

Introduction

Dear Parents and Students:

Welcome to Rainbow Ridge Elementary School - Home of the Eagles! As principal, I look forward to meeting and continue working with you and your children to provide a variety of stimulating school experiences and educational growth opportunities. On behalf of the staff at Rainbow Ridge, I offer a warm welcome to our new Eagle students and parents.

Parents, please take time to read and review the guidelines in this handbook with your children. Following these guidelines will not only help our campus to run smoothly and safely, but will also help your child to experience success in school. Please keep this handbook in your home to use as a reference to our school program. I invite you to visit your school, get involved with your child's classroom, join the PTO, and call or visit when you have questions or concerns. Welcome to the home of the Eagles!

Sincerely,

Laura Pulido

Laura Pulido
Principal



RAINBOW RIDGE ELEMENTARY SCHOOL
15950 Indian Ave.
Moreno Valley, CA 92551
Office: (951) 490-0420
FAX: (951) 490-0425

OFFICE STAFF
PRINCIPAL: Ms. Laura Pulido
SECRETARY: Ms. Louisa Aguilera
ATTENDANCE TECH.: Mrs. Terri Glenn
HEALTH TECH.: Mrs. Mercedes Aponte
BILINGUAL CLERK: Mrs. Adriana Garcia
INSTRUCTIONAL COACH: Mrs. Marlene Stewart

Rainbow Ridge Elementary School



Vision Statement

We the community of Rainbow Ridge Elementary, work together to encourage and enable all students to reach their personal best in knowledge, problem solving skills, and commitment to life-long learning necessary to become responsible, contributing citizens in a culturally diverse global society.

Mission Statement

*Our school has a mission to ensure the academic success of every student. The mission is articulated in every aspect of our planning, organization, and use of resources. We have high expectations of our students and most importantly of our entire staff. With these expectations, our teachers encourage our students to experiment and identify new ways to accomplish tasks. To ensure academic success of all students we believe that everyone who comes in contact with our students is our partner. We are focused on and with that partnership we want to build on our school's sense of family. Our school family will continue to enhance and improve our commitment to each other with collaboration and trust. In closing, we understand planning for improvement is perpetual and there is an unyielding belief that improvement is possible. **OUR PASSION IS FOR ALL STUDENTS TO LEARN AND GROW!***



Rainbow Ridge Elementary School

15950 Indian Avenue
Moreno Valley, CA 92551
(951) 490-0420 FAX (951) 490-0425

Regular Day Schedule 2015-2016

Breakfast	7:15 a.m. - 7:40 a.m.
Line-Up Bell	7:40 a.m.
Instruction Begins (Tardy Bell)	7:45 a.m.

Instructional Day

Transitional Kindergarten & Kindergarten	Early Birds: 7:45 a.m. - 12:00 p.m. Later Gators: 9:25 a.m. - 1:40 p.m.
Grades 1 - 3	7:45 a.m. - 2:00 p.m.
Grade 4 - 5	7:45 a.m. - 2:05 p.m.

Recess Schedule

Grades 1 - 2, PS-2, 15, 502, 503	10:00 a.m. - 10:15 a.m.
Grades 3 - 4, 16, 501, 504, 509	10:15 a.m. - 10:30 a.m.
Grade 5, 517	10:30 a.m. - 10:45 a.m.

Lunch Schedule

Transitional Kinder / Kinder	10:15 a.m. - 10:50 a.m.
Grade 1, PS-2, 503	11:00 a.m. - 11:35 a.m.
Grade 2, 15, 502	11:25 a.m. - 12:00 p.m.
Grade 3	11:45 a.m. - 12:20 p.m.
Grade 4, 16, 501, 504, 509	12:05 p.m. - 12:40 p.m.
Grade 5, 517	12:25 p.m. - 1:00 p.m.



Rainbow Ridge Elementary School

15950 Indian Avenue
 Moreno Valley, CA 92551
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MINIMUM DAY SCHEDULE
2015-2016

Breakfast	7:15 a.m. - 7:40 a.m.
Line-Up Bell	7:40 a.m.
Instruction Begins (Tardy Bell)	7:45 a.m.

Minimum Day Instructional Day

TK, K, 1, 2, 3	7:45 a.m. - 12:15 p.m.
4, 5	7:45 a.m. - 12:25 p.m.
No Recess on Minimum Days	

Minimum Day Lunch Schedule

Transitional Kinder / Kinder	9:30 a.m. - 10:00 a.m.
Grade 1, PS-2, 503	10:05 a.m. - 10:35 a.m.
Grade 2, 15, 502	10:30 a.m. - 11:00 a.m.
Grade 3	10:50 a.m. - 11:20 a.m.
Grade 4, 16, 501, 504, 509	11:10 a.m. - 11:40 a.m.
Grade 5, 517	11:30 a.m. - 12:00 p.m.

