

*River Islands Academies*  
“COLLEGE BOUND”



**STUDENT and FAMILY  
HANDBOOK  
2023-2024**

**River Islands Academies  
Lathrop, CA 95330  
209-229-4700**

**[www.RIAcademies.net](http://www.RIAcademies.net)**

*Download our APP - RIAcademies*

**Office Hours:  
EPIC 8:00 AM - 4:30 PM  
RiTechA 8:00 AM – 4:30 PM  
STEAM 7:30 AM - 4:30 PM**

**Executive Director  
Brenda L. Scholl**

**Board of Trustees  
Susan Dell’Osso  
Patricia Speer  
Telka Walser  
Karen Dell’Osso  
Satinder Singh**

## Table of Contents

A Word from the Executive Director .....	3
Mission/Vision Statement .....	3-4
Description of Educational Program .....	4
Common Core State Standards .....	4-5
Lottery Process .....	5
Parent Involvement .....	6
Parent Volunteers .....	6-7
Parent/ Teacher Communication .....	6
Attendance .....	7
Absences .....	7
Excused Absences .....	7
Check-Out Procedures.....	7
Excessive Absences .....	7-8
Truancy .....	8
Tardiness .....	8
Make-Up Assignments .....	8
Independent Study .....	8
Homework .....	9
Academic Honesty .....	9
Library .....	9
Arrival and Dismissal From School .....	10
Visitors .....	10
Transportation .....	10
Bicycles .....	10
Pets At School .....	10
Student-Athletes .....	10-11
Field Trips .....	11
Immunizations and Physical Examinations .....	11
Medication .....	11-12
Hearing & Vision.....	12
Uniforms .....	12
Student Personal Property .....	13
Cellphones .....	13
Recording Devices .....	13
Prohibited Items .....	13-14
Student Conduct .....	14
Character Counts .....	14
Searches .....	14-15
Internet Terms .....	15
Devices .....	15-16
Lunch Program .....	16
Party Treats/Snacks/Nutrition .....	16-17
Cafeteria Rules .....	17
School/Playground Rules .....	17-18
Behavior Management Cycle .....	16
Grounds for Suspension and Expulsion .....	18-27
Prohibition of alcohol, tobacco, and gang-related activity .....	27
Harassment/Bullying.....	27-28
Closed Campus .....	28
Smoking .....	28
School Safety Plan .....	28
Requirements for Eighth Grade Promotion .....	28-29
Dress Code for Promotion Ceremony.....	29
Non-Discrimination Policy .....	29
Grading .....	29
Student Success Process .....	29
Suggestion/Complaint Process .....	29-32
Formal Complaint Process .....	29-32
UCP Annual Notice .....	29-32
RiTechA Appendices	
STEAM Academy Appendices	
EPIC Academy Appendices	

### **A Word from the Executive Director...**

It is so exciting working with you and your children at River Islands Academies. We are preparing our students to be successful in the world they live in by using technology as a tool to enhance their learning experiences. It is a priority at River Islands Academies to support and enrich the lives of all students. This is a very special journey that we are on together.

Welcome to our schools!

Brenda L. Scholl, Executive Director

### **River Islands Academies Staff**

Brenda Scholl	Executive Director	bscholl@riacademies.net
Michelle Crippen	Assistant Director of Academic Programs	mcrippen@riacademies.net
Kathy Scholl	Consultant	kscholl@riacademies.net
Kristen Condit	Assistant Director of Human Resource & Compliance Coordinator	kwcondit@riacademies.net
Jessica Kreiger	Compliance Coordinator	jkreiger@riacademies.net
Andy Lopez	IT/Data Support Specialist	andlopez@riacademies.net
Dawn Donaldson	Business and Operations Manager	ddonaldson@riacademies.net

### **Mission Statement and Vision**

**Our MISSION:** The mission of the River Islands Academies is to provide students with a safe, supportive, character building, educational environment in which each student can achieve his/her potential through a specialized technology-based curriculum and experiential learning opportunities.

**Our VISION:** River Islands Academies will be a high-quality educational program for all students, including all student subgroups, unduplicated students, and students with exceptional needs. The Charter School will educate the whole student through a curriculum that integrates technology with core academics, and Career and Technical Education opportunities in a positive learning environment. Students will complete a rigorous course of study enabling them to have educational and career choices beyond high school. Our student motto will be COLLEGE BOUND! Students will receive a rigorous instructional program preparing them for the pathway to college and career.

### **We believe**

- Each individual can learn
- Each individual has unique strengths and intelligences
- Each individual is important and can make a difference in the world
- Each individual should be an active participant in his/her community

- Education empowers individuals
- Individuals learn best in a nurturing, non-threatening, respect-filled environment
- Technology is critical to the learning process
- Learning involves embracing challenges and being willing to risk
- Education is a team effort involving students, families, teachers, and the community
- Real-world connections and relevancy enhance the learning experience
- Learning is lifelong

We believe students learn best in educational environments providing real-life opportunities to explore, understand, and apply the concepts and skills necessary to become independent problem solvers. The optimal learning environment is physically and emotionally safe; the teacher is compassionate, supportive, and trusted; the curriculum is based in reality and presented in one-on-one or small group settings; the subject matter is appropriate, relevant, and intellectually stimulating. These conditions are met in a variety of educational settings based on the individual needs of the students.

The “COLLEGE BOUND!” theme will be prominent throughout the Charter Schools. Students and staff will be encouraged to wear college logo shirts on Fridays. A COLLEGE BOUND! cheer will be shouted out by the students, parents, and staff at the weekly Friday morning assembly. Communications, signage, and website will display the motto. Teachers will use the theme as a basis for writing assignments and research.

The teachers collaborate in grade-level groups to develop an integrated curriculum aligned with the State Standards, and CTE Standards in the Information Technology Industry Sector. Using a variety of authentic assessment methods and standardized tests, students are evaluated to determine levels of competency and to measure progress.



