

# Rio Linda Preparatory Academy



## Student Handbook 2023-2024

1101 G Street  
Rio Linda, CA 95673

**Main Office:** 916.566.2720  
**Attendance Line:** *extension 23860*

**Fax:** 916.566.3578  
**Health Clinic:** *extension 23853*

### School Mission

Rio Linda Preparatory Academy's community of students, families, and staff provides opportunities to engage students as lifelong learners in a safe and caring environment.

### School Vision

We will get all students to grade-level or higher, ensuring individual progress each year.

### Core Values

Accountability 🏰 Caring 🏰 Critical Thinking 🏰 Determination 🏰 Resilience

This planner belongs to:

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## **SCHOOL INFORMATION**

**School Colors:** Black & Gold

**Office Hours:** 7:30 am - 4:00 pm

**Breakfast Served:** 7:25 am - 7:55 am

**Library Hours:** 7:30 am - 3:30 pm

**School Mascot:** Squires

**Campus Open:** 7:40 am - 2:52 pm

**Supper Served:** 2:37 pm - 2:50 pm

**Tutoring:** 2:45 pm - 3:45 pm (*days TBD*)

## **BELL SCHEDULES**

<b>REGULAR DAY</b> Monday/Tuesday/Thursday/Friday			
	START	END	MINS
1	8:00	8:57	57
2	9:02	9:59	57
3	10:04	11:01	57
Lunch	11:01	11:31	30
4	11:36	12:33	57
5	12:38	1:35	57
6	1:40	2:37	57

<b>EARLY OUT</b> Wednesday			
	START	END	MINS
1	8:00	8:37	37
2	8:42	9:19	37
3	9:24	10:01	37
4	10:06	10:43	37
Lunch	10:43	11:13	30
5	11:18	11:55	37
6	12:00	12:37	37

<b>MINIMUM DAY</b>			
	START	END	MINS
1	8:00	8:42	42
2	8:47	9:26	39
3	9:31	10:10	39
4	10:15	10:54	39
Lunch	10:54	11:24	30
5	11:29	12:08	39
6	12:13	12:52	39

<b>SQUIRE REWARDS</b> Last Friday of the month			
	START	END	MINS
1	8:00	8:52	52
2	8:57	9:49	52
3	9:54	10:46	52
Lunch	11:46	11:16	30
4	11:21	11:13	52
5	12:18	1:10	52
6	1:15	2:07	52
Squire Rewards	2:07	2:37	30

## ***P.R.I.D.E. SCHOOL-WIDE EXPECTATIONS MATRIX***

	<b>PREPARED</b>	<b>RESPECTFUL</b>	<b>INTEGRITY</b>	<b>DISCIPLINED</b>	<b>ENGAGED</b>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>• Be on time to class</li> <li>• Quickly sit in your assigned seat</li> <li>• Have all class materials ready</li> <li>• Complete all assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Greet your teacher as you enter the classroom</li> <li>• Use appropriate language</li> <li>• Use appropriate voice level</li> <li>• Return materials</li> <li>• Put all electronics away</li> <li>• Keep desks and working spaces clean</li> </ul>	<ul style="list-style-type: none"> <li>• Speak up for yourself and others</li> <li>• Own your work</li> <li>• Take responsibility and accept the consequences for your actions</li> <li>• Follow instructions</li> <li>• Use classroom materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Walk as you enter the classroom</li> <li>• Stay focused</li> <li>• Stay in your assigned seat unless given permission</li> <li>• Follow directions given by your teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and look at the speaker</li> <li>• Participate in classroom discussions</li> <li>• Turn in your assignments</li> <li>• Be involved in classroom activities</li> <li>• Ask for help when needed</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>• Have a pass from your teacher</li> <li>• Explain to a staff member why you are in the office</li> </ul>	<ul style="list-style-type: none"> <li>• Greet staff members</li> <li>• Use appropriate voice level</li> <li>• Communicate respectfully in all circumstances</li> <li>• Wait patiently</li> <li>• Sit where a staff member asks you</li> <li>• Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Respect confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Always walk</li> <li>• Remain in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Complete your task and head back to class in a timely manner</li> </ul>
<b>HALLWAYS &amp; RESTROOMS</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Be on time to class</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful language</li> <li>• Use appropriate voice level and be mindful of classes in session.</li> <li>• Respond to others when greeted</li> </ul>	<ul style="list-style-type: none"> <li>• Report bullying</li> <li>• Report vandalism</li> <li>• Take care of campus environment</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and belongings to self</li> <li>• Respect boundaries of others</li> <li>• In the bathroom, take care of necessities, wash your hands, and exit promptly (no lingering)</li> <li>• Follow staff directions</li> <li>• Stay within school boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Use the main hallway or back hallway to transition to and from class</li> <li>• Report any injuries, concerns or unidentified visitors to staff</li> </ul>
<b>CAFETERIA &amp; QUAD</b>	<ul style="list-style-type: none"> <li>• Have your ID card or your ID number ready</li> <li>• Wait in line patiently and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite</li> <li>• Listen to and follow directions from the adults</li> <li>• Use appropriate voice level and language</li> </ul>	<ul style="list-style-type: none"> <li>• Use good table manners</li> <li>• When finished, throw away trash in appropriate containers</li> <li>• Be responsible for your space</li> <li>• Be inclusive</li> <li>• Take only what you will eat</li> <li>• Eat only the food on your plate</li> </ul>	<ul style="list-style-type: none"> <li>• Always walk</li> <li>• Sit appropriately on the benches</li> <li>• Go to blacktop or other designated area for the remainder of the lunch period</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of environment</li> <li>• Use time for its purpose</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• Have something quiet to work on</li> <li>• Line up quietly while waiting to enter</li> </ul>	<ul style="list-style-type: none"> <li>• Speak quietly</li> <li>• Greet the librarian</li> <li>• Wait patiently in lines</li> <li>• Put books back where they belong</li> </ul>	<ul style="list-style-type: none"> <li>• Return your materials on time</li> <li>• Follow library rules</li> <li>• Follow directions from adults</li> <li>• Take care of books and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in the library</li> <li>• Wait for permission before leaving</li> <li>• Enter and exit in a quiet and orderly manner</li> <li>• Push in chairs before you leave</li> <li>• All electronics put away</li> </ul>	<ul style="list-style-type: none"> <li>• Remain in your seat unless asked by the teacher</li> </ul>

