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INSTRUCTIONAL STAFF

Kindergarten Teacher	Liz Williams
1 st Grade Teacher	Ally Kinner-Beam
2 nd Grade Teacher	Sheryl Vinson
3 rd Grade Teacher	Corina Boone
3 rd /4 th Grade Teacher	Emily Kraemer
4 th Grade Teacher	Shelly Barnes
5 th Grade Teacher	Denise Drews
6 th Grade Teacher	Whitney Toste
7 th Grade Teacher	Cindy Fralin
8 th Grade Teacher	Michelle Dutra
Resource Teacher	Kimberly Reynolds
ELD/MTSS Coordinator	Claudia Trout
Music Teacher	Christine Buckstead
P.E. Teacher	Grant Eddy
Computer Lab Technician/Librarian	Danya Cabrera
ELD Instructional Aide	Sheila Munoz
Instructional Aide	Kate Johnson
Instructional Aide	Tara Linder
Instructional Aide	Theresa D'Andrea
Instructional Aide	Estephany Sanchez
Instructional Aide	Gabriela Gonzalez
Instructional Aide	Jennifer Goodwin
Instructional Aide	Jessica Fox
Instructional Aide	LouEllen Gradney
Instructional Aide	David Gonzalez

CLASSIFIED AND MANAGERIAL STAFF

Business Manager	Helen Pitkin
District Secretary	Frances Rindahl
Secretary	Maria Olivera
Bus Drivers	Rodrigo Preciado Ted Shoemaker
Food Service	Michelle Thomas Michelle Dyke
Maintenance/Custodial Staff	Ted Shoemaker Al Bloomster Rodrigo Preciado

ADMINISTRATION

Superintendent/Principal	Jeff Scheele
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THE SCHOOL BOARD

President	Heather Jager
Clerk	Bryce Biswell
Member	Jim Long
Member	Courtney Dagherret
Member	Robert Johnson



Regular attendance and Punctuality are important!

Your student's number one job is to attend school each day and learn the skills and content to the best of his or her ability. Regular and prompt attendance is a habit that will carry over to the work place and/or to college. If students are frequently absent, or tardy, grades and class work will suffer. Make up assignments can gather the points, but do not substitute for the actual class experience.

WHEN DOES SCHOOL START?

The "late or tardy" final bell rings 8:20 a.m. Please do not drop your children off prior to 7:45 as there is no supervision during that time. All grades, K-8, dismiss at 2:50 p.m. except on Wednesdays when dismissal time is 1:50 p.m. There are important activities and announcements at the start of each day, please have your students to campus on time each day! RESD works closely with the Tehama County Department of Education and District Attorney's office on SARB (School Attendance Review Board) issues. Remember, by law, a tardy of 30 minutes or more counts as a full day absence and must be reported as such by the school. Tardies require the office staff and teachers to stop what they are working on to help get students to, and situated in, class which is disrupting and can also be disrupting for other students learning. For tardies of less than 30 minutes: 3=warning 5=pink slip and possible parent conference and 6=referral and disciplinary action.

ABSENCES

Notes are required upon return to school each time your child is absent or tardy. If you child is tardy they must report to the office before going to class. By law, students are allowed 10 sick days per school year as notified by the parent. After the 10th day, California Education Code requires our school to obtain a doctor's note each time they are ill. If we do not receive a note from the doctor, the absence is considered unexcused. Students are allowed 3 unexcused absences ("truancies") per school year. After 3 truancies, the student/family is referred to the Tehama County Student Attendance Review Board (SARB), and a copy of the 1st SARB letter is also sent to the District Attorney's office for review. 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 our students who participate in 4-H and take projects to the fair. Please see the office for additional information on fair animals/showing etc.

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. For safety reasons, walkers and bike riders must remain in the 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 ARE IMPORTANT PARTS OF THE DAY

Please send lunch, breakfast and milk money on Mondays. Lunch prices are \$2.60 for full paid and 40 cents for reduced price. Breakfast is \$1.60 full paid, and 30 cents reduced price. Milk is only 40 cents. **Students may not charge for more than five days. Due to federal/state food safety guidelines, and because of allergy/safety issues, students are not allowed to share their food or take cafeteria food home.**

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.

IMPORTANT: If your child does not require medication at school but has any of the following conditions, please notify the school ASAP: 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.