#### **DESCRIPTION OF THE EDUCATIONAL PROGRAM:**

Students will learn in an educational environment that provides real-life opportunities to explore, understand, and apply the concepts and skills necessary to become independent problem solvers. The learning environment is physically and emotionally safe; the teachers are compassionate, supportive, knowledgeable, and trusted; the curriculum is robust with a combination of teacher designed and/or selected supplementary materials from publishers, and State-adopted curriculum with technology integration.

Instruction will be presented in one-on-one, small group, and whole-class settings. The subject matter is appropriate, relevant, and intellectually stimulating. Devices, iPads or Chromebooks, are provided to students and teachers; in addition, students and teachers have access to a fully networked computer lab, 3D printers, and robotics. Data is reflected upon to ensure that students are making progress and instruction is effective.

#### **CALIFORNIA COMMON CORE STATE STANDARDS:**

Teachers will employ a variety of research-based strategies for classroom instruction. These instructional methods include, but are not limited to: project-based, cooperative,

integrated, and independent performance projects. The teachers will collaborate in grade-spans to develop an integrated curriculum aligned with the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS). Technology will be an integral part of the learning process at River Islands Academies. Teachers will use technology for classroom instruction, homework instruction, and management; and students for classwork, homework, research assignments, and projects. Teachers will demonstrate effective instructional strategies and use elements of the curriculum to support all students, including, English Learners, Underperforming, Advanced Students, and Students with Disabilities. Appropriate accommodations and modifications will be made to the curriculum to ensure the success of all students. Using a variety of authentic assessment methods, curriculum embedded assessments, and standardized tests, students will be evaluated to determine levels of competency and to measure progress. Data will continually be used as a tool for adjusting and informing instruction to ensure student success. (Additional information available in River Islands Academies' School Petitions.)

#### California Environmental Principles and Concepts

In accordance with SB720, River Islands Academies includes instruction in environmental literacy as outlined by the California EP&C's. Environmental literacy is defined as education that prepares students to create an ecologically sound, economically prosperous, and equitable future.

### **River Islands Academies School Calendar 2023-2024**

**Can be found on the RIA Website**

**[www.RIAcademies.net](http://www.RIAcademies.net)**

Please note: Every Wednesday is a minimum day for Teacher Professional Development and Planning. Please refer to the bell schedule for specific details regarding dismissal time.

### **River Islands Academies**

#### **Lottery Process for the 2023-2024 School Year**

Pursuant to California Education Code §47605 (2) (A), a charter school shall admit all pupils who wish to attend the school. However, if the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district except as provided for in Section 47614.5. Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law (See school-specific charter for additional lottery details).

River Islands Academies Governing Board shall be responsible for executing the lottery. However, the Governing Board reserves the right to delegate this task.

A lottery becomes necessary when the school is full and/or there are more requests for enrollment than space available. All names of students requesting a full program will be placed into grade specific envelopes. Names will be drawn as openings occur.



### **Parent Involvement**

Our schools are dedicated to providing quality and exceptional education, and to meet these expectations, it is essential for parents to support their child and the school in providing the quality education they deserve. It is paramount that parents become actively involved and aware of their child's learning process, as well as, partner with their child's teacher to help in achieving their full potential and capability.

We invite and encourage parent participation at River Islands Academies by providing opportunities for you to become involved through a variety of activities, such as parent clubs, assisting teachers, volunteering in classrooms, field trips, etc. River Islands Academies parents are encouraged to volunteer 5 hours (per child) per month of service to the school. Parent donations of \$25.00 (per child) per month (or any amount) help support the enrichment programs at our school. If interested, you can arrange with your child's teacher or the Principal another method of support. Donations of time and money are appreciated. During times of emergency, ie. pandemics, the Executive Director may restrict parent volunteers.

### **Parent Volunteers**

At this time, in accordance with CDPH guidelines, volunteers are allowed on campus. The visit must be pre-arranged with the classroom teacher and/or school staff. Parents must be cleared with fingerprinting and have a negative TB test prior to coming onto campus. Once on campus, volunteers must wear the volunteer sticker in a visible place and check-out of the office prior to leaving campus. Additionally, volunteers should remain in areas designated by the classroom teacher during their volunteer visit. Public Health Guidelines are subject to change. We will adjust our plan as updated information and guidance becomes available. Please refer to the Volunteer Process section found on the River Islands Academies website.

### **Parent/Teacher Communication**

Appointments can be made with your child's teacher before or after school to discuss assignments, progress, behavior, etc. Appointments can be made by contacting the teacher via email, telephone, or sending a note. Conferences will be scheduled at the end of the first and second trimesters.

Note:

- Teacher presence at dismissal gates is vital. All discussions must occur after dismissal is complete.
- Wednesday afternoons will be utilized for teacher training. Teachers will not

be available to meet on those days.

- Please refer to our app and newsletter for the most up to date information.

### **Attendance**

Your child will be receiving high-quality instruction every day in school; therefore, we believe it is imperative that your child attends school regularly to achieve success. Regular attendance is a preparation for entry into the world of college and employment. As a school, we strive to work with all students to help them succeed; students and parents must understand they are accountable for regular class attendance and daily assignments. **Participation in school events including, but not limited to, music programs, sports, dances, academic teams, etc, requires attendance in class that day.**

### **Absences**

A student not present in class for any reason is considered absent. If a student is expected to be absent, parents/guardians must contact the school office by phone, or email, the night before the day of the expected absence. If a student becomes sick in the morning, the parents/guardians must contact the school office by the start of the school day.

If a student has been treated by a physician or dentist, a signed note by the physician or dentist should be provided to the school office with the date of treatment and reason for absence.

School funding is based on attendance, so accurate record-keeping and state law require parent confirmation of the reason for the absences. Keep in mind that if your child is ill, it is **required** for him or her to stay home to get the care needed and prevent the exposure of illness to others. Any student with a fever will be sent home and may not return to school until fever-free for at least 24 hours. Please keep in mind we continue to follow CDPH guidelines.