	PREPARED	RESPECTFUL	INTEGRITY	DISCIPLINED	ENGAGED
BLACKTOP & OUTDOOR AREAS	<ul style="list-style-type: none"> <li>Stay on the blacktop or designated area</li> </ul>	<ul style="list-style-type: none"> <li>Participate in activities safely</li> <li>Use kind language</li> <li>Follow directions from adults</li> <li>Leave the blacktop when staff blows the whistle</li> <li>Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>Report bullying</li> <li>Report vandalism</li> <li>Stay in designated area</li> <li>Report problems to an adult</li> <li>Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and belongings to self</li> <li>Report any injuries, concerns or unidentified visitors to staff</li> </ul>	<ul style="list-style-type: none"> <li>Finish food in the cafeteria</li> <li>Clean up any trash</li> <li>Keep the campus free of graffiti</li> </ul>
ASSEMBLIES & EVENTS	<ul style="list-style-type: none"> <li>Walk in straight and orderly lines</li> <li>Remove hat and/or hoodie</li> </ul>	<ul style="list-style-type: none"> <li>Keep your voice at a respectful level</li> <li>Interact with the event with appropriate actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from adults</li> <li>Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to the activity or event location</li> <li>Keep hands, feet, and belongings to self</li> </ul>	<ul style="list-style-type: none"> <li>Sit facing the main activity</li> <li>Put all electronics away</li> </ul>
EMERGENCY PROCEDURES	<ul style="list-style-type: none"> <li>Stay in designated areas</li> <li>Line up quickly</li> <li>Be prepared for adult direction</li> <li>Bring necessary medical supplies if appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Follow the expected procedures for a given signal</li> <li>Face the correct direction and remain calm and quiet until provided further directions</li> <li>Remain in line until you return to class</li> </ul>	<ul style="list-style-type: none"> <li>Treat all drills like real life events</li> <li>Report any injuries, concerns or unidentified visitors to staff</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions for attendance</li> <li>Keep hands, feet, and belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Help others when appropriate</li> <li>Always follow the procedures as practiced for the emergency</li> <li>Be alert and ready to help if needed</li> </ul>
AFTER-SCHOOL ACTIVITIES & PROGRAMS	<ul style="list-style-type: none"> <li>Be prepared and on time when the bell rings</li> <li>Use restrooms, drink water, and wash your hands before check-in</li> <li>Put all electronics away</li> <li>Have Chromebook and power cord</li> </ul>	<ul style="list-style-type: none"> <li>Greet your after-school instructor</li> <li>Use appropriate voice level and language for the place you are in</li> <li>Be respectful to your peers, self, and teachers</li> <li>Acknowledge the speakers</li> </ul>	<ul style="list-style-type: none"> <li>Walk as you enter classroom and stay in assigned seat unless given permission</li> <li>Keep backpacks out of the walkways</li> <li>Follow teacher's directions</li> <li>Pick up trash when you leave</li> <li>Keep the desk free of graffiti, gum, and trash</li> <li>Be mindful of personal space</li> </ul>	<ul style="list-style-type: none"> <li>Sit in your assigned seats</li> <li>Raise your hand if you need assistance or have a question</li> </ul>	<ul style="list-style-type: none"> <li>Have your backpack, writing utensils, class materials and homework</li> <li>Be attentive to activities and teachers' direction</li> <li>Contribute to discussion when able</li> </ul>

## ***GOOD CITIZENSHIP***

A positive climate for learning is created when our students maintain high standards of behavior and work toward being productive citizens. Students should understand campus rules and accept responsibility for their actions if rules are violated. Rules and regulations establish a safe and comfortable atmosphere for students to achieve academic and personal success.