Minimum Days

August	12, 19, 26
September	2, 9, 16, 23, 30
October	7, 14, 21, 28
November	4, 17, 18, 19, 20
December	2, 9, 16, 18
January	6, 13, 20, 27
February	3, 10, 17, 24
March	2, 9, 10, 11, 16, 23
April	6, 13, 20, 27
May	4, 11, 18, 25, 26, 27

2015-16 MINIMUM DAY
SCHEDULE

Rainbow Ridge Elementary School

SCHOOL HOURS

Students must be lined up each morning at **7:40 a.m.** Please refer to the current school year Bell Schedule, Minimum Day Schedule located on page 4 for school hours. Please add minimum days to your calendar at home.

ARRIVAL / DISMISSAL

Arrival: Campus opens at 7:15 a.m. Students eating a cafeteria breakfast may arrive no sooner than 7:15 a.m. Please note that parents are not allowed to sit with their students in the eating areas due to State and Federal guidelines. Please drop off students in the drop-off/pick-up lanes in the larger school parking lot (in front of the two story building). Parents who deliver or pick-up their children by vehicle must park in designated parking spaces and escort their children to and from the vehicle using the designated crosswalks, or use the drop-off/pick-up lane. Please drive slowly and carefully, making sure to follow traffic patterns.

Transitional Kindergarten and Kindergarten students line up in the MPR. All other students walk to the blacktop area and line up on their classroom numbers.

Dismissal: To ease congestion after school, grade levels are dismissed at different times. Students will be walked to the gates and will wait behind the gates. Teachers will wait with them for 10 minutes. All pedestrians must not cross through the parking lot. They must use the designated crosswalks, all paved sidewalks, and walk ways. Parents/guardians/family members are asked to wait outside of the gates. Teachers walk students to the gates and wait there until 2:15 p.m.

LATE PICKUP

It is very important that you come and pick up your student(s) **immediately** every day after school. We cannot "babysit" children in the office. The office is a place of business and we are very busy. We certainly want to work with you, not against you, but we may call the police and/or Child Protective Services (CPS) on the **fourth** late pick up. We realize that many of you work; however, it is not the responsibility of the office staff to watch your child(ren). We have two afterschool programs offered that you can apply to for the care of your child(ren): Think Together and A Child's Place. Think Together is offered through Moreno Valley Parks and Recreation. You can contact Think Together at (951) 775-1261 and Child's Place at (951) 485-9846 or you can call the school office. You can arrange for someone who is reliable and responsible to pick up your student(s). It is our right by law to contact the police department and/or Child Protective Services (CPS) if your child has not been picked up on time. Please refer to the regular/minimum day schedule for dismissal times.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO DROP OFF STUDENTS.

**PICK STUDENTS UP
PROMPTLY AT DISMISSAL**

Thank you,
Rainbow Ridge Staff

GOING TO AND FROM SCHOOL

Students who walk are to go directly to and from school. No one is to stop at stores, restaurants, the middle school next door, a friend's home, etc. without parent supervision. Students are not to enter the school grounds before designated times and must leave promptly when school is out. Please do not drop off students before 7:15 a.m. without parent supervision. Students who do not walk home are to be picked up promptly by parents or individuals designated on the emergency contacts. Parents/guardians/persons listed on the emergency contacts who pick students up late will need to provide valid identification and sign the student(s) out in order to ensure student safety and document late pick-ups.

For your child's safety, students are not allowed to wait unsupervised in front of March Middle school or in front of the Rainbow Ridge school campus before or after school. Please make arrangements to have your child(ren) picked up and supervised.

BREAKFAST

Free breakfast is available each day to all students. Breakfast is served from 7:15 a.m. to 7:40 a.m. Only students who are eating breakfast are permitted to eat at the lunch tables during the breakfast times. Students will not be served after the breakfast ending time (7:40 a.m.), and are expected to walk to class at 7:40 a.m. Supervision is provided for students at 7:00 am while waiting in line for breakfast. Please do not drop off students for breakfast before 7:00 a.m. without parent supervision. Only TK and Kindergarten students will be allowed to line up in the front of the line (no older siblings etc.). Parents and siblings may not join students for breakfast. Students who are not eating breakfast may come on campus and wait in the MPR beginning at 7:15 a.m.

LUNCH

Lunch is available at school each day; monthly menus are provided. Cost of lunch is \$2.50 and breakfast is free for all elementary students regardless of whether they qualified for free/reduced meals. Parents may apply for free or reduced price lunch. An application is required each year. Applications may be submitted online at www.valverde.edu under the "Parent" tab. Then click on "Meal Applications." You may also fill out a paper application and turn it in to the front office or district office. All children in the family may be included on one form. Students who prefer to do so may bring their lunch from home. Milk may be purchased separately for .25 cents. Please make arrangements for lunch (buying or bringing) before your child comes to school each day. We discourage parents from routinely bringing lunches at lunchtime. It is disruptive to have students called to come to the office to pick up their lunch. Also, at times we may need to adjust lunch times and students may be eating at a time other than scheduled.