### **Excused Absences**

Education Code 48205

The following are considered excused absences:

- Personal illness
- Doctor, dental, or optometry appointments
- Funeral attendance
- Religious holiday observance (limited according to Ed. Code)

Students are considered **unexcused** if the parent does not contact the office.

### **Check-Out Procedures**

Students may not leave our campus during the school day unless they are checked out by a parent/guardian in the office. When parents need to check students out of school, they should come to the office. This procedure enables us to know which children are not in school at any given time, as well as to ensure their safety. Please try to make appointments after school hours, as students fall behind when they are not in class

### **Excessive Absences**

Parents/guardians are required to make arrangements for transportation to school each day. Your child must attend school each day. If excessive unexcused absences occur, it will be

necessary to provide an official medical or judicial verification to excuse an absence. Students with such an excess of absences will be notified in writing of the official verification requirement and may be dis-enrolled.

#### Withdrawal due to Excessive Unverified Absences

In rare circumstances, students will be dis-enrolled from River Islands Academies for 10 consecutive days without attempting to notify the school of the absences or without responding to school inquiries (phone, email, and mail) about the student absences.

#### Truancy

A student is considered truant when the student is:

1. Absent from school without a valid excuse three school days in one school year,
2. Tardy or absent for more than any 30 minutes during the school day without a valid excuse on three occasions in one school year, or
3. Any combination thereof

The parent guardian of a student classified as truant shall be notified by a letter containing the following information and requesting a conference with the parent, student, teacher, and Executive Director: (Education Code 48260.5) (48263.8- without valid excuse for 10% of school year)

1. The student is truant.
2. The parent guardian is obligated to compel the student to attend school.
3. The parent guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Educational Code 48263 et seq.
4. The right of the parent/guardian to meet with appropriate school personnel to discuss the solution to the student's truancy.

#### Tardiness

Tardy students are required to obtain a pass from the school office before proceeding to the classroom. Any student who arrives at school after the official start of the school day, yet less than 30 minutes into the instructional school day, will be considered "tardy." Our school gates close promptly at the start of school. If arriving after gates close, students will check into the office and then head to class.

#### "Make-Up" Assignments for Absent Students

A student absent from school will be allowed to complete all assignments and tests missed during the absence, and upon satisfactory completion within a reasonable period of time will be given full credit. The teacher of the absent student will determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code 48205)

#### Vacation Independent Study

When a student will be missing school for 5 days, but not more than 20 days for vacation, a Vacation Independent Study contract may be approved. An application **must be requested two weeks** prior to the absence. If not submitted two weeks prior, ***your request may be denied.*** The student must have excellent attendance and grades to be considered for this contract. You may pick up the application at the office. Independent study work must be returned within no more than three days of returning to class.



### **Homework**

Most homework for River Islands Academies students falls into the following categories:

- Nightly review of notes
- Studying past skills
- Studying for tests
- Completing assignments started in class, but not finished in class
- Reading books
- Independent research for a group project
- Daily math homework that should not take long but provides practice
- Next steps in the process of writing a report
- Flipped classroom lessons
- Instructional video

### **Academic Honesty**

River Islands Academies expects students to do their own homework, to test without using unauthorized help, and to submit original work for all assignments. We expect students to be honest. Students are to deny all requests to copy classwork, homework, and tests.

Students shall not misrepresent test materials, research information, and classwork and/or homework assignments as their own. Academic dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work
- Using electronic devices to cheat, including but not limited to looking up, photographing, recording or texting information
- Copying another student's or author's work or class assignment
- Logging into another student's account to complete assignments or assessments
- Allowing another student to copy your work or your assignment
- Putting your name on another student's paper/project/work
- Using a "cheat sheet" or any unauthorized piece of writing on a quiz/test
- Taking materials, tests, or teacher's editions from the teacher
- Giving another student help on an individual quiz/test
- Using any material from the internet without proper citation and appropriate credit
- Tampering with the teacher's grade records or tests
- Stealing and/or selling quizzes or exams

### **Library**

River Islands Academies will offer various library services for our students. The library schedule will be published for teachers. Students who check out library books are responsible for the books. If they are lost or damaged, students will be expected to pay for the book, not replace the book. Students leaving the school must clear their library records. Additionally, report cards will be held if there is an outstanding balance in library books in the student's account.

### **Arrival and Dismissal from School**

Students may not arrive earlier than 20 minutes before school starts, as that is when supervision on campus begins. Any students arriving for the Before School Program before the start of school should report directly to the program. Students not involved in the After School Program or School Sponsored Activities are to leave or be picked up immediately following the end of school each day unless an emergency exists and/or prior arrangements have been made with school administration and/or front office staff. (Please refer to your school's Appendix for Bell Schedule and arrival and dismissal procedures)

### **Visitors**

All visitors are to sign in at the front office before entering campus. High School students wishing to volunteer must have prior administrative approval. All visitors must follow the current CDPH Guidelines. Public Health Guidelines are subject to change. We will adjust our plan as updated information and guidance becomes available.

### **Transportation**

Parents must provide transportation to and from school. As school safety is our top priority, It is expected that all drivers are expected to be patient and respectful when dropping off and picking up students. In accordance with California regulations, cars are prohibited from idling for more than five (5) minutes. Students must be picked up after school in a timely manner or arrangements must be made for students to attend After-School Care. If you are not picking up your child at a designated gate, please park, use the crosswalk and walk to the gate where your child is waiting. There is NO double parking allowed.

### **Bicycles, Scooters, Skateboards, & other Rideables**

Bicycles may be ridden to and from school. Bicycles are to be parked properly in the designated areas on campus. Bicycles are not allowed elsewhere on the school grounds at any time. All students must walk their bikes to the designated bike rack when they arrive at the school's sidewalk. Be sure to always lock your bicycle. The schools assume no liability for any bicycle or bicycle equipment. Motorized scooters must be stored on provided racks. Shoes with wheels in them may not be worn at school, wheels must be removed from shoes to wear them while on campus.