At a minimum, students should:

1. Follow rules and laws
2. Avoid situations or activities that have the potential to cause verbal or physical conflict
3. Respect authority, property, yourself, and the rights of others
4. Demonstrate social awareness that is characterized by respectful interaction with staff and students regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual identity, age, national origin, or religion
5. Maintain standards of integrity and responsibility characterized by being a positive influence in your school community
6. Report to school personnel any information they see or hear about, including vandalism, bullying, fights, weapons, drugs and/or any illegal activity on campus or at school-sponsored activities

## ***POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT***

RLPA has a system of positive behavior interventions and support to help students learn and follow the schoolwide behavior expectations. As we are in our 3rd year of PBIS implementation, we will continue to grow our support systems. Here are some supports by tier:

<b>TIER 1</b> Universal support for all students	Classroom lessons on behavior expectations ( <i>August &amp; January</i> ) Reward system for students following the expectations ( <i>5-Star</i> ) Squire Store ( <i>merchandise students can buy with 5-Star points</i> ) Squire Manor ( <i>game room used as an incentive</i> ) Squire Rewards ( <i>monthly reward event</i> ) Community-building Events ( <i>assemblies/rallies/spirit weeks</i> ) Classroom Incentives Buddy Classes ( <i>redirect misbehaviors</i> )
<b>TIER 2</b> Extra support programs used as needed for smaller groups of students	Minor & Major Referral guidelines ( <i>interventions for misbehaviors</i> ) Check In / Check Out ( <i>daily mentor program with rewards for progress</i> ) Small-group counseling School Attendance Review Team (SART) meeting Behavior & Academic Support Plans Student Resource Center ( <i>redirect misbehaviors</i> )
<b>TIER 3</b> Individualized support for students as needed	Individual counseling / Care Solace ( <i>outside counseling</i> ) Referral Individualized Education Plan (IEP) / 504 Document Behavior Intervention Plan Student Success Plan (SSP) Home Visit Teen Intervene ( <i>substance abuse counseling</i> )

## ***ACADEMIC INTEGRITY***

The Twin Rivers Board of Trustees believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. (BP 5131.9) Examples of misuse include, but are not limited to taking an online test for another

student, using cell phones or email with the purpose of distributing answers or test questions, and "hacking" into a teacher's computer or grade book. Submitting another person's work as your own, knowingly using or building upon another's ideas without proper citation and using the Internet to purchase or find a paper are all acts of plagiarism. This applies not only to written work but to any school project for which technology is used as a research tool or method of presentation (e.g. PowerPoint presentations, wikis, etc.). Teachers may use online tools to check for plagiarism. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements for citing the work. If unsure whether or not one can use a work, one should request permission from the copyright owner.

### ***ATTENDANCE POLICIES***

The most important factor for student academic success is their attendance in the classroom. Students must be in school every day, on time and ready to learn.

The state of California has established that it is a parent's legal responsibility to ensure that their child(ren) attend school. Students will be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year. If a student is absent from school without a valid excuse for 10 percent or more of the school days within one school year, the student is classified as a chronic truant. A School Attendance Review Team (SART) meeting will be scheduled at the school to discuss interventions to correct the attendance concerns.

**Families are allowed 5 school days to clear absences.** The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative
2. Conversation between a verifying school employee and the student's parent/guardian
3. Visit to the student's home by a verifying school/district employee or any other reasonable method which establishes the fact that the student was absent for the reason stated
4. Medical verification for appointments and absences due to illness

Upon accumulating 10 absences in a school year due to illness, health appointments or quarantine, any further absences will require verification by a medical practitioner.

When a student needs to leave campus during the school day, he/she must be checked out through the main office by a guardian or someone listed on their emergency contact list. The person requesting the **early dismissal** must present a valid photo identification.

Students who will be out of town for a minimum of 5 school days should request a **Short Term Independent Study** contract through the counseling office. Arrangements must be made no fewer than 3 days in advance of the extended absence, and students must return the completed work on the day they are scheduled to return to school.

A student will be marked late anytime they do not make it to class by the starting bell. **Tardies** are considered missed instructional time and can hinder a student's ability to succeed. Students with tardies will be provided progressive interventions, including behavior reflection, parent meeting, and referral to the School Attendance Review Board. Students can make up tardies by attending detention and/or Saturday School (WIN).