NO RESCUE POLICY

Students, especially in the older grades, need to be responsible and organized for their own learning and their school achievement. The "No Rescue Policy" simply means that students who forget their homework etc. are not normally 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 RICHFIELD SCHOOL DRESS CODE

Students shall not wear garments to school that have crude or vulgar printing, sexually explicit, gang signs or symbols, weapons or 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 the garment is deemed inappropriate or a distraction, 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 not to cause a distraction. Under clothing should not show whether sitting or standing. Pockets may not extend below the shorts themselves.
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 or distraction. Pants must be secured at the waist and not expose undergarments.
3. No backless, strapless or straps less than one inch wide; large sleeve openings; no bare midriffs or low cut, revealing tops. Undergarment straps need to be covered by at least the one inch straps.
5. Student must wear tennis shoes or other suitable shoes for P.E. Sandals must have a strap across the heel, no flip flops.
6. In grades 5-8 spandex, yoga, legging pants, permitted only if worn under longer "Tunic" shirts or other longer clothing tops.
7. Hats and hoodies/hoods 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.
9. Blankets are discouraged for sanitary/lice concerns. Wear layers if cold.

PLAYGROUND RULES

General Rules

Be visible to adults at all times.

Return to blacktop & “freeze” when the bell rings – Line up after the whistle from adult.

If someone is alone on the Buddy Bench, it is nice to sit by them and invite them to play!

Only use your wing’s restroom during recess! Only 3 students at one time in the bathroom.

Remember to obey the “hands-off” policy. No wrestling, tackling, hitting or kicking others.

Use the sidewalks! No cutting across grass from one location to another.

Friendship Garden is for sitting and talking. Walking only. No running/chasing games here.

Students may play games with students of one grade level above or below. Unless supervised
by an additional yard duty adult volunteer.

Snacks are to be eaten on the picnic benches. No sharing food. Throw garbage in garbage cans.

Playground Structures & Equipment Rules

School equipment only. No personal PE equipment/balls or toys at school.

Swing in straight lines & stay in seat - No twisting or jumping off the swings.

Slides are for Sliding down! No standing or running up/down slides.

Hands and feet to self and “safe moves” on the jungle gym and play structures.

No Chasing/playing tag on top of play structures/equipment.

For safety, only play on blacktop when it is wet. No playing on wet structures allowed.

Be respectful with the balls and jump ropes. Do not throw or kick balls at others.

Place balls in the ball box after the whistle, before lining up. No balls in line.

Only one ball per game. Set balls and jump ropes into the ball box, do not throw them in.

Hold, don’t dribble/throw balls after the bell. After whistle, place balls in the ball box

Pick up garbage & return all loose balls and jump ropes, even if you didn’t leave them out.

Keep balls and jump ropes on playground only, not near structures or equipment or benches.

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. Use "Inside Voices"
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.
No reserving seats
When the light turns on/off, be quiet and look for the yard duty aides for instructions
Be respectful to all cafeteria employees.
Students who are loud, disrespectful etc. will receive lunchtime disciplinary actions.
"V" Victory hand signal means be quiet and look/listen for adult instructions

OUTSIDE FOOD, GUM, COFFEE DRINKS ETC

- No gum is allowed on campus
- Hot Cheetos/"Takis" - individual, small bag for your student only. These CANNOT BE SHARED as there are extreme allergic reactions possible. The privilege to eat these and/or other consequences will be revoked if sharing is observed.
- Starbucks or other coffee drinks are generally not permitted on campus. With teacher permission, a parent may bring drinks for, or send drinks with their student only, and by doing so agrees to personally steam clean or pay to steam clean any stained rugs due to spillage.
- Prior written permission is required to bring outside food (fast food) for any student other than your own. The cafeteria must be notified to ensure lunch counts are accurate.

CLASSROOM RULES

All school rules are based upon the "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 and support to reach them. 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 remember to bring all 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 on time to the best of my ability.**

Bullying is not permitted on the RESD campus. If you suspect you or your student is being bullied it is very important to tell an adult on campus and, if possible, for the student to tell the aggressor to stop the behavior.

Definition of Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is often repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have lasting emotional responses.

In order to be considered bullying the behavior must be aggressive and include: an imbalance of power: Kids who bully use their power-such as physical strength, access to embarrassing information, popularity, exclusion etc. to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. Bullying also includes repetition. Bullying behaviors happen more than once or have strong potential to occur more than once.