### **Pets at School**

Except for service animals, pets are not allowed on campus at any time; this includes having pets on campus during drop-off and pick-up times. If your child wishes to share his/her pet with the class, a parent and/or guardian must bring the animal to school for a short visit and take it home afterward. The animal must be up to date with all vaccinations if appropriate. Prior arrangements with the teacher are required.

### **Student-Athlete Expectations for Sports**

Athletes Will:

- Accept and understand the responsibility and privilege of representing their school and community
- Maintain a 2.0-grade point average with no Fs

- Keep up with homework and classwork
- Maintain good attendance
- Students must attend school on the day of games unless approved arrangements are made with coaches and teachers
- Arrive on time for practices and game warm-ups
- Have transportation for practices and games
- Demonstrate good character following our six pillars of character at all times
- Wear their uniforms appropriately and with pride. (ex. jerseys tucked in)
- Be respectful and courteous at all times
- Exercise self-control
- Exemplify fairness and good sportsmanship
- Win with character, lose with dignity; and never quit
- Respect officials and accept their decisions without gesture or argument
- Respect opponents
- Have fun!

Failure to comply with any of the above-listed student-athlete expectations and/or any disciplinary action at school can lead to the student-athlete being put in a review process and possible dismissal from the team.

### **Field Trips**

Through the school year, students will occasionally be going on field trips. Parent permission slips must be signed and returned to school personnel before the trip. All standard rules of conduct and procedures used in the transportation of pupils will be observed and enforced on field trips. Any chaperone/volunteer accompanying a class must be fully cleared prior to the field trip.

### **Immunizations and Physical Examinations**

To ensure a safe learning environment for all students, River Islands Academies follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the state guidelines may be excluded from school until the requirements are met. The school will offer vision and hearing screenings for applicable grade levels in accordance with the law. Throughout the year routine vision and hearing testing is done on state-mandated grade levels. If you do not want your child screened, California Law states that a parent or guardian needs to fill out a request in writing to the principal or the school nurse that he/she will not consent to the physical examination of his child. (C.E.C.4945 1).

### **Medication**

Education Code 49423 prohibits medication being carried by students without a physician's order. This includes over-the-counter and prescription medication. For safety reasons, students are not allowed to have medicine in their classrooms, lunch boxes, or their pockets. This includes all medication, inhalers, pills, aspirin, and cough drops.

For the school to distribute your child's medicine, you must have:

- 1) A doctor's written and signed note (Parent/Physician statement) detailing the method, amount, and time schedules for such medication, as well as the child's and prescriber's name.
- 2) A written and signed note (Parent/Physician Statement) from the parent indicating his/her

desire that the school assist the student as set forth by the physician in his/her statement.\*

\* Forms are available in the office. You may also print the Medication at School Form [here](#).

If there is cough medicine, Tylenol, Advil, sunscreen, or the like that needs to be administered to the child during school hours, the parent will need to come to school to administer it, or the parent will be required to obtain a written note from the doctor with dosing instructions. Medication will only be accepted in its original obx or if it is a prescription, it needs to have a current pharmacy label.

New forms must be completed annually with any changes in medication, dosage, or time to be given. The parent agrees to pick up expired or unused medication within one week of notification and/or prior to the end of the school year or it will be discarded.

### **Hearing and Vision Screening Statement:**

In accordance with the California Education Code (EC) Section 49455 and 49452, student vision screening will be provided at school entry, Transitional Kindergarten/Kindergarten, second, fifth, and eighth grades and to all students enrolled in special education as required for their Individualized Education Plan; hearing screening will be provided at school entry, Transitional Kindergarten/Kindergarten, second, fifth, and eighth grades and to all students enrolled in special education as required for their Individualized Education Plan. Additionally, vision and/or hearing screening(s) may be provided to any student who exhibits signs and symptoms of eye or vision problems. Parents may opt their child out of any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, including hearing or vision screenings, or any physical examination or screening permitted or required under state law. Parents have the right to have their child's vision tested outside of school (at the parent's expense) to meet the state law requirement. To do so, the parent/guardian/caregiver must communicate in writing to the school's principal and/or school nurse that they do not wish for their child to be screened.

### **Uniforms**

The River Islands Academies are schools of **choice** and require that all students must comply with the school's uniform policy. Students who are not in uniform may be excluded from recess and parents will be notified. The staff does not want to spend time monitoring uniforms. (Please see Appendix for Uniform Policy.)

### **Uniform Violation Procedures**

#### First Violation

- Policy reviewed with a staff member
- A parent contacted for change of clothes

#### Second Violation

- Policy reviewed with a staff member
- A parent contacted for change of clothes
- The student will not be permitted on the yard for recess without proper uniform attire

#### Third Violation

- Policy reviewed with a staff member
- A parent contacted for change of clothes

- The student will not be permitted on the yard for recess without proper uniform attire
- Administrator Notified

#### Fourth Violation

- Referral to Administration

### **Student Personal Property**

We discourage children from bringing personal possessions or extra money to school unless requested to do so by the teacher or administration. The school does not assume responsibility for personal property belonging to individual students. Students should limit their personal property to school supplies and items needed for a medical condition (i.e. glasses). While we will attempt to recover stolen property, it is very difficult. When money is sent to school, it should be placed in an envelope with the child's name and room number written on it. Students are not to bring videos, toys, electronic devices, etc. to school without prior permission from the teacher. Anything brought to school without prior permission will be kept by the teacher or director for parents to claim. Items not claimed will be disposed of after a week.

### **Cell Phones/AirPods**

Once students enter an Academies school campus, the expectation is that all devices and wired/wireless headphones (cell phones, AirPods, smart watches, etc.) will be silenced and stored away out of sight unless otherwise specified by an Academies staff member. There may be times under direct teacher supervision they may be used to enhance the instructional environment. If a student is using their device (cell phones, AirPods, smart watches, etc.) without permission, their device will be confiscated until the end of the school day and a parent may be required to pick up the device (cell phones, AirPods, smart watches, etc.). *All electronics brought to school are the sole responsibility of the owner. The school will not accept responsibility for stolen, lost, or broken items.*

### **Recording Devices**

Education Code 51512 states that, "The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited."