EATING AREAS/GUM

Students will eat at the cafeteria tables inside the Multi-Purpose Room with the exception of occasional special events, or inclement weather. Eating in classrooms is not permitted. Chewing gum is **not permitted** at any school in the Val Verde Unified School District.

School Expectations/PBIS

PBIS (Positive Behavior Interventions and Supports)

Our school will be implementing PBIS to establish a climate in which appropriate behavior is the norm for all students. PBIS is school-wide discipline in which the emphasis is on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. The school-wide PBIS process emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures.

Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

Below you will find our school location expectations:

Classroom Expectations

Be <u>R</u> espectful	Be <u>R</u> esponsible	Be <u>E</u> ncouraging	Be <u>S</u> afe
Raise your hand and wait to be called upon to speak	Be prepared and organized	Celebrate successes (when appropriate)	Walk at all times
Take care of items that belong to the school, yourself, and others	Come to school ready to listen and learn	Use encouraging words: "way to go" "good job" "nice try"	Keep hands and feet to yourself
Treat others the way you want to be treated "The Golden Rule"	Complete assignments on-time and all of the time	Help others when they are struggling (when appropriate)	Keep your feet and all chair legs on the floor at all times

Playground Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Take turns, share, and use appropriate language	Follow the rules of the game	Invite and include others	Walk on the blacktop
Listen to the supervision aides and follow their directions	Use the bathroom and enjoy a drink of water before you play	Lead by example	Stay in designated supervised areas
Include others and be a friend	Freeze when the whistle blows, hold equipment, walk to the line when told	Encourage others to follow the expectations	Keep your hands and your feet to yourself

Restroom Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Allow others their privacy	Use the restroom and be sure to flush	Model good behavior	Wash and dry hands and only use 1-2 pumps of soap
Use quiet voices	Only toilet paper goes in the toilet and paper towels go in the trash	Lead by example	Keep water in sinks and floors dry
Keep your hands and feet to yourself	Save water by only turning it on when rinsing hands	Encourage others to follow the expectations	Feet always stay on the floor

Lunch Area Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Use quiet voices	Pick-up trash in your area, even if it does not belong to you	Model good behavior	Follow line expectations
Eat only the food on your plate at your lunch table	Only take/touch what you will eat	Lead by example	Walk at all times
Listen to all adults	Stay seated, raise your hand, and wait to be called upon	Encourage others to follow the expectations	Allow others their personal space

Morning Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Use quiet voices	Go directly to where you are supposed to be	Model good behavior	Walk at all times
Wait to be picked up by your teacher from your classroom number	Stay in your designated area	Lead by example	Use crosswalks and sidewalks
Greet others appropriately	Be in a straight and quiet line when the song of the day begins	Encourage others to follow the expectations	Safely exit your vehicle

Dismissal Area Expectations

Be <u>R</u> espectful	Be <u>R</u> esponsible	Be <u>E</u> ncouraging	Be <u>S</u> afe
Use quiet voices	Tell your teacher who you are leaving with BEFORE you walk away	Model good behavior	Walk at all times – follow line expectations
Wait to be dismissed by your teacher	Go directly to where you are supposed to be	Lead by example	Use crosswalks and sidewalks
Listen to adults and ALWAYS watch for your ride	Stay in your designated area	Encourage others to follow the expectations	Wait for your car to pull up next to the red curb before walking to the pick-up area

Line Expectations

Be <u>R</u> espectful	Be <u>R</u> esponsible	Be <u>E</u> ncouraging	Be <u>S</u> afe
Keep hands at your sides or behind your back	Face forward	Model good behavior	Walk at all times
Walk quietly behind the person in front of you	Listen to adults for direction	Lead by example	Keep personal belongings close to your body (Ex. backpacks, lunch pails, jackets)
Allow for personal space	Stay in line	Encourage others to follow expectations	Pay attention to your surroundings

Hallway Expectations

Be <u>R</u> espectful	Be <u>R</u> esponsible	Be <u>E</u> ncouraging	Be <u>S</u> afe
Walk with quiet feet and be silent in a straight line	Walk at all times	Model good behavior	Use line etiquette
Leave all items in the hallway undisturbed (ex. posters, fire extinguishers, chairs)	Knock or ring the doorbell and wait patiently for the door to open	Lead by example	Keep your hands and your feet to yourself
Keep our halls clean and pick-up any trash you see	Go directly to your destination	Encourage others to follow expectations	Be aware of your surroundings