RESD has established an anonymous bullying reporting system on our school web page in case a student is not comfortable talking to an adult. The link is found under the “students” tab, with other valuable student resources at:
http://www.richfieldschool.org/report_bullying/

SCHOOL DISCIPLINE

When a student chooses to disobey school rules, various consequences can result from their behavior. These consequences can include but are not limited to verbal warnings, chats with the principal or designee, campus clean up during recess and/or lunch, writing “Raider Rethinks” in the office, after and/or before school duties, homework/reading time during recess/lunch, detention timeouts, recess detention and/or other “restorative” activities meant to restore trust with the victim or the school.

Pink Slips:

It is important for parents to communicate regularly with students about their academic progress and also their behavior while at school. The most common procedure for the pink slip process is below.

- 1) Staff member explains the rule violation and informs student of pink slip.
- 2) Staff member fills out pink slip document, gives pink portion to student, keeps the yellow portion and sends the white copy to the office.
- 3) Principal or designee reviews, assigns consequence.
- 4) Principal or designee makes personal call home or initiates automatic call home, circumstance dependent.
- 4) Parent/guardian acknowledges receipt by signing the pink copy and returns it to school with the student.
- 5) Student will usually receive three recess detentions per pink slip. Recess detentions usually result in campus clean-up or other forms of “restorative” activities.

-Please note: Three Pink Slips or one referral/suspension will result in loss of next reward party.

Procedure for Referral: The student is sent to the principal with entire referral. Principal determines action to be taken. White copy is mailed home, yellow copy returned to teacher, parents are to sign and return the white copy immediately.

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, but not limited to, 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.
Bullying—See definition in “Bullying” section.

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 are held at on each Friday at lunch for grades TK-4, last Friday of month for grades 5-8.

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 a picture in the local paper.

MID YEAR/END OF YEAR REWARD PARTY

At mid-year and end-of-year we will hold a reward 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 EXPECTED BEHAVIORS

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 is unsafe. .
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 front office, who then 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 closer than one mile away from 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.

All school rules and consequences apply on the bus. Students who repeatedly misbehave are subject to removal from the bus for a time period specified by the school.

Progressive discipline including verbal warnings, mandatory permanent or semi-permanent seat changes, parent conferences, short and/or long term removal from bus privileges are all possible consequences. Individual circumstances and consequences may vary depending on the severity of the infraction(s).

SKATEBOARDS/SCOOTERS/ROLLERBLADES, BASEBALL/SOFTBALL GAME OR PRACTICE BATS

Due to safety reasons, skateboards, scooters, rollerblades, and heelies, are not allowed on campus. If the student has practice or a game that day, baseball/softball bats must be stored in the office.

TECHNOLOGY

STUDENT EMAIL

ALL PARENTS MUST READ AND SIGN THE COMPUTER RESPONSIBILITY AND ACCEPTABLE USE POLICY.

Chromebooks are a part of every classroom; we also have windows based computer lab. Use of district technology has become part of everyday instruction at Richfield School. Students are not permitted to utilize district technology without a signed Acceptable Use Form. Each student's email 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 emails can 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.

CELL PHONES AND OTHER TECH DEVICES

Any student that has a serious issue may ask for permission to go the office to contact a parent during normal school hours. Likewise, parents may also ask for notes to be sent to students if a serious issue arises. The use of personal electronic devices, cellular phones, cameras, or other gaming devices is not permitted on campus. All of these items must be turned off while on campus until the end of the day. A cellular phone may be used in the "loading and unloading zone" after school only to arrange transportation. Infractions for use of these items on campus are as follows: 1st infraction - for example, the phone goes off in the backpack = item will be confiscated and held until end of school day. If student is intentionally breaking the rules to "sneak" the use of the phone a pink slip will also be issued on the first offense. 2nd infraction- item will be confiscated, pink slip may be issued, and the phone will be held until the parent picks up device. Further infractions will result in progressive discipline up to suspension. Note: bringing valuable personal items to school is not recommended. The school is not responsible for lost or stolen items of this kind and may not have the staff or time to launch investigations to recover items that should not have been brought to school.

FIELD TRIPS/ AWARD & INCENTIVE TRIPS

Field Trips are part of the Richfield experience. Most field trips are academic in nature and others are 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 drivers, 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).

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.

STAYING BEHIND ON REWARD TRIPS

Students who do not qualify for special event trips, including reward parties, 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 and student will automatically be ineligible for the next reward party ("No Rescue" policy). If they are an 8th grader, they could miss their year-end trip, graduation party or another consequence as deemed appropriate by site administration.