### ***BEFORE & AFTER SCHOOL***

**Riding the bus** to and from school is a privilege which may be revoked if safety and school rules are not observed. Students must go directly to the bus loading area as soon as they are dismissed

from school. Buses will not wait for late students. You may be suspended from riding the bus for any period of time if you violate bus rules.

Students can be **dropped off** as early as 7:30 to receive breakfast in the cafeteria. Supervision in other areas of campus begins at 7:40am, 20 minutes prior to the first bell. Students should remain in the cafeteria until that time.

Supervision **after school** is provided for 15 minutes following the dismissal bell, until 2:52pm (12:52 on Wednesdays). Students must exit campus by that time. Students getting picked up should wait at the front of the school for their rides. Athletes waiting for their practice or game should stay with their coach or in Athlete Study Hall on Wednesdays.

### ***BIKES & SCOOTERS***

The school is not responsible for any theft or damage to bicycles or skateboards on the school campus. Bicycles must be walked while on campus and locked at the school bike racks. Skateboards and scooters are to be stored in the front office or the Resource Room (Room 20) at the start of the day and can be picked up at the end of the day. No skateboard, scooter or bicycle riding on school grounds. Misused items may be confiscated.

### ***CHROMEBOOK POLICY***

Chromebook laptops are provided to each student by the district as part of their curricular materials. Students are responsible for the care of the Chromebook.

It is important that students:

1. Charge the device each night
2. Bring the device to school each day
3. Prevent damage to the device
4. Keep the cover on the device
5. Report any damage or loss to the school immediately

Normal wear and tear is expected. If a student's device becomes damaged through no fault of their own, or fails to work properly, they should bring the device to the library to exchange it for another. District IT staff can fix most minor issues.

**Lost or destroyed devices will be added to the student's fines and families will receive a bill to repair or replace the device.** Students will receive a replacement device.

### ***CLASS CHANGE REQUESTS***

Students can request a class change at any time for the following reasons.

- Placed in the wrong class
- Unable to keep up with an advanced class or elective class

Class changes typically take place within the first 2 weeks of each semester. Students requesting a class change must complete a request form found in the Resource Center (room 20).

Requests to change classes for any other reason will be considered by administration and will only be granted if emergent and needed.

### ***CLOSED CAMPUS***

For the welfare and protection of our students, RLPA is a closed campus. Once students arrive on campus, by bus or any other means, they are not to leave without the proper written authorization of the parent/guardian and permission of school authorities, and they must check out through the main office. Adult visitors are welcome and encouraged to visit.



### **Adults visiting campus must:**

- Sign in at the main office
- Present valid photo identification
- Be listed on a student's contact list (*families can update contacts in Aeries Portal*)
- Wear a visitor's badge while on campus

### ***COMPLAINT PROCEDURES***

If you have any questions or problems concerning your child at school, you should **first call your child's teacher to set up a meeting to discuss the problem.** Usually the answer or solution becomes clear during this conversation. If the problem is not resolved, call the vice principal and make an appointment to discuss the problem. If you feel that your child's problem has not been resolved fairly, a claim can be filed in writing to the Student Services department. Details of the complaint procedures can be found in District Policy and Administrative Regulation No. 9349. The purpose of the complaint procedure is to resolve claims fairly and promptly. Our goal is to find a positive solution to meet the needs of each child.

### ***COUNSELING OFFICE***

The counseling office is located in the Resource Center (room 20). Students who wish to see the counselor may do so during regular school hours if they have a pass from their teacher except for passing periods, lunch and before and after school.

### ***CYBERBULLYING, HARASSMENT & DISCRIMINATORY ATTACKS***

TRUSD Governing Board Policy 5131 defines "Student Disturbances" as: "Harassment of students or staff, including bullying, intimidation, so-called 'cyberbullying', hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships."

Cyberbullying and student disturbances conducted using District-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with District policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed. **Students are encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher or other employee so that the matter may be investigated.**

Bullying and/or harassment should be brought to the attention of school administration. Reports will be investigated and responses may include filing a Bullying Report, restorative practices, removal from school activities, parent conferences, police involvement, financial restitution, or suspension from school.

### ***DETENTION POLICY***

Students can be assigned detention for excessive tardies and misbehaviors. Detention can be served during lunch, during Saturday School, or after school (when available). Students who do not serve their detentions will be excluded from participating in events. Teachers may assign detention to be served in the classroom.

## ***DISCIPLINE POLICIES***

RLPA staff follows California Education Code and TRUSD Board Policies when responding to student misbehaviors. Education Code violations are handled in accordance with the TRUSD Discipline Guide 7th-12th, which can be found at:

<https://www.twinriversusd.org/documents/Students%20and%20Families/Student%20Services/Discipline%20Guides/TRUSD%20Discipline%20Guide%207th-12th.pdf>.