Library Expectations

Be <u>R</u> espectful	Be <u>R</u> esponsible	Be <u>E</u> ncouraging	Be <u>S</u> afe
Use quiet voices	Bring your library books back on-time	Model good behavior	Stay in designated area
Listen attentively	Treat books and materials with care	Lead by example	Keep your feet and chair legs on the floor while seated
Allow other students to look for books alongside of you	Store books in a safe place: away from smaller siblings, animals, and food	Encourage others to follow the expectations	Ask for help if you cannot reach an item

Office Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Use polite language (Ex. "Please" and "Thank you")	State your purpose appropriately	Model good behavior	Go directly where you need to be
Appropriately inform the office staff you have arrived	After you have told the office staff you have arrived, then sit quietly	Lead by example	Keep hands and feet to yourself
Use a quiet voice	Wait patiently for your turn	Encourage others to follow the expectations	Mind your own business

Computer Lab Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Make sure food and water is away from all work stations	Handle equipment with care	Help others when given permission	Make sure your chair is pushed in
Work quietly	Leave work space clean (Ex. headphones hanging on left side of monitor and stack cups to right)	Lead by example	Keep cords and personal belongings off the floor
Use equipment and signal cups appropriately	Stay on given task(s)	Encourage others to follow the expectations	Stay in your seat

Emergency Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Stay quiet the entire time	Stay calm	Model good behavior	Walk to the designated area
Listen to the adults and follow all directions	Use self-control	Lead by example	Be aware of your surroundings
Face forward and walk in a quiet straight line	Help others when needed	Encourage others to follow the expectations	STAY in your designated area

Assembly Expectations

Be <u>R</u>espectful	Be <u>R</u>esponsible	Be <u>E</u>ncouraging	Be <u>S</u>afe
Sit up straight with your legs folded and hands in your lap	Enter the MPR quietly and remain quiet during the assembly	Clap for all students (when appropriate)	Walk at all times
Give the presenter your full attention	Use the bathroom before or after the assembly	Cheer when appropriate	Keep your hands and your feet to yourself
Raise your hand and wait to be called upon (if appropriate)	Remain seated until the teacher tells you it is time to line up	Use encouraging words like "good job"	Keep all walkways clear

Rainbow Ridge Elementary School

STUDENT CONDUCT

Every teacher has a classroom discipline plan which includes class rules, positive consequences, consequences of misbehavior, and a severe clause for students who will be sent to the office immediately. Students are expected to conduct themselves in a manner which conforms to classroom standards of behavior. It is the responsibility of the student to learn what each teacher believes is acceptable behavior in his/her classroom and to follow those rules. For minor infractions, students may be assigned limited recess time, campus beautification, community services, or campus detention. Teachers may send students to the principal's office as needed as indicated by approved discipline plans.

DISCIPLINE PLAN

Student Conduct: Students are expected to follow school expectations and class rules at all times and be diligent in their studies and be respectful to the teachers and others in authority. At Rainbow Ridge Elementary School, character counts. Therefore, not following the school expectations and classroom rules will result in the following:

Consequences:

1. Verbal warning/citation-on playground.
2. Consequence (in class/handled by teacher)/ parent contact.
3. Consequence (referral/in-school detention)/ parent contact.
4. Referral to the Principal.

Serious Behavior: Serious offenses may result in immediate office referral. Per E.C. 48900 a pupil may be suspended or expelled for acts that are enumerated below:

Reason for Suspension per Education Code Section 48900:

- | | |
|---|---|
| <input type="checkbox"/> (a-1) Caused, attempted to cause, or threatened to cause physical injury to another person or | <input type="checkbox"/> (k) Disrupted school activities or otherwise willfully defied the valid authority of school staff in the performance of their duties. |
| <input type="checkbox"/> (a-2) Willfully used force or violence upon the person of another, except in self-defense. * CR | <input type="checkbox"/> (l) Knowingly received stolen school or private property. |
| <input type="checkbox"/> (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. *CR | <input type="checkbox"/> (m) Possessed an imitation firearm. One that is so substantially similar in physical properties to an existing firearm to be viewed as real. |
| <input type="checkbox"/> (c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind. *CR | <input type="checkbox"/> (n) Committed or attempted to commit a sexual assault or sexual battery as defined in the Penal Code. *CR |
| <input type="checkbox"/> (d) Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant (i.e. look alike). *CR | <input type="checkbox"/> (o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding. |
| <input type="checkbox"/> (e) Committed or attempted to commit robbery or extortion. *CR | <input type="checkbox"/> (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. *CR |
| <input type="checkbox"/> (f) Caused or attempted to cause damage to school property or private property. *CR > \$100 | <input type="checkbox"/> (q) Engaged in, or attempted to engage in, hazing as defined in section 32030. |
| <input type="checkbox"/> (g) Stolen or attempted to steal school property or private property. *CR > \$50 | <input type="checkbox"/> (r) Engaged in any act of bullying, including bullying by Electronic means, directed toward a pupil or school personnel. |
| <input type="checkbox"/> (h) Possessed or used tobacco or any product containing tobacco or nicotine products, including clove cigarettes, snuff and betel. | <input type="checkbox"/> (t) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person. |
| <input type="checkbox"/> (i) Committed an obscene act, or engaged in habitual profanity or vulgarity. | <input type="checkbox"/> EC 48900.2 Committed sexual harassment. (grades 4-12 only) |
| <input type="checkbox"/> (j) Unlawfully possessed, offered, or arranged to sell any drug paraphernalia. *CR | <input type="checkbox"/> EC 48900.3 Caused, attempted to cause, or participated in an act of hate violence. (grades 4-12 only) |
| | <input type="checkbox"/> EC 48900.4 Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation. (grades 4-12 only) |
| | <input type="checkbox"/> EC 48900.7 Terroristic threats against school officials or school property, or both. |

