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives (1) a written statement from a physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician’s statement.”

A medical authorization form is available at the school which, when completed, meets the medication requirement. After the parent/guardian completes their section of the form it can be faxed to the physician to complete.

Please be aware that this also applies to over-the-counter medications (Tylenol, cough syrup, etc.) Under no circumstances will any medication be given at school unless the Education Code for administration of prescribed medication for pupils is followed. If your child does not require medication at school but has any of the following conditions, please notify the school: allergy to bee stings, asthma, seizures or other significant health concerns. An individual plan concerning the health issue will be developed for these children. If you have any questions or concerns, please call the school at 824-3354.

THE RICHFIELD SCHOOL DRESS CODE

Students shall not wear garments to school that have crude and vulgar printing, sexually explicit, gang signs or symbols, and pictures depicting drugs and/or alcoholic beverages. Gang attire of any kind is not acceptable. Any questionable item of clothing will be checked by school officials and if they decide the garment is inappropriate, the student will be given the choice to call home for another garment or wear appropriate garments supplied by the school. In addition to the above descriptions, the following are rules for student dress:

1. Shorts should be of appropriate length. Under clothing should not show whether sitting or standing. Cutoffs must be hemmed.
2. Long pants are allowed for all students, but the fullness or length may not interfere with normal school activities or pose a trip hazard. Pants must be secured at the waist and not expose undergarments.
3. No "see through" shirts or tops without a shirt underneath.
4. No backless, strapless or straps less than one inch wide; large sleeve openings; no bare midriffs or low cut, revealing tops. Absolutely no cleavage or bra straps may show.
5. Children should wear tennis shoes or other suitable shoes for P.E. Sandals must have a strap across the heel.
6. No spandex bicycle pants, unless worn under other suitable clothing.
7. Hats shall be removed inside school buildings during school. Bills of hats must face forward.
8. No Pajama pants or slippers are to be worn at school, excluding dress-up days.

EIGHTH GRADE GRADUATION DRESS REQUIREMENTS

Our school's eighth grade graduation is to reflect a warm, friendly family atmosphere. In keeping with this atmosphere the board has adopted the following guidelines for graduation dress:

Girls:

1. Shoes should be flat or with low heels. Tennis shoes can only be black and low tops.
2. No strapless dress allowed.
3. No shorts, hats, or sunglasses.

Boys:

1. Nice tennis shoes or dress shoes. Tennis shoes can only be black and low tops.
2. Shirt with collar, tie, dress pants or black jeans.
3. No shorts, hats, or sunglasses.

Richfield's Guiding Principles for Discipline

No Rescue Policy

Students need to be responsible and organized for their own learning and their school achievement. Therefore, Richfield School has a "No Rescue Policy". This policy means that students who forget their homework, instrument, athletic uniform, etc., will not be permitted to call for their parents to "rescue" them. Rather they will have to experience the natural consequence of the behavior. Of course, this will not apply to matters of health and safety such as medication.

The staff at Richfield School agree that a common set of beliefs about discipline is important to positive student behavior. The following is a list of those common beliefs. These beliefs will be posted in all classrooms and throughout the campus. The staff will refer to them when administering discipline.

Common Beliefs

We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.

We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.

We believe that students should see a reasonable connection between their actions and the consequences that follow.

We believe in creating an environment that encourages mutual respect amongst all individuals.

We believe that students should be given opportunities to make decisions and live with the consequences, be they good or bad.

We believe that the adult's emphasis should be placed on helping students learn to problem-solve and to adopt new behaviors, instead of making students "pay" for past misdeeds.

We believe that students should have an opportunity to invoke simple "due process" hearing if they believe that consequences are unfair.

We believe that students should know they will face consequences if they misbehave.

PLAYGROUND RULES

No kicking or throwing balls at each other.

No balls should be left on the playground area. Students will be asked to return all balls to the ball box after each recess. Balls will be placed in the ball box, not thrown.

Absolutely no balls are allowed on the playground equipment.

When going out to recess, use the sidewalks. No cutting across the grass.

One soccer ball is to be used while playing soccer. No multiple balls.

Students may play with students of one grade level above or below.

Students will use equipment safely and appropriately and will not damage the equipment, materials, or property.

Students will observe a "Hands Off Policy" and will not wrestle, tackle or hit.

Students will not run on sidewalks or play in bathrooms.

Healthy snacks will be permitted at recess. Student must sit at the picnic tables when eating at recess.

Primary wing swings, slides and climbing equipment shall not be used by 5-8 grade students.

Playground balls are not to be bounced, thrown, or kicked off the building.