Students may NOT record other students, teachers, administrators, or any other staff or visitors on campus without the prior consent of all parties. Any student found in violation is subject to appropriate discipline.

### **Prohibited Items**

- Weapons (real or "look-alike")
- Alcohol, tobacco, vape pens or any illegal substance
- Games, toys, trading cards (unless approved by a teacher)
- Electronic gaming devices
- Vulgar/inappropriate stickers and logos

- Inappropriate pictures/videos/magazines/books
- Gum or sunflower seeds
- Energy drinks
- Shoes with wheels
- Water pistols, water balloons, etc.
- Lasers
- Stun guns
- Aerosol sprays of any type including pepper spray, hair spray, etc.
- Bandanas
- Lighters

Prohibited items will immediately be confiscated and may only be retrieved by the parent. The administration will take further action for the possession of illegal items.

### **Student Conduct**

Students must respectfully conduct themselves and are responsible for their behavior. Students are expected to work hard and treat classmates, staff, visitors, and property with kindness, courtesy, and respect. School administrators, teachers, and staff will treat the students in the same manner. The consequences of inappropriate conduct are strictly applied and enforced.

Students will learn to be effective decision-makers and problem-solvers who demonstrate elements of self-direction, responsibility, and self-discipline. This entire process is built on respect for every adult and student, viewed as a person who has dignity and worth as an individual.

Our school will be a safe and orderly place for our students to receive a quality education. Students, parents, and school staff must share equal responsibility for creating the best possible educational setting. Open, honest communication with students, parents, and school staff is the best way to achieve this goal.

### **Character Counts!**

River Islands Academies students and staff use the character counts program. This is a framework centered on the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Students are recognized for positive choices and good character with character tickets, stickers and brag tags. To learn more, visit the website [Character Counts](#)

### **Searches**

A personal search of a student may be conducted if there is reasonable suspicion of prohibited contraband. All personal searches should be conducted only by a school administrator or designee. Searches of student backpacks, desks, and similar facilities may be conducted at the direction of the school administrator or designee, at any time, with or without suspicion, and with or without the consent of the student. Searches of outer garments such as jackets and coats, purses, wallets, book bags, backpacks, and similar items of personal property that are in a student's possession may be conducted in the same manner. The assistance of local law enforcement may be utilized during searches.

Dogs trained in detecting contraband may be allowed on camps for the safety of students and staff. All classrooms, lockers, backpacks and vehicles on or within 1000 feet of the campus may be subject to search. Once a dog has alerted, the school has an obligation to investigate if there is a weapon, dangerous or unsafe object present. Students whose backpacks and/or lockers are searched and in which an illegal substance or weapon is discovered will be considered to be in possession of that item and will face disciplinary action. Students who drive a vehicle to school are fully responsible for the contents of that vehicle, even if the vehicle or its contents actually belong to someone else.

### **Internet Terms and Conditions**

Education Code 51870.5

1. Acceptable Use- The use of computing devices with internet access must be in support of education and research and consistent with the Mission and Vision of River Islands Academies. A Responsible Use Acknowledgement must be signed by the student and parent.
2. Unacceptable Use- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission-reception or web search of pornographic material is also prohibited.
3. Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: a) be polite; b) use appropriate language; c) share resources; d) do not reveal personal information (address, phone numbers, or email); e) social networking site (i.e. Facebook, Twitter, etc.) is prohibited
4. Use of any information obtained via the internet is at the students' own risk.
5. Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem, notify an administrator or teacher immediately. Do not use another individual's account information. Attempts to log-in to any network server as a system administrator is prohibited.
6. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another use, hardware, network, or any of the above-listed agencies or other networks that are connected to the INTERNET. This includes, but is not limited to, the uploading or creation of computer viruses or the installation of software on school computers by students.

### **Student Devices**

Students are responsible for the general care of the iPads/Chromebooks which they have been issued by the River Islands Academies. iPads/Chromebooks that are broken or fail to work properly must be taken to the School Tech Office. If a loaner iPad/Chromebook is needed, one will be issued to the student until their device can be repaired or replaced. Device coverage is recommended and available at a cost when devices are first issued to students.

General Precautions:

- No food or drink is allowed next to your iPad/Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Students should never carry their iPad/Chromebook while the screen is open unless directed to do so by a teacher.
- iPad/Chromebooks should be shut down when not in use to conserve battery life.
- iPad/Chromebooks should never be wedged into a bookbag as this may break the screen.
- Do not expose your iPad/Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the main area of the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook.

### **Breakfast/Lunch Programs**

Information will be posted on the school website.

### **Third Party Food Deliveries**

Unless pre-approved by an administrator, third party food deliveries (GrubHub, DoorDash, Uber Eats, ETC...) are not permitted during the school day. If approved by an administrator, River Islands Academies is not held liable or responsible for any mistakes in delivery. If the school receives an unapproved third party delivery, the food will be placed in the office refrigerator and the food may be picked up by the student at the end of the day. Students always have the option of having school lunch.

### **Party Treats/Snack/Nutrition**

We must take both state and federal and our student's allergies into consideration when allowing snacks to be provided for students. A pre-approved snack options list is available along with the guidelines if you would like to bring something that is not on the pre-approved list. **Please note, if the snack that you provide does not meet both the SMART Snack guidelines and allergy restrictions, the snacks will be sent back home with your student.** Additionally, none of these guidelines impact what you can personally send with your child for their personal consumption. Please contact your child's classroom teacher prior to sending snacks/treats for the classroom.