Per E.C. 48900(s), a pupil may be suspended or expelled for acts that are enumerated on this form and related to school related activities that occur at any time, on any school grounds, or going to or coming home from school. * Police notification recommended.

ATTENDANCE/ LEAVING SCHOOL EARLY/LATE STUDENT PICK UP

Regular and punctual school attendance is important to student success and in limiting disruptions to the classroom. Students with excessive absences and tardiness will be referred to the School Attendance Review Board (SARB).

- Absences - Please send a note when your child is absent from school. All absences should be cleared within 48 hours. If your child is going to be out several days, please call the Attendance Office.
- Tardies - Students must report to the office and sign in if they arrive after the tardy bell. Students must be with their teachers by 7:45 a.m. (late bell).
- Leaving School Early - Although we prefer that appointments be scheduled after school hours, we realize that this can be difficult, and that it may sometimes be necessary for students to leave school early. You and all persons listed on the emergency contacts must sign your student out at the office and wait there. An office staff person will call your child's classroom to have him/her walk to the front office. Please note that leaving school early is counted the same as late arrival (tardy). For your child's protection, you and all persons listed on the emergency contacts will be asked to provide valid identification.
- Late Student Pick-up - Students must be picked up from school on time. Excessive late pick-ups will not be tolerated. Parents/guardians/persons listed on the emergency contacts who pick students up late will need to provide valid identification and sign the students out in order to ensure student safety and document late pick-ups.

Students missing more than 20% (excused or unexcused) per trimester may be subject to consequences, which may include repeating the grade level. Verification is required for all absences, so please be sure to send a written note or contact the school by phone.

TARDIES

When a student arrives to school after the tardy bell, they must report to the front office and receive a tardy note. Repeated tardies may result in detentions. Excessive tardiness will result in meeting with principal and district attendance specialist.

**PLEASE BE ON TIME WHEN DROPPING OFF
AND PICKING UP STUDENTS**

EARLY RELEASE OF STUDENTS

Please make all medical, dental, etc. appointments for your student(s) after regular school hours whenever possible. Administrative approval may be needed for any other reason. **STUDENTS WILL NOT BE RELEASED WITHIN THE LAST 20 MINUTES OF THE SCHOOL DAY.** Please note that excessive early dismissals will be counted the same as a late arrival (tardy). For your child's protection you and the persons listed on the emergency contacts will be asked to provide valid identification. Students being picked up during their lunch times will not be able to retrieve their belongings.

PERFECT ATTENDANCE

Because attendance is so important for student success, Rainbow Ridge School rewards students who come to school every day on time. These students receive a special certificate of perfect attendance, medal of perfect attendance for the entire year, and will have the opportunity to participate in special activities which may include one or more of the following: treats, entertainment, drawings, "It pays to go to school," and other prizes and rewards.

PERFECT ATTENDANCE RECOGNITION

Students will be recognized for perfect attendance. In order for a student to receive this recognition, he/she must have zero tardies, absences, and no early withdrawals.

VISITORS ON CAMPUS

Rainbow Ridge Elementary School is a closed campus. All visitors must enter through the front office and adhere to the following every time they visit:

1. All visitors must provide VALID IDENTIFICATION.
2. All visitors must sign in the front office and show a current ID.
3. All visitors are to visit the location they signed up for in the front office. Visitors must display their visitors sticker at all times.
4. All visitors must have a prearranged time with teachers, and will not be allowed to visit classrooms without teacher or administrative permission.

Due to safety issues and school liability, children not enrolled at Rainbow Ridge Elementary School are not allowed in the classroom or on school grounds during the instructional day.