Respect all playground equipment.

Students will respond to the freeze bell immediately. All activity will stop. When the whistle is blown, students will line up in a straight line with their own class.

Students and children may not use playground equipment after school.

Be respectful to all employees. Follow all adult directions. Stay in supervised areas only. Pink slips will be issued for being between buildings etc.

SERRF program will follow the school rules.

CAFETERIA RULES

In order to make your dining experience enjoyable, we have instituted the following regulations:

When entering the cafeteria, stay in line with your class- NO CUTS.

Talk quietly.

No changing seats without permission during lunch.

Raise your hand to ask permission to leave the table.

Wait to be dismissed.

Clean your table and any trash that may be on the floor when dismissed.

No candy or soda before lunch.

Do not throw food.

Be respectful to all cafeteria employees.

CLASSROOM RULES

All school rules are based upon the previously mentioned guiding principles for discipline. Each teacher uses these principles to develop their own specific classroom rules and requirements. Teachers will go over expectations with students the first week of school and with parents at Back to School Night. The teachers at Richfield have very high expectations. This is one reason our students achieve at such a high level. Please feel free to discuss expectations with classroom teachers before or after instructional time. Though each classroom may be different, we do follow the same expectations. Please review them thoroughly with your child:

I will be positive and treat all members of the class, adults and property with courtesy and respect.

I will come to class on time. I will have my own pencil, books, homework, or any other necessary materials for each class period.

I will be in my seat and work on class assignments the entire period.

My assignments will be completed to the best of my ability.

The teacher is the responsible authority, and I will listen and follow instructions.

DISCIPLINE PROCEDURES

When a student chooses to disobey any school rule, a following consequence may occur. Since each circumstance is different, the staff uses a range of consequences to address the behavior.;

- Garbage duty during recess and/or lunch
- Writing sentences in the principal's office
- After and/or before school duties
- Homework/Reading time during recess/lunch
- Timeout
- Any other consequence agreed upon by teacher and principal

If the behavior is clearly blatant or it persists, it will result in a pink slip, which may affect eligibility for the two reward trips. A referral will be issued immediately for a serious offense. A suspension may result in a major offense.

Reasons for Pink Slips: Blatant or continued disregard for School Rule
Blatant or continued disregard for Playground Rule
Blatant or continued disregard for Bus Rules
Blatant or continued disregard for Cafeteria Rules

Students in 4th—8th Grades may be issued pink slips for incomplete homework twice in one week or 3 times in a trimester.

Procedure for Pink Slips:

- 1) Staff member explains the rule violation to the student and informs student of pink slip.
- 2) Staff member fills out pink slip and forwards entire triplicate to the Principal.
- 3) Principal reviews, takes necessary action (meet with student, phone home, assigns consequence). Mails pink copy to student's home, yellow copy to teacher.
- 4) Parent/guardian is to sign the pink copy and return to Principal the following school day.

THE FOLLOWING ARE SCHOOL RULES THAT WILL RESULT IN AN AUTOMATIC REFERRAL

- Use of Profanity
- Cheating, Lying, Forgery
- Destruction of School Property
- Insubordination/ Defiance
- Blatant disrespect to an adult
- Attempt to cause, or threatening to cause physical injury to another student

Procedure for Referral: The student is sent to the principal with entire referral. Principal determines action to be taken. Pink copy is mailed home, yellow copy returned to teacher, parents are to sign and return the pink copy by the following school day.

Possible Action: Warning, detention, parent/teacher/principal conference, community service, campus clean-up, sentences, essay on infraction, apologize, etc.

MAJOR OFFENSE

A student may go directly to suspension or expulsion for the following:

Caused, attempted, or threatened physical injury to another person.
Willfully use force upon another person.
Possession or use of a weapon of any kind.
Possession of a controlled substance or alcohol.
Possession of tobacco.
Committing a robbery or extortion.
Stealing or attempting to steal property.
Committing an obscene act or engaged in habitual profanity or vulgarity.
Possession of an imitation firearm.
Sexual/racial harassment.
Dishonesty, such as cheating or furnishing false information.

POSITIVE REINFORCEMENT

Weekly prize tickets will be issued to students who follow school rules, playground rules, classroom rules, bus rules, and satisfactorily complete classroom work. These award tickets will be based on the six pillars of character; Trustworthiness, Respect, Responsibility, Fairness, Caring & Citizenship. Drawings of prize tickets will happen once a month.

STUDENT OF THE TRIMESTER

Each Trimester, each teacher will recognize one student as Student of the Trimester. These students will be honored for their hard work throughout the trimester. They enjoy pizza with the principal and get their picture in the local paper.