Minor rule violations are considered class-managed misbehaviors. These violations are subject to teachers' classroom management policies which are communicated to students and families at the beginning of each year. Three violations of the same misbehavior are considered major violations and can be managed by school administration using the TRUSD Discipline Guide. Restorative practices and "other means of correction" are the first intervention used whenever possible in accordance with CA Education Code 48900.5.

## ***DRESS CODE***

Students are expected to dress appropriately for a preK-12 educational environment. Clothing that **significantly interferes with or disrupts the educational environment is unacceptable**, unless protected under freedom of speech laws or board policy.

Clothing, jewelry, and personal items (gym bags, backpacks, fanny packs, water bottles, etc.) with **language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, or that promote illegal or violent content**, such as the unlawful use of weapons, drugs, alcohol, tobacco, drug paraphernalia, or that contains threats, is prohibited.

Clothing should **fit**, be **neat and clean**, and **conform to standards of safety, good taste, and decency**. Clothing that **exposes cleavage, private parts, the midriff, undergarments**, or that is otherwise **sexually provocative**, is prohibited.

Each school will allow students to wear **sun protective clothing**, including but not limited to hats, for outdoor use during the school day.

For safety purposes, students must wear **close-toed shoes**. Slides, flip flops, and open-toed sandals should not be worn to school.

Wearing or displaying of any items **representing gangs or gang symbols** is not accepted. **No solid red or blue** clothes, hats, shoes, accessories or backpacks. **Only one item** (including clothes, shoes, hats, backpacks and accessories) may have red or blue.

Additional accessories and items deemed unnecessary for a student's outfit, including but not limited to blankets, stuffed animals, toys, bandanas, and ski masks, are prohibited.

Students who violate the dress code policy will be asked to change the offending clothing and it will be held in the office until the end of the day. Parents will be called to notify them of the violation and will be asked to bring an alternative item for students to wear if none are available at the school.

## ***ELECTRONIC DEVICES / CELL PHONES***

Students **may use cell phones**, smart watches, pagers, or other mobile communication devices on campus **during non-instructional time** as long as the device is utilized in **accordance with law and any rules** that individual school sites may impose.

Mobile communication devices (including bluetooth devices like smart watches and wireless earbuds) shall be **turned off during instructional time**. However, a student **shall not be prohibited** from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an **emergency**, or in response to a perceived threat of danger.
2. **When a teacher or administrator** of the school district, county office of education, or charter school **grants permission** to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed **physician or surgeon determines** that the possession or use of a smartphone is necessary for the health or well-being of the pupil.
4. When the possession or use of a smartphone is required in a pupil's **individualized education program**.

Smartphones and other mobile communication devices shall **not be used in any manner which infringes on the privacy rights** of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, the **student may be disciplined and a district employee may confiscate the device**. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

The **district will not be responsible for a student's mobile communication device** which is brought on campus or to a school activity and is lost, stolen, or damaged.

Students may possess or use on school campus personal electronic signaling devices including cellular phones, as well as other mobile devices including digital media players and cameras, provided that the devices are **not used for illegal or unethical activities** such as cheating on assignments or tests. Each teacher will communicate classroom policies regarding the use of mobile devices at the beginning of the school year. **Law prohibits the use of any electronic listening or recording devices in any classroom without the prior consent of the teacher and the principal.**

## ***ELIGIBILITY FOR CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES***

### **ATHLETICS**

RLPA has high expectations for our student athletes. Joining a team is a commitment that you are making to your coaches, teammates and yourself. Any violation of school rules may result in temporary suspension from games and practice until the expectation is met or in dismissal from the team. Students are required to make up any work they may miss due to games.

Co-curricular activities enrich the educational and social development and experiences of students. The Twin Rivers Unified School District shall encourage and support student participation in co-curricular activities without compromising the integrity and purpose of the educational program. To encourage and support academic excellence, TRUSD requires students in grades 7 through 12 to earn a **minimum 2.0 or "C" grade point average** on a 4.0 scale in order to participate in co-curricular activities. **The GPA is based on the quarter grade.**

**All athletes must have a sports physical in order to participate in tryouts, practice, and games.**

In order to participate in school-day practice or game, the athlete must be in attendance for a minimum of four periods. Field trips, Alternative Learning Experiences, concurrent enrollment, medical/dental appointments (with a note from the medical/dental office), and family situations may be excused by an administrator.