PHONE CALLS AND PARENT VISITS

To minimize interruptions to valuable instructional time, parents are asked to contact their child's teacher before or after school, send a note with your child to the teacher, email the teacher, or leave a message with the front office. Teachers will be happy to call you as soon as they are able. **We will not disrupt classrooms during the instructional day.** Instead, an email will be sent to the teachers on your behalf.

Parents/visitors wishing to visit classrooms need to make prior arrangements with the teacher. All visitors must have a visitors badge from the office. If a conference is desired, an appointment should be set with the teacher for a time before or after school.

If you need to get an emergency message to your child, please call the office at least 15 minutes before dismissal. Older students coming to see their former teachers should arrange visits for after school.

INDEPENDENT STUDY

If you know you are going out of town for five or more days, you can avoid unexcused absences or being dropped from enrollment by contacting the school office at least three days in advance to arrange for an Independent Study Contract for your child. Students who fully complete their Independent Study Contracts will receive full credit for attendance. Failure to complete the contract will result in unexcused absences, truancy and/or dropped from school enrollment. Approval for independent study contracts must be approved by the Principal.

EMERGENCY INFORMATION

The school maintains current information for each student. It is the responsibility of the parent/guardian to notify the office immediately if there are changes to the information you provide on the form. Phone calls will not be accepted to add/change emergency contacts or update any student information. Parent/guardian must be present with VALID IDENTIFICATION to update student information or sign a new emergency contacts form.

DRESS CODE

The following describes attire inappropriate for the school setting. A student may not remain in the classroom dressed in a manner which:

- Creates a safety hazard
- Constitutes a distraction to the learning process
- Tends to disrupt the campus order
- Conflicts with the district's goals and philosophy of the prevention of substance abuse and gang activity
- Hair styles which jeopardize the health and safety of the wearer or others or which substantially disrupt, interfere with or distract from the orderly conduct of the educational process or the learning atmosphere of the school or classroom are not allowed.

School personnel have the sole discretion of determining whether this clothing is inappropriate. The following are examples of inappropriate clothing for Rainbow Ridge Elementary School:

- Clothing that is deemed gang-related by the Riverside County Sheriff or Moreno Valley Police, which includes but is not limited to, some sports jackets, oversized and/or sagging pants (pants need to stay up without a belt), hanging belts, suspenders off the shoulders, initials on belt buckles.
- Frayed or unhemmed pant bottoms, pants that touch the ground.
- Clothing with pictures or words that advocate or advertise any kind of alcohol, tobacco, drugs, pictures of acts which are illegal or hazardous to one's health, pictures of weapons or violence, obscene or promiscuous pictures, or , promotions and likenesses or which advocate racial, ethnic or religious prejudice.
- Clothing which is sexually suggestive or brief such as low-cut garments, strapless or off the shoulder tops, bare midriffs, spaghetti straps, or backless tops. Shorts and skirts should not expose posterior and should cover undergarments. Mid-thigh is an appropriate length, especially since we are required to conduct P.E. and duck-and-cover drills.

- Proper footwear must be worn at all times for safety reasons. Backless shoes, thongs, flip-flops and shoes with high heels are not permitted. We suggest no more than 2" as an appropriate heel height.
- Hats, caps and other head coverings shall not be worn.
- Attire, including clothing, jewelry, and other accessories which are safety hazards to the wearer or that could potentially be used as weapons are not allowed. For example, heavy or spiked chains or collars and wallet chains or cords, safety pins, nails, etc., are not appropriate or allowed.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

SEXUAL HARASSMENT

The Val Verde Unified School District 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 any employee, student or other person at school or at any school-related activity. (EC 212.6)

DEFINITION OF SEXUAL HARASSMENT

California and federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

1. Unwanted sexual advances, including propositioning and requests for sexual favors, or repeatedly asking someone out for a date after it is clear that the person is not interested;
2. Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters;
5. Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another's or one's own body;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation;
7. Physical conduct: Touching, assaulting, impeding or blocking movement;
8. Basing employment or academic benefit on whether or not a person submits to behavior such as described in items (a) through (g) above;
9. Unwelcome behavior as set forth in items (a) through (g) above which has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating hostile, or offensive work or educational environment.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

STUDENTS

California Education Code Section 38902 specifies that a student may be suspended from school or recommended for expulsion if the Superintendent or principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described in California Education Code Section 212.5. For purposes of this policy, a reasonable person of the same gender as the victim must consider the conduct. It must be severe or pervasive enough to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy, for disciplinary purposes, shall not apply to students enrolled in kindergarten and grades 1 to 3, inclusive.