MID YEAR/END OF YEAR REWARD PARTY

At mid year and end of year we will have a party for all students who demonstrate good behavior and citizenship consistently. In any mid year (Beginning of school – Christmas break) or end of year (January – end of school) if a student receives: **3 pink slips, or 1 referral, or 1 suspension, or a D or F on their Trimester AR grades, he/she will not be eligible for the reward party for that 1/2 of the school year.**

BUS RULES AND REGULATIONS

1. Go immediately to the bus stop upon departure from home in the morning, and report home immediately after being discharged from the bus in the afternoon.
2. Orderly behavior is required at all bus stops. Children should remain at least six feet from the edge of pavement while waiting for bus.
3. To receive transportation, children are required to be at their bus stop at the scheduled time.
4. Preschool children and visitors are prohibited from riding the school bus at any time.
5. Children should keep voices low enough so that the bus driver can be heard at all times. Loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Throwing of any items in, at, or around the bus at any time is prohibited.
7. No live or dead animals shall be transported on the school bus.
8. Unsafe containers of pliable plastic, cardboard, and/or glass will not be allowed on the bus.
9. In loading the bus, each child should seat himself or herself in their assigned seat.
10. The bus driver only, will move children from one seat to another at his/her discretion. Students are to remain seated at all times until the bus has stopped at its destination.
11. All parts of the body must be kept inside the bus at all times.
12. Refuse of any kind is not to be left on the bus, and no eating is allowed on the bus.
13. All children are expected to board and leave the school bus at their regularly assigned stop at all times. Exceptions may be permitted when a child submits an explanatory note to the school principal and he gives written authorization to the bus driver. Without such authorization, bus drivers cannot permit children to enter or leave at other than their regular stop.
14. State law requires all children to cross streets in front of the bus when alighting—never behind with exceptions, such as a marked crosswalk.
15. It should be stressed to parents that the law does not require schools to provide bus transportation. It is a privilege rather than a right.
16. RESD does not offer bus transportation for students living within a one mile radius (as a crow flies).

SKATEBOARDS/SCOOTERS/ROLLERBLADES

Due to safety reasons, skateboards, scooters, rollerblades, and heellies, are not allowed on campus.

SCHOOL BUS DISCIPLINARY PROCEDURES

By state law, school districts are required to adopt rules and regulations pertaining to procedures for suspending students from school bus riding privileges. Said regulations are to be made available to parents, pupils, teachers and other interested parties.

Pupil's parents and school bus drivers must work harmoniously if the business of transporting students is to be carried on efficiently and safely. On occasion, a bus student will refuse to cooperate and establish a sustained pattern of disorderly conduct. Under such a circumstance, driver concentration is split between general operation of the bus and maintaining order. This contributes to jeopardizing the safety of all passengers and others on the road. Persistent student refusal to comply with bus regulations is cause for the student to expect suspension of his/her bus riding privileges.

Procedures for disciplining bus students are as follows:

FIRST OFFENSE: Driver confers with student encouraging him/her to cooperate and refrain from committing infractions.

SECOND OFFENSE: Driver or Principal will contact parent via telephone or make face to face contact explaining the nature of the infraction, corrective measures that have been taken, what can be expected in the event of continued misbehavior, and the general response of the student when corrected. Student is given a pink slip.

THIRD OFFENSE: Student is automatically suspended for three days from the bus and is not allowed re-admittance on the bus until he/she and his/her parents have met with the Principal.

FOURTH OFFENSE: Student will be denied bus transportation for two school weeks. Continued offenses will result in sixteen week suspension or until the close of the school year whichever is of a shorter period.

Flagrant violations such as cursing the driver or cutting bus seats would result in immediate suspension from school and possible expulsion.



FIELD TRIPS/AWARD & INCENTIVE TRIPS

Field Trips are part of the Richfield experience. Most field trips are academic in nature and others for reward purposes. Students must qualify for the reward trips as outlined in those sections of the handbook. As much as possible, the staff at Richfield will include all students on academic field trips. If a student has proven to be a safety or flight risk. (i.e. will not follow directions or stay with the group) the parents may be asked to accompany the child if they are to participate or the child may not be allowed to attend.

Some field trips will utilize parent drivers. **Parent drivers must provide the office with the necessary insurance information at least two days prior to the event.** When the school is using parent driver, the drivers must stick to the itinerary. Unscheduled stops are not permitted unless there is an emergency. When using bus transportation, all students attending the field trip must ride the bus. If seating permits, parent chaperones may ride the bus as well. If there is not enough room on the bus, chaperones will be asked to follow the bus in their personal vehicles. Students may be permitted to ride home with the parent chaperone if they have cleared it with administration prior to the field trip.