Whether at home or away, the RLPA student body is expected to behave in a way that brings pride to the community and the school they represent. Visitors are to be treated as guests. All school rules apply when Rio Linda Preparatory Academy students attend athletic contests either at home or away. **Students are under the authority of school officials under all circumstances at athletic contests.** The following spectator guidelines need to be observed at all times:

- Practice good sportsmanship at all times.
- Cheer for our team, not against the other team.
- Never direct negative cheers or comments to an opposing player, coach, or an official.
- Respect the right of all patrons to watch the game with an unobstructed view

### **8TH GRADE PROMOTION CEREMONY**

All 8th grade students must comply with the district criteria set forth by TRUSD. In order to participate in the 8<sup>th</sup> grade promotion exercises, students must meet this criteria:

- Have no violations of California Education code 48900 that result in a suspension during the 4th quarter grading period (*including class suspensions*).

### **SCHOOL-SPONSORED FIELD TRIPS**

Field trips may be offered throughout the year for specific classes or grade levels. Possible field trips include visits to colleges or local events. Students are expected to follow the same expectations as they do on campus. Misbehaviors during field trips will result in removal from future events and possibly other disciplinary actions.

Students will need to meet the following criteria to attend grade level field trips:

- Have a 2.0 GPA or higher for the quarter (*1 F max*)
- Have had no suspensions for the quarter
- Have no more than 5 tardies for the quarter
  - Tardies can be cleared by attending Lunch detention or Saturday School

### ***FINANCIAL LIABILITY***

Twin Rivers and RLPA are not responsible for personal property brought to school sites or school activities. Parents or guardians will be held financially liable for acts of willful misconduct, including vandalism, by their children. Parents or guardians will be liable for all property belonging to the district that is loaned to the minor student and not returned. The district may withhold a student's grades, diploma, and transcripts until restitution for damages is made, or fines/fees are paid in full.

All course textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean. Writing, tagging, or drawing in textbooks is unacceptable and will result in fines and replacement fees. Lost textbooks must be paid for immediately. The library media tech will issue a bill for lost items and the main office will accept the money.

### ***FOOD DELIVERIES***

All deliveries to students must be made by a person on that student's contact list. If students order food to campus, it will be turned away and no refunds will be provided to students or families. This policy follows RLPA's commitment to providing a safe learning environment for students by reducing the amount of strangers visiting campus and limiting access to students by adults who are not approved by the students' guardians. Students who leave class or campus without the permission of a staff member to pick up food will have it confiscated, will need to participate in a conference with their parent/guardian and an administrator, and will receive lunch detention.

## ***GRADING***

At the beginning of each school year, teachers will communicate their grading policies to students and families. All teachers use **Aeries Portal** to communicate grades and assignments to students and families. Students and guardians will need to set up their own Aeries Portal account to track grades and attendance.

**Students are expected to complete homework on a regular basis.** Some teachers assign homework nightly, others assign it once a week for the entire week. Long-term reports and projects may be assigned in place of weekly or nightly assignments.

**Grades will be officially reported to families each grade-reporting quarter** following the district instructional calendar and families will receive progress grade reports halfway through each quarter. Questions about grades and assignments can be emailed to the teacher.

## ***HEALTH OFFICE***

The school Health Assistant is available on a full time basis for students with medical emergencies and health problems arising during school hours. All students must have a pass from a teacher prior to coming to the clinic. Students injured during PE must report their injury to their PE teacher that period.

If a child becomes seriously **ill at school**, we will contact their guardian immediately. If they cannot be reached, we will use the emergency contact information provided. Please remember, we cannot keep seriously ill children at school.

The school **cannot administer over-the-counter medicine**, including aspirin, and students cannot have medication on their person or in their belongings. Students who need to take **prescribed medication** must have the appropriate form signed by a physician and parent before the medication can be brought to school. Medication, in its original container, and the form must be left in the health office. Every attempt will be made by school personnel to administer the medication in the dosage and schedule required; however, it is the student's responsibility to come at the required time.

## ***LIBRARY***

Students can visit the library before school, after school, during class with a pass from the teacher, or during lunch when available. Students may check out a book for a two-week period upon showing their student ID card. The student is responsible for returning their book promptly and in the condition in which they received it. If a book is lost, damaged, or stolen, a fine will be issued and no further books will be checked out to the student until the fine is paid in full.

If students forget their Chromebook, they can check one out in the library. Borrowed Chromebooks must be returned by the end of the school day. If a student has multiple Chromebooks checked out, the additional devices must be returned before another Chromebook will be checked out to them.

## ***LUNCH***

Lunch, Breakfast, and Supper are free to students each day. Students must get their lunch from the cafeteria at the beginning of the lunch period. Food must be eaten in the cafeteria or quad areas and cannot be taken out of these areas. After eating, students can remain in the cafeteria or quad, or they can go to the North blacktop where equipment is available for them to play.