#### **Pre-Approved SMART Snack Options/Examples:**

- 0.75 oz whole grain baked goldfish crackers
- 4oz fruit cups packed in 100% juice or gel
- 3.2 oz fruit pouches or cups (GoGo Squeez, Motts)
- Fresh fruits (apples, oranges, banana, grapes, watermelon, cantaloupe, pear, kiwi, blueberries, etc.)
- Fresh vegetables (carrots, celery, broccoli florets, bell pepper strips, cherry tomatoes)
- Raisins



- Cheese (string, cube, sliced) (Must be individually packaged)
- Yogurt tube or pouch (cups are OK as long as they are free from granola, cookies, etc) (yoplait)
- 0.87oz Baked Ruffles or lays
- Snack Factory Pretzel Crisps (Must be individually packaged)
- Danimals Single Serve Smoothies
- Jack Links Meat Snacks Beef/Turkey Jerky
- Keebler Scooby Doo Graham Cracker Snacks

**If you would like to bring something not on the above list, please see below for the guidelines.**

**They must meet both the SMART Snack guidelines and allergy guidelines.**

#### **SMART Snack Guidelines:**

- Must be less than 200 calories per item/container
- Less than 35% calories from fat
- Less than 10% calories from saturated fat
- Less than 35% sugar (except fruit)
- Less than 0.5g of trans fat per serving
- Less than 480mg sodium per serving
- Must have fruit, vegetable, dairy, protein or whole grain as the first ingredient

You can use this link to access a SMART Snack calculator to determine if your snack meets the SMART Snack requirement: [http://www.californiaprojectlean.org/calculator\\_el.asp?id=180](http://www.californiaprojectlean.org/calculator_el.asp?id=180)

Allergy Guidelines (the majority of our allergies are nuts but we also have dairy, gluten and other allergies on campus)

- No snacks may contain nuts of any kind
- No snacks that are processed in the same factories as peanuts
- Dairy products are not preferred but are allowed

#### **Cafeteria Rules**

The cafeteria will be used during lunch-time for students, and in order to keep a safe and orderly environment, students are asked to use the time wisely for eating lunch. During lunch, students will want to:

- 1) Follow the directions of the campus monitors
- 2) Eat their own lunch and pick up after themselves
- 3) Stay seated and speak quietly
- 4) Refrain from taking food or drink outside the cafeteria

#### **School/ Playground Rules**

***Be Kind! Use Good Judgment! Be Safe!***

- 1) Stay in designated, supervised areas
- 2) Follow the directions of campus monitors
- 3) Keep your hands and feet to yourself. (i.e. no pushing, shoving, tripping)
- 4) Only say nice things, no name-calling or harassing
- 5) Keep the campus clean, no littering- garbage from snack must be thrown away in a receptacle
- 6) Play fair and take turns

- 7) Use restrooms and drinking fountains appropriately
  - 8) Activity must stop right when the bell rings
  - 9) After the bell rings, playground equipment must be carried from the playground back to its designated area
  - 10) Line up in an organized manner
- \*\* each recess game/activity has specific rules and those must be followed.

### **Behavior Management Cycle:**

- Staff will follow a Progressive Discipline Model when addressing student behavior
- Teachers will establish classroom rules and the consequences for violating these rules
- Playground and Cafeteria rules will be enforced by staff
- Staff shall enforce disciplinary rules and procedures fairly and consistently among all students
- Continued disruptive behavior is to be documented and brought to the attention of the Administration when appropriate

*Please note: Parents will not be notified of minor cases if resolved.*

Disciplinary action includes but is not limited to advising and conferring with students, conferring with parents/guardians, writing assignments, detention during and after school hours, use of alternative educational environments, behavior contracts, suspension, or expulsion.

### **Grounds for Suspension and Expulsion**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity (on or off campus) or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

**Discretionary Suspension Offenses.** Students may be suspended for any of the following acts when it is determined the pupil:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.  
  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.  
  
(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.  
  
(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

**Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:**

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee’s concurrence.
- b) Brandishing a knife at another person.

- c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
- d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n)

**Discretionary Expellable Offenses:** Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
- (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have



committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

**Non-Discretionary Expellable Offenses:** Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil: a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous objects unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence. b) Brandishing a knife at another person.

c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq. d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n) If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun-Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy. The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm. The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

### **Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

1. Suspension shall be preceded, if possible, by a conference conducted by the Principal or designee with the student and his or her parent and, whenever practical, the teacher, supervisor, or River Islands Academies employee who referred the student to the Principal or designee. The conference may be omitted if the Principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety, or health of students or River Islands Academies personnel. If a student is suspended without this conference, both the parent/guardian and the student shall be notified of the student’s right to return to school for the purpose of a conference. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against

him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for the failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

## 2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in-person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Principal or designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents unless the pupil and the pupil's parents fail to attend the conference. This determination will be made by the Principal or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process, or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

## 4. Homework Assignments During Suspension

In accordance with Education Code Section 47606.2(a), upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the pupil, or the affected pupil, a teacher shall provide to a pupil in any of grades 1 to 12, inclusive, who has been suspended from school for two or more school days, the homework that the pupil would otherwise have been assigned. In accordance with Education Code Section 47606.2(b), if a homework assignment that is requested according to Section 47606.2(a) and turned into the teacher by the pupil either upon the pupil's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in the class.

### **Authority to Expel**

As required by Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law. A student may be expelled either by the neutral and impartial Board of Directors following a hearing before it or by the Board of Directors upon the recommendation of a neutral and impartial Administrative Panel to be assigned by the Board

as needed. The Administrative Panel shall consist of at least three members who are certificated and neither a teacher of the pupil or a member of the Board of Directors. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Governing Board shall make the final decision.

### **Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the principal or designee determines that the pupil has committed an expellable offense. In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session three (3) days before the date of the scheduled hearing. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based;
3. A copy of the school's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at River Islands Academies to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

### **Prohibition of Alcohol, Tobacco, Other Drugs, and Gang-Related Activity**

River Islands Academies will follow the Education Code to the maximum extent as related to drugs, alcohol, tobacco, and gang activity. It is a safe and secure environment where students have the right to learn and be productive.