If you are taking your child home directly from the end of the year end swim party at the park, you are responsible to sign your child(ren) out with his/her teacher(s). Preschool age children are not permitted at the end of the year party.

HONOR ROLL/HONORABLE MENTION SKATING TRIP

Students who make honor roll & honorable mention the 1st and 2nd trimesters are eligible for the annual skating trip.

Students who do not qualify for special event days are expected to be at school. These students are to attend school as they normally would. All illnesses on special event days require a Dr.'s note or the absence will be unexcused.

EXCELLENT ATTENDANCE ASSEMBLY

To qualify for the prize drawing at the assembly, students must have 2 or fewer excused absences with no unexcused absences (3 tardies equal an unexcused absence). Although we encourage families to utilize independent study for periods of 5 days or more, students who go on independent study will not qualify for the Excellent Attendance Assembly unless it is used to take their 4-H project animal to the fair.

EIGHTH GRADERS ARE SPECIAL! They have special rules.
EIGHTH GRADE DISCIPLINE POLICY

Eighth graders who cut school during the spring semester will receive a referral. Any referral earned by an 8th grader during the spring semester will count against 8th grade privileges, such as the year-end trip, the graduation party and the graduation ceremony. Other penalties may also result as mentioned before in this policy.

Eighth graders who receive two or more major referrals during the spring semester of their 8th grade year can expect the following penalties:
2 pink slips, 1 referral and 1 suspension are considered major referrals for the purpose of the steps in the 8th grade discipline policy. Each of the aforementioned infractions will result in 1 step. Principal may advance a student more than 1 step for earning a suspension.

1st major: Warning

2nd major: Barred from participation in the 8th grade year-end trip.

3rd major: Barred from participation in the graduation party.

4th major: Barred from participation in the graduation ceremony.

*******GRADUATION REQUIREMENTS*******

In addition to the disciplinary requirements above, 8th graders must average a 2.0 GPA for the school year with no "F" grades in the last trimester to qualify for the graduation ceremony and celebration, and must not be serving a suspension to participate in graduation. Eighth graders must also score 70% or higher on the U.S. Constitution Test. Students will be given 3 opportunities to pass.

TECHNOLOGY AND STUDENT EMAIL

Chromebooks are a part of every classroom: we also have an up to date computer lab. Use of district technology has become part of everyday instruction at Richfield School. Students are not permitted to utilize the Chromebooks without a signed Student E-Mail Agreement on file for grades 3-8. Grades K-2 utilize a simplified login procedure which does not require an email address. Each student's e-mail address is required to login to these devices and is also used for a variety of other assigned tasks to help our students learn technology. Student e-mails can only be sent within our domain. Security measures are taken to protect our staff and students. Misuse of technological devices will result in student discipline and may result in the student being banned from using the devices for a period of time and possibly suspension or expulsion.

FUNDRAISING

All fundraisers sponsored by District programs on school grounds need to be approved. To seek approval for your event, complete a "Calendaring Form", available in the office, at least 10 calendar days prior to your event. The superintendent will approve or deny all fundraisers.

PTO/VOLUNTEERS

Richfield School has great participation in and support from the PTO. Meetings are typically held on the second Tuesday of the month at **6:00 p.m.** in the Science Lab. Please plan to attend the Back to School Night and find out about all the different activities you can be involved with. If you are interested in volunteering, please contact the office.

LOST AND FOUND

Every year there are dozens of coats, sweaters, and various articles of clothing left out on the playground. Please have your child write their names on the tag of their jacket, sweater, etc. There is a lost and found storage bin located by the cafeteria if your child is looking for something they have lost. Each summer, leftover items are donated locally.

COMMON CORE STATE STANDARDS

The school's curriculum is based on the Common Core State Standards. For further information about these Standards, please refer to the California Department of Education website www.cde.ca.gov. There is also information distributed during Back to School Night. If you did not receive a copy, please contact the school office.

RICHFIELD GRADING POLICY

Grades are subject to each teacher's individual system within the following guidelines:

Grades Kindergarten through Third utilize the O/G/S/N system.

Markings for Classroom Progress

"O" Outstanding: Work consistently exceeds the minimum requirement.

"G" Good: Work consistently meets the minimum requirement.

"S" Satisfactory: Work generally meets the minimum requirement.

"N" Needs improvement: Student is making little or no effort to meet the minimum requirements.