Students must remain in the cafeteria, quad, library, or North blacktop during lunch. Hallways should only be used to travel between allowed areas or bathrooms. Students are not allowed

behind the band room, on the East blacktop, in the front of the school, or outside the school boundaries.

### ***ONLINE LEARNING***

In the event that regular instruction is provided in an online format (or a combination of online and in-person instruction), students will be expected to follow the codes of conduct stated in the student handbook and TRUSD board policy for learning and behavior. This includes student behavior in online video meetings and discussions in online platforms for school-related purposes. Students and families will be notified about expectations for online attendance, work completion, and participation for the school site and each class in which the student is enrolled. Course grades may be negatively impacted by non-participation or incomplete course work assigned via online learning or distance learning. Attendance in online class meetings is still required and will be subject to the same attendance procedures for in-person learning.

### ***PHYSICAL EDUCATION (PE)***

The Physical Education (PE) program is aligned with the California Content Standards and Framework for Physical Education. Students enrolled in PE will be required to dress in school-approved PE clothes for safety and hygienic reasons on a daily basis. Students may be given an assigned locker for the safekeeping of their belongings during class. Students are advised not to leave any valuables or money unlocked in the gym and/or locker rooms. RLPA is not responsible for any lost or stolen property, or replacement of locks. Students who miss or do not participate in PE for more than three days are required to have a note from their doctor; otherwise, a lower course grade and/or other disciplinary consequences will occur.

### ***SCHOOL SAFETY***

All students and staff will participate in several safety drills over the school year, including quarterly earthquake and lockdown drills, as well as monthly fire/evacuation drills. Here is what students can expect for each drill:

#### **FIRE/EVACUATION DRILL**

The fire alarm will ring and all students and staff should immediately exit their building in a calm and orderly manner. In a single-file line, walk briskly to your class's assigned evacuation area. Wait quietly in line as your teacher takes attendance and communicates your class's status. The drill ends when all staff and students are accounted for, then classes return to their buildings in single file lines. If the alarm goes off during lunch or a passing period, students report to the line up area of the class they most recently attended.

#### **LOCKDOWN DRILL**

A continuous announcement stating that the school has been placed in lockdown will be played over the intercom. Students and staff should shelter in a secure area, close and lock all doors, cover the windows, and then remain seated and silent. Wait patiently while safety staff secure the campus. Your teacher will take attendance and communicate your class's status. The drill ends when all staff and students are accounted for and an announcement is made to end the drill.

#### **EARTHQUAKE DRILL**

The beginning of the drill will be announced over the intercom. Students and staff should duck under their desk or other covering. Wait there patiently while safety staff secure the campus and your teacher reports attendance. The drill ends when all are accounted for and an announcement is made to end the drill.

### ***SEARCHES OF STUDENT PROPERTY***

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control and may seize illegal, unsafe and prohibited items. Canine detection units will be utilized by TRUSD to conduct random searches of belongings on the campus, in the classroom, lockers, and vehicles.

### ***TECHNOLOGY USE***

When students use District technology, they agree to follow the directions of teachers and school staff, rules of the school and school district, and rules of any computer network they access. Students agree to be considerate and respectful of other users and to follow these rules:

- Use school technology for school-related education and research only.
- Do not alter any software or documents (except documents you create).
- Do not produce, distribute, access, use, or store information which: is prohibited by law, District or school rules; violates copyright laws; is obtained by trespassing in private or confidential files; would subject the District or individual to liability; is obscene, pornographic, or sexually explicit; causes delay, disruption, or harm to systems, programs, networks, or equipment; and is otherwise prohibited on a school campus.

### ***TOBACCO USE***

Smoking, e-cigarettes, vape pens, or other tobacco products are prohibited in all District buildings, outside on District property, and during activities such as concerts and sporting events on District property. Students in possession of tobacco products are subject to discipline according to the TRUSD 7-12 Discipline Guide.

### ***VOLUNTEERING / VISITING CAMPUS***

Guardians who want to **visit classrooms** should contact the teacher(s) at least 24 hours prior to the visit date. All visitors are required to sign in at the main office and wear a visitor's badge their entire time on campus.

**Volunteers** need to be cleared through the TRUSD District Office. Before you can volunteer or chaperone a field trip, please submit a Volunteer/Chaperone Application, which can be found at [https://app.informedk12.com/link\\_campaigns/volunteer-chaperone-application-c7ae62fe-adb3-4afe-828c-531ad99a425d?token=VUSGmTVkGqkW2nrAVbXbV8vJ](https://app.informedk12.com/link_campaigns/volunteer-chaperone-application-c7ae62fe-adb3-4afe-828c-531ad99a425d?token=VUSGmTVkGqkW2nrAVbXbV8vJ). The application requires a negative Tuberculosis test and a current driver's license or DMV-issued identification. After your application is approved, the District will send you instructions for completing Live Scan (fingerprinting) in order to clear a background check from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). After your background clearance is received, your Twin Rivers ID badge will be sent to the school where you plan to volunteer/chaperone. Live Scan is offered at no charge to volunteers/chaperones.