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 GRADE DISCIPLINE POLICY

Eighth graders who cut school during the 3rd Trimester will receive a referral. Any referral earned by an 8th grader during the 3rd Trimester 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 3rd Trimester of their 8th grade year can expect the following penalties:
2 pink slips, 1 referral or 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: Loss of Swim party, counseling, parent call, recess/restorative consequences

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.

3rd infraction- item will be confiscated and held until parent picks up device, referral and In-House Suspension issued

EIGHTH GRADE GRADUATION DRESS REQUIREMENTS

Our school's eighth grade graduation is to reflect a dignified, friendly and warm 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.

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 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 check with your child's teacher first and be sure to sign in and get a visitor's pass in the office.

LOST AND FOUND

Every year there are dozens of coats, sweaters, and various articles of clothing left out on the playground. Please label your student's jackets, sweaters etc. to give us the best chance of reuniting students with their lost clothes. There is a lost and found storage bin located in the cafeteria, and teachers lounge if your child is looking for something they have lost. Each summer, leftover items are donated locally.

CALIFORNIA STATE STANDARDS

The school's curriculum is based on the California State Standards (CCSS), formerly introduced as the Common Core State Standards. Each state was granted the ability to modify/tailor the CCSS to meet each state's individual needs, and California modified heavily. For further information about these Standards, please refer to the California Department of Education website www.cde.ca.gov.

RICHFIELD SCHOOL 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/sports eligibility as well as academic awards.

ACADEMIC PROBATION

At Richfield School, academics are #1. 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, INCLUDING ASB

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 and parent will be notified that there will then be a two week grade check following the notification. 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 within 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.

UNLOCKED CLASSROOM DOORS

No students are to be inside classrooms when a teacher is not present. If a student has an item they need from a classroom they are to find an adult to allow the student to gain supervised admittance to the classroom.

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.

CAASPP TESTING & AWARDS

California students take several mandated statewide tests during the second half of the school year. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

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 "standard met" on the CAASPP in the Spring, they will receive a silver pin. A gold pin represents "standard exceeded" on the CAASPP testing (subject to change with transition to new testing and scoring system). Additional rewards or recognition are awarded for all students who "meet or exceed" standards or improve from the prior year on any test.

WITHHOLDING OF GRADES

The school 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

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.

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. The majority of all issues can be worked out at the parent/staff level. If you feel the matter cannot be resolved with the staff member, please share the concern with the principal. If the situation remains unresolved and 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 may submit a written complaint to:

Jeff Scheele Superintendent
Richfield School District
23875 River Rd
Corning, CA 96021

RESD 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.

COMMON BELIEFS

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.

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.

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

Human Diversity

Variety, beliefs, and background strengthen our learning system. We respect differences which contribute to a better society for all human beings.

Life Long Learning

Education is a process that begins at birth and continues throughout life. We foster courtesy, motivation, and a desire to learn that extends beyond school settings.

Best Effort

The pursuit of greater knowledge and more powerful thinking demands hard work, perseverance, commitment, and recreation.

Educational Excellence

High expectations are the focus of everything we do! We challenge all people to acquire a foundation of knowledge and academic skills and to achieve their highest potential.

Individual Potential

Individuals develop within an environment that nurtures social, emotional, and physical growth.

Shared Responsibilities

The partnership among parents, students, staff, and community members are characterized by mutual commitment and a collaborative effort.

Continuous Improvement

Our district and its system and progress will be subject to continual scrutiny and improvement. We will be recognized for management by fact and results focused.

Ethical Behavior

Our actions are distinguished by the highest standards of personal behavior, including trust, honesty, fairness, integrity, and mutual respect.

Fiscal Responsibility

The board desires to establish and maintain a 31% reserve for economic uncertainties, maintaining a positive cash flow and making decisions with regards to the future and financial stability of the district.

Richfield Board Objectives

Fiscal Accountability

Design, develop, implement and evaluate the financial resource allocation system to ensure fiscal solvency.

Curriculum

Design, develop, implement, evaluate and improve all subjects within the Common Core based curriculum including ELA, Mathematics, Science, Social Studies, Music, Physical Education, Industrial Arts and other course offerings.

Safe, Clean and Attractive Classrooms, Facilities and Grounds

To continually improve staff and student performance and to foster community pride by providing for safe, clean and attractive classrooms, facilities and grounds.

Improve Technology

Design, develop, implement, evaluate and improve technologies, including student machines, infrastructure and software to best prepare students for success in the 21st Century.

Engaging All Families, Staff & Community Members

Design, develop and implement processes that engage families in their children's education. Facilitate opportunities for staff, students, parents and community members to feel connected to the school and valued by the school.