HEALTH

We have a full-time health tech on staff to provide for the health and welfare of our students. A District nurse is also at our school one day per week, and is always available for emergencies. Illness/Accidents - If your child becomes ill or injured at school, we will make him/her comfortable and then call you or the emergency contact(s) you have listed.

Medication - All medication, including inhalers, cough syrup/drops, etc. must be left in the Health Office. Students who need to take any kind of medication must have a form signed by a physician before the medication can be brought to school.

HEAD LICE

Please check your child's head periodically for lice and nits. An early sign of head lice is excessive itching. If discovered at school, you will be contacted by the school to pick up your child. Treatment and removal of nits should be completed within 1-3 days. After treatment and removal of all nits, students must report to the school's Health Office and be cleared prior to re-admission to classes.

CELL PHONES

Cellular phones/pagers/other electronic devices (Board of Education Policy 5131.5) – The school is not responsible for loss or theft of any of the following items; cellular phones, pagers, beepers, MP3 players, radios, walkman/discman players, cameras, etc. Students may not have in their possession any of the items stated above during school hours. If a student is observed with any of the above item(s), the item(s) will be confiscated until parents claim the item from the teacher or administrator.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Students are expected to return the books undamaged and in a timely manner. Overdue notices will be issued when books have not been returned on time. All lost or damaged books must be paid for prior to receiving the final report card. If a lost book is found, money paid will be refunded. Students withdrawing from school must return all library and textbooks prior to receiving report cards.

HOMEWORK

The Board of Education recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

READING

At Rainbow Ridge Elementary, we feel that the most important homework is reading! We encourage all students in all grades to read or be read to at least twenty (20) minutes each day. Some teachers may require a Reading Log for students to keep track of their daily reading.

PHYSICAL EDUCATION (P.E.)

Teachers for students in all grades K-5 provide Physical Education (P.E.). Students are encouraged to dress appropriately for physical education activities; most importantly, they should wear tennis shoes on PE days.

EAGLE REWARDS PROGRAM

Rainbow Ridge School recognizes students through a variety of weekly, monthly, and trimester awards including Student of the Month and Trimester Awards for Honor Roll, Principal's Honor Roll, Most Improved Student, Outstanding Citizenship, Soaring Eagle, and Perfect Attendance.

VOLUNTEERS

We welcome and encourage parents, guardians and other adult family members as well as community members to share their time and talents with our students as classroom/school volunteers. You may wish to share your talent as a volunteer aide, a guest speaker, a chaperone for field trips, parking lot supervision (before/after school), become involved with School Site Council, English Learner Advisory Council, Parent/Teacher Organization, or other school related activities. Your child's teacher will give specific days and times you can assist in the classroom.

The Superintendent and the Board of Education have established volunteer procedures to protect the safety of students, staff, parents, and other community members. (Ed Code §49406(f), 35021.1, 35021.2)

Requirements to apply as a volunteer:

- Complete Volunteer application online at www.valverde.edu. Go to the "Parents" tab and click on "Volunteers".
- **Non-supervisory volunteers** must have a valid form of Identification; I.D. used to verify identity with name (self-photos are not acceptable)
- **Supervisory volunteers** must have a valid U.S Government Issued Identification (i.e. Driver License, Passport) and must also complete the fingerprint clearance process for:

- DOJ – Department of Justice
- FBI – Federal Bureau of Investigation
- Clearance through Megan’s Law
- Tuberculosis (TB) clearance (must be within 60 days of application date)

Volunteer Definitions:

Non-Supervisory Volunteer

A volunteer that is **never** left alone with students. No fingerprint clearance required. Subject to Megan's law and Tuberculosis clearance.(i.e. classroom/office assistance). No district I.D. badge will be issued.

Supervisory Volunteer

A volunteer serving alone as a supervisor to students. (i.e. driving students, **field trips**, tutoring, or any independent supervision of students). Requires Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance, Megan's Law, and Tuberculosis clearance. **(Must have valid U.S. government issued Identification Card).**

The VVUSD School Volunteer Handbook is available online at www.valverde.edu. Go to the "Parents" tab and click on "Volunteers".

Individuals are required to have a current tuberculosis (TB) skin test registered at the school Health Office if they perform four (4) or more hours per week of volunteer services with or around students. Volunteers are also required to sign in and out of the school office and wear a visitor badge each day of service.

We ask that volunteers do not bring younger, non-school age children with them when coming to assist at school. With the exception of high school students involved in community service projects, volunteers must be at least 18 years old.

PLEASE JOIN OUR PTO

BICYCLES / SCOOTERS

Fourth and fifth grade students who ride their bicycles or scooters to school must wear a helmet and bring a lock to secure their bike or scooter in the bike rack during the day. Students must observe safety laws and rules, and display courtesy toward other riders and pedestrians.