# TWIN RIVERS USD 2023-2024 STUDENT CALENDAR

Board Approved 01/11/2022

July 2023							KEY CALENDAR DATES		January 2024						
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa
						1	8/17/23	First Day of School		1	2	3	4	5	6
2	3	4	5	6	7	8	12/21/23	Minimum Day K-12	7	8	9	10	11	12	13
9	10	11	12	13	14	15	3/15/24	TK - 6 Shortened Day	14	15	16	17	18	19*	20
16	17	18	19	20	21	22	6/5/24	Last Day of School/Minimum Day	21	22	23	24	25	26	27
23	24	25	26	27	28	29	<b>NON-STUDENT DAYS</b>		28	29	30	31			
30	31						8/11/23 - 8/15/23	K-12 Professional Development	February 2024						
August 2023							8/16/23	Teacher Work Day	Su	M	Tu	W	Th	F	Sa
Su	M	Tu	W	Th	F	Sa	11/16/23 - 11/17/23	TK-6 Parent/Teacher Conference Days					1	2	3
		1	2	3	4	5	11/16/23 - 11/17/23	7-12 Professional Development	4	5	6	7	8	9	10
6	7	8	9	10	11	12	<b>DISTRICT HOLIDAYS/BREAKS</b>		11	12	13	14	15	16	17
13	14	15	16	17	18	19	7/4/23	Independence Day Observed	18	19	20	21	22	23	24
20	21	22	23	24	25	26	9/4/23	Labor Day	25	26	27	28	29		
27	28	29	30	31			11/10/23	Veterans Day	March 2024						
September 2023							11/20/23-11/24/23	Thanksgiving Break	Su	M	Tu	W	Th	F	Sa
Su	M	Tu	W	Th	F	Sa	12/22/23-1/5/24	Winter Break						1*	2
					1	2	1/15/24	Martin Luther King, Jr. Day	3	4	5	6	7	8	9
3	4	5	6	7	8	9	2/16/24 & 2/19/24	Presidents Days	10	11	12	13	14	15	16
10	11	12	13	14	15	16	3/25/24-4/1/24	Spring Break	17	18	19	20	21	22*	23
17	18	19	20	21	22	23	5/27/24	Memorial Day	24	25	26	27	28	29	30
24	25	26	27	28	29	30	<b>Secondary Final Exams</b>		31						
October 2023							<b>Minimum Days (Secondary Only)</b>		April 2024						
Su	M	Tu	W	Th	F	Sa	1/18/24-1/19/24	1st Semester	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	6/4/24 - 6/5/24	2nd Semester		1	2	3	4	5	6
8	9	10	11	12	13	14	<b>END OF GRADING PERIOD</b>		7	8	9	10	11	12	13
15	16	17	18	19	20*	21	<b>Grades TK-6*</b>		14	15	16	17	18	19	20
22	23	24	25	26	27	28	Trimester 1: November 9, 2023 (60 days)		21	22	23	24	25	26	27
29	30	31					Trimester 2: March 1, 2024 (59 days)		28	29	30				
November 2023							Trimester 3: June 5, 2024 (61 days)		May 2024						
Su	M	Tu	W	Th	F	Sa	<b>Grades 7-12*</b>		Su	M	Tu	W	Th	F	Sa
			1	2	3	4	Quarter 1: October 20, 2023 (46 days)					1	2	3	4
5	6	7	8	9*	10	11	Quarter 2: January 19, 2024 (45 days) - Semester end (91 days)		5	6	7	8	9	10	11
12	13	14	15	16	17	18	Quarter 3: March 22, 2024 (43 days)		12	13	14	15	16	17	18
19	20	21	22	23	24	25	Quarter 4: June 5, 2024 (46 days) - Semester end (89 days)		19	20	21	22	23	24	25
26	27	28	29	30			<b>Early Release Wednesday</b>		26	27	28	29	30	31	
December 2023							All students will be released 2 hours early every Wednesday		June 2024						
Su	M	Tu	W	Th	F	Sa	<b>LEGEND</b>		Su	M	Tu	W	Th	F	Sa
					1	2	■ First/Last Day of School								1
3	4	5	6	7	8	9	● End of Grading Period TK - 6		2	3	4	5*	6	7	8
10	11	12	13	14	15	16	* End of Grading Period 7-12		9	10	11	12	13	14	15
17	18	19	20	21	22	23	◆ TK-6 Shortened Day		16	17	18	19	20	21	22
24	25	26	27	28	29	30	○ Minimum Day		23	24	25	26	27	28	29
31									30						