### **Harassment/Bullying**

Education Code 48900.2, 48900.3, 48900.4

River Islands Academies is committed to providing a safe learning environment for students, employees, volunteers, and patrons. Harassment of any student or staff member by another student or staff member is strictly prohibited and should be reported to the school authority. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Harassment occurs when an individual is subjected to a hostile treatment or environment because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur at any time during school hours or school-related activities. It includes,

but is not limited to, any or all of the following: 1) Verbal Harassment; 2) Cyber Harassment; 3) Physical Harassment; 4) Sexual Harassment

### **Closed Campus**

River Islands Academies are closed campuses. All students are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a student away from school during the regular school day without parent/guardian permission and notification of the school office. Only a parent/guardian or individuals listed on the emergency contacts may sign the student out of school. Parents who have completed the volunteer process are welcome to have lunch in the multi-purpose room with their child.

### **Smoking**

State of California law prevents anyone from smoking on school premises. Please extinguish cigarettes, cigars, and pipes before entering our parking lot/driveways.

### **School Safety Plan**

The school safety plan is on file in the school office. This plan is developed yearly with the help of the City of Lathrop and the Lathrop-Manteca Fire District.

### **Requirements for Eighth Grade Promotion**

To be eligible to participate in the promotion exercises and/or receive an eighth-grade certificate, a pupil shall:

- a. pass all School required eighth-grade minimum local assessments, or, in the case of a special education pupil, must pass differential standards of the eighth-grade minimum local assessments;\*\*
- b. not be under disciplinary action for severe infractions of school rules or policies as determined by the Administration;
- c. maintain a 1.0 cumulative grade point average in the following subjects during 8th grade: Math, Science, Social Science, Language Arts, and Physical Education;
- d. No F's in the third trimester of the 8th-grade year;
- e. demonstrate through the last trimester, a consistent effort toward maintaining continuous satisfactory behavior and grade point average;
- f. receive no more than two "1's" in citizenship during the eighth-grade year;
- g. have no more than one recorded offense which results in suspension.

\*\*Special education/EL pupils must meet the IEP/ILP requirements in lieu of passing eighth-grade minimum local assessments to qualify for a certificate of completion. When a pupil has demonstrated substantial improvement, the Administration may waive areas c, d, e, f, and/or g above.

Pupils who have not met the academic, citizenship and attendance requirements shall be reviewed by a committee to determine appropriate placement for the following year.

### **Eighth-Grade Activities**

Pupils who meet the academic, citizenship, and attendance requirements are normally eligible to participate. Any pupil who does not meet the academic requirements and

wishes to participate may request a review. Behavior or action committed by a pupil, which is deemed by the Administration to be serious, can result in the pupil's exclusion from eighth-grade activities (Examples may include but are not limited to: suspension, class behavior, etc...)

### **Dress Code for Promotion Ceremony**

All students will wear gowns during the promotion ceremony. Students are not to wear flip flops, jeans, or shorts. All clothing and shoes need to be appropriate for a school function. Black or brown athletic shoes are permissible.

Girls- No low cut clothing or bare midriff. Keep in mind when selecting dress shoes that stairs must be climbed during the ceremony.

Boys- Dress collared shirts, ties, solid colored polo shirts and dress pants would be appropriate. (No T Shirts) Sweaters, sport coats, or suits may be worn.

### **Non-discrimination Policy**

*River Islands Academies* (River Islands Academies) shall not discriminate based on the characteristics listed in Education Code 220 (actual or perceived disability, gender, nationality, race, or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes outlined in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Students, parents, guardians, or any other individuals having questions or concerns regarding River Islands Academies's "Discrimination Harassment Policy" or who wish to file a discrimination or harassment complaint should follow River Islands Academies's "Discrimination Harassment Complaint Procedure" and should contact the Executive Director at the school.

### **Grading**

Kindergarten through 8<sup>th</sup> grade will have Common Core and State Standards-based report cards. 3<sup>rd</sup> grade through 8<sup>th</sup> grade will report letter grades. Progress Reports will be issued mid-trimester for all students.

### **Student Success**

If stakeholders (student, parent, or teacher) have concerns regarding social or academic progress: Stage One

- Initiate discussion among stakeholders
- Develop a measurable Student Improvement Plan to support the student
- Communicate the plan to all stakeholders
- Give time for the strategies to work
- Re-meet with stakeholders to assess progress (if adequate progress is not achieved move to stage two)

#### Stage Two

- The teacher initiates the Student Success Team (SST) paperwork
- Parent meets with SST
- SST plan is developed
- Monitor, adjust, and evaluate the success of the plan

### **Suggestions and Complaint Process**

All suggestions and complaints should be constructive and be in line with the values, mission,

and philosophy of the school. Staff members are open to the opinions of parents who would like to contribute in this positive way. Parents may approach appropriate staff members directly and offer suggestions. If the suggestion cannot be dealt with at that level, the staff member will relay the suggestion to the school administration. Suggestions may also be in writing, emailed, in person or a phone call.

#### **Formal Complaint Process:**

- Put your complaint in writing
- To the best of your knowledge, make sure that all statements are true and accurate
- Return your written complaint to the school office

*Please note the content of formal complaints made against personnel will be shared with the employee as required by policy and law.*

#### **UCP Annual Notice**

#### **River Islands Academies**

**For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties**

*River Islands Academies* has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as outlined in Penal Code section 422.55 or based on a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and American Indian
- Early Childhood Education Program
- Assessments
- Career Technical Education
- Child Care and Development Programs including state preschool
- Consolidated Categorical Programs

Discrimination, Harassment, Intimidation, and Bullying  
Foster and Homeless Youth  
Local Control Funding Formula and Local Control Accountability Plans  
Migrant Education  
NCLB Titles I-VII  
Nutrition Services - USDA Civil Rights  
Regional Occupational Centers and Programs  
School Facilities  
Special Education  
Tobacco-Use Prevention Education Program  
Unlawful Pupil Fees

Pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

## **UCP Annual Notice**

### **River Islands Academies**

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Principal Unit or office: River Islands Academies #2 Address: 1175 Marina Dr. Lathrop, CA 95330 Phone: (209) 229-4700 E-mail address:

A pupil fees complaint is filed with *River Islands Academies* and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the

alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680- 4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees, and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

A copy of our UCP complaint policies and procedures is available free of charge. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

*Education is the most powerful weapon which you can use to change the world – Nelson Mandela*

*Alone we can do so little, together we can do so much – Helen*

***Keller Stronger Together!***

*Wishing you a wonderful year of learning!*  
*- River Islands Academies Staff*



**Appendices**  
**STUDENT and FAMILY HANDBOOK**  
**2023-2024**

*River Islands Technology Academy*  
**“COLLEGE BOUND”**



**River Islands Technology Academy**  
**1175 Marina Dr.**  
**Lathrop, CA 95330**  
**209-229-4700**

**Office Hours: 8:00 AM – 4:30 PM**

**Executive Director**  
**Brenda L. Scholl**

**Principal**  
**Aaron Colburn**

**Assistant Principal**  
**Randy Goodwin**  
**Alexandria Reeves**

## Appendix A Staff Roster

Last Name	First Name	Position	E-mail
Zamayo	Alyssa	Kindergarten	<a href="mailto:aduranzamayo@riacademies.net">aduranzamayo@riacademies.net</a>
Radke	Julie	Kindergarten	<a href="mailto:jradke@riacademies.net">jradke@riacademies.net</a>
Watt	Germaine	Kindergarten	<a href="mailto:gwatt@riacademies.net">gwatt@riacademies.net</a>
Kleiner	Kassidy	Kindergarten	<a href="mailto:kkleiner@riacademies.net">kkleiner@riacademies.net</a>
Henry	Crystal	First	<a href="mailto:chenry@riacademies.net">chenry@riacademies.net</a>
Stellini	Savannah	First	<a href="mailto:ssellini@riacademies.net">ssellini@riacademies.net</a>
Namayan	Jezrelen	First	<a href="mailto:jnamayan@riacademies.net">jnamayan@riacademies.net</a>
Tillman	Victoria	First	<a href="mailto:vtillman@riacademies.net">vtillman@riacademies.net</a>
Custodio	Jennie	First	<a href="mailto:jcustodio@riacademies.net">jcustodio@riacademies.net</a>
Brasfield	Dina	Second	<a href="mailto:dbrasfield@riacademies.net">dbrasfield@riacademies.net</a>
Johnson	Dominique	Second	<a href="mailto:djohnson@riacademies.net">djohnson@riacademies.net</a>
Machart	Andrea	Second	<a href="mailto:amachart@riacademies.net">amachart@riacademies.net</a>
Kelley	Amy	Second	<a href="mailto:amkelley@riacademies.net">amkelley@riacademies.net</a>
Hernandez	Jessica	Second	<a href="mailto:jehernandez@riacademies.net">jehernandez@riacademies.net</a>
Villegas	Deisy	Third	<a href="mailto:dvillegas@riacademies.net">dvillegas@riacademies.net</a>
Cook	Stephanie	Third	<a href="mailto:stcook@riacademies.net">stcook@riacademies.net</a>
DeBenning	Katie	Third	<a href="mailto:kdebenning@riacademies.net">kdebenning@riacademies.net</a>
Lindsey	Kellie	Third	<a href="mailto:klindsey@riacademies.net">klindsey@riacademies.net</a>
Crawford	Taylor	Third	<a href="mailto:tcrawford@riacademies.net">tcrawford@riacademies.net</a>
Swanson	Nicole	Fourth	<a href="mailto:nswanson@riacademies.net">nswanson@riacademies.net</a>
Schirmer	Carisa	Fourth	<a href="mailto:cschirmer@riacademies.net">cschirmer@riacademies.net</a>
Dial	Brad	Fourth	<a href="mailto:bdial@riacademies.net">bdial@riacademies.net</a>
Salvador	Jessica	Fourth	<a href="mailto:jsalvador@riacademies.net">jsalvador@riacademies.net</a>
Fisher	Jenni	Fifth	<a href="mailto:jfisher@riacademies.net">jfisher@riacademies.net</a>
Pini	Sosi	Fifth	<a href="mailto:spini@riacademies.net">spini@riacademies.net</a>
McCoy	Lisa	Fifth	<a href="mailto:lmccoy@riacademies.net">lmccoy@riacademies.net</a>
Marquez	Belinda	Fifth	<a href="mailto:bmarquez@riacademies.net">bmarquez@riacademies.net</a>
Vaughan	Jordan	Middle School	<a href="mailto:jvaughan@riacademies.net">jvaughan@riacademies.net</a>

Bharadwaj	Sujalita	Middle School	<a href="mailto:sbharadwaj@riacademies.net">sbharadwaj@riacademies.net</a>
DeGroot	Megan	Middle School	<a href="mailto:mdegroot@riacademies.net">mdegroot@riacademies.net</a>
Fritts	Dennis	Middle School	<a href="mailto:dfritts@riacademies.net">dfritts@riacademies.net</a>
Hansen	Araceli	Middle School	<a href="mailto:ahansen@riacademies.net">ahansen@riacademies.net</a>
Heskett	Jarrett	Middle School	<a href="mailto:jheskett@riacademies.net">jheskett@riacademies.net</a>
Cochran	Sam	Middle School	<a href="mailto:scochran@riacademies.net">scochran@riacademies.net</a>
Hinrichs	Rebeca	Middle School	<a href="mailto:rhinrichs@riacademies.net">rhinrichs@riacademies.net</a>
Lake	Breanna	Middle School	<a href="mailto:blake@riacademies.net">blake@riacademies.net</a>
Miller	Ashlee	Middle School	<a href="mailto:amiller@riacademies.net">amiller@riacademies.net</a>
Neutze	Cynthia	Middle School	<a href="mailto:cneutze@riacademies.