Students who fail to wear bicycle helmets and bring locks will have their bikes/scooters confiscated for parent pick-up and may lose privileges. In addition, the student must have a permission slip signed by his or her parent or guardian. Students may not ride bicycles, skateboards, scooters, or wear roller blades/skates/etc. on the school campus during the day or after school. The school is not responsible for lost/damaged/stolen bicycles/items/etc. Student

who fail to observe rules/regulations will lose riding privileges and will be subject to disciplinary action.

FIELD TRIPS

Field trips will be coordinated with academic learning. A limited number of parents will be asked to chaperone at the discretion of the teacher. Students may not go on a field trip without a permission slip signed by a parent (phone calls and/or letters authorizing permission are not allowed). Siblings or other family members may not accompany chaperones on field trips. Students may not be released to parents for transport after the event unless authorized by the principal. Chaperones must have VVUSD volunteer clearance that is appropriate for the field trip activity (supervisory volunteer or non-supervisory volunteer) prior to the field trip activity.

PETS / ANIMALS

Pets/animals are not allowed on school grounds. Students who wish to bring pets as part of a learning activity must obtain permission from the Principal in advance, and follow district guidelines. Parents may not bring pets on campus when picking children up from school.

LOST PROPERTY

Lost property is kept in a Lost and Found bins in the Multi-Purpose Room. After each trimester, unclaimed items are donated to local charities. Please label all items your child brings to school: backpack, lunch pail/bag, sweaters, jackets, etc.

PARKING

The parking lot in front of the main building is for staff and permitted parking only. Parent parking is located in the big parking lot in front of the two story building. Please follow traffic patterns and drive slowly and carefully in the parking lot. Do not park in the drop-off/pick-up lane or on red curbs. Violators may be ticketed.

USE OF SCHOOL GROUNDS

The Val Verde Unified School District maintains closed campuses at all of their schools. Students are not permitted to use playgrounds, basketball courts, or fields after school hours without school district permission. Persons wishing to use the school and/or school grounds must complete a VVUSD Facilities Use Request.

COMPUTERS/TECHNOLOGY

Rainbow Ridge Elementary School is committed to utilizing information technology. The school believes that computers and technology play a major role in aiding children's education and enhancing their learning. The school computer lab is a part of our Library/Media Center. Students have access to computers, chromebooks, and iPads each week during an assigned time, and at designated times during and after school. All 1st -5th grade classrooms have computers available for student use.

CIVILITY POLICY

Val Verde USD

Board Policy

Civility

BP 1313

Community Relations

Members of the Val Verde Unified School District staff will treat parents, other district employees and members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting positive role models to the students in this district, the Val Verde Unified School District encourages positive communication, discourages behavior that may appear rude, uncaring, abrupt, or insensitive, and will not tolerate volatile, hostile or aggressive actions. The district seeks public and employee cooperation with this endeavor.

Disruptions

1. Any individual, including school district employees, who disrupts or threatens to disrupt school/office operations, including co-curricular and extra-curricular activities; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on a school site or district property, will be directed to leave that school site or district property promptly by the Superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the Superintendent or designee shall inform the person that he/she may be subject to arrest and may be charged with a crime in accordance with California Education Code 44811, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent or designee may notify law enforcement officials.

Safety and Security

The Superintendent or designee will ensure that a safety and/or crisis intervention program is provided in

order to raise awareness on how to deal with these situations if and when they occur.

When violence is directed against an employee, or there is theft of property, employees shall promptly report the occurrence to their principal or supervisor. Employees and supervisors should report to law enforcement, any attack, assault or threat made against them on school/district premises or at school/district sponsored activities.

An employee whose person is injured or property is damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.

Documentation

When it is determined by staff that a member of the public's behavior is digressing to a point that may be in conflict with this policy or they are actually violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report on the attached form.

Consequences

Persons who are found to be in violation of this policy will receive the following:

- First Violation-A written warning from Superintendent or designee
- Second Violation-Withdraw of Consent to be on premises for 30-days
- Third Violation-Withdraw of Consent to be on premises for 3-months
- Fourth Violation-Withdraw of Consent to be on premises for remainder of school year

The District is not obligated to follow the above process if the violations are significant or violate criminal law. In the interest of safety for the students and staff, Withdraw of Consent may be enacted immediately if deemed appropriate.

Legal Reference:

EDUCATION CODE

- 32210 Disturbing School
- 44014 Assault on Personnel
- 44810 Person on School Grounds
- 44811 Insults and Abuses

PENAL CODE

- 243.5 Arrest on School Grounds
- 415.5 Fighting on School Grounds
- 626.8 Entry of School by Person Not on Lawful Business
- 627.7 Refusal to Leave School Grounds

Policy VAL VERDE UNIFIED SCHOOL DISTRICT

Adopted: September 3, 2013 Perris, California