Fourth Grade begins the letter grade; A,B,C,D and F without a GPA calculation. Grades 5th through 8th utilize the letter grade system and calculate a GPA. The GPA is used for extra-curricular eligibility as well as academic awards.

ACADEMIC PROBATION

At Richfield School, academics are number one. We also realize the importance of being involved in extracurricular activities such as sports and dances. Therefore, the following policy defines the academic requirements to participate in athletics and dances.

Academic Probation for Extracurricular Participation

The Superintendent or designee shall establish a school district policy regarding participation in extracurricular and co-curricular activities. Students must carry a minimum of a 2.0 grade point average (GPA) on a 4.0 scale in each subject without a letter grade of "F" in the previous *grading period* during which the student attended a majority of the time (Progress reports or Trimester reports). If a student fails to meet the *minimum requirement*, he/she will be given a warning. There will then be a two week grade check following the warning. If the student does not improve, he/she will be placed on academic probation and will be ineligible to participate in any extracurricular activities, (i.e., athletic contests) but may participate in team practices. The two week grade checks will continue until the next progress report. If at any time during the two week grade checks a student fails to meet the minimum requirement, he/she will be ineligible to participate in any extracurricular activity, including practices, until the next grading period. The student will be released from academic probation if he/she meets the minimum requirements at the next grading period.

If a student doesn't meet the *minimum requirements* at 1st progress report, the student shall be notified of the **possibility** of *academic probation* if grades aren't brought up in two weeks. Each student on *academic probation* must be given written notification as to the reasoning for the *probation*, and the date that the student may be released from probation to participate in games. Furthermore, that notification will require parent/guardian signature. Each student on *academic probation* who fails to reach the minimum requirement at any of the two week grade checks must be notified of their ineligibility.

HONOR ROLL

Every trimester, Richfield School recognizes students who have maintained a GPA of 3.0 or above. Those students who have a GPA between 3.0 and 3.5 are classified as Honorable Mention and those with a 3.51 and above are classified as Honor Roll. They are awarded with a certificate at the end of the trimester. Each student who maintains a GPA above 3.5 in grades 5 through 8 are eligible to graduate with the Presidential Award.

SBAC TESTING AWARDS

During graduation of 8th grade, students are given a sash with silver and gold pins. Every student graduating receives a gold pin. Every time a student scores proficient on the SBAC testing in the Spring, he/she will receive a silver pin. A gold pin represents advanced on the SBAC testing (subject to change with transition to new testing and scoring system).

WITHHOLDING OF GRADES

The Principal is authorized to withhold a pupil's grades, diploma, or transcript when the following conditions exist: The pupil has willfully cut, defaced, or otherwise mutilated or failed to return, upon request, district property in the pupil's possession, or nonpayment of any debts the student has incurred during the school year.

The Principal shall notify the parent/guardian in writing of the pupil's alleged misconduct before withholding the pupil's records and shall hold the parent/guardian personally responsible for payment for damaged property.

When, in the judgment of the administration, the minor and parent/guardian are unable to pay for the damages or to return the property, a program of voluntary work for the minor in lieu of the payment of monetary damage may be provided. Upon completion of the voluntary work program designated by the Principal, the grades, diploma, or transcripts of the pupil shall be released.

If a student transfers to a new school or district, his or her records must be transferred to the new school with the request that the new school withhold grades, diplomas, and transcripts until notified that compensation has been made.

IMPORTANT INFORMATION YOU SHOULD KNOW

Sexual Harassment

The governing board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by employee, student, or other person at school or at any school-related activity.

The superintendent shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4-8, the disciplinary action may include suspension or expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The superintendent shall immediately investigate any report of the sexual harassment of a student.

Upon certifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the superintendent in accordance with the district's uniform complaint procedures.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

RICHFIELD ELEMENTARY SCHOOL

MISSION STATEMENT

It is the mission of our school to provide a strong foundation to all of our students so that they may each realize their full potential as lifetime learners, and as responsible and productive members of our society.

CORE VALUES

Students

Our students leave Richfield School as excellent readers, valuing books, knowing books hold the knowledge of the past and the imagination of the future.

Our students leave Richfield School with group skills, knowing how to cooperate and function effectively with their peers.

Our students leave Richfield School having respect for others.

Our students leave Richfield School with a strong foundation of skills necessary for them to be successful in high school and beyond.

Learning

Learners will feel individually known, cared for, and nurtured.

Skills learned will be applicable to life, citizenship, and future education.

All staff members are responsible for student learning.

Staff Beliefs

All of the students belong to all of us.

A sense of team and family, combined with high expectations, guide our daily work.

Committed to success, we work to continually improve ourselves, our students, and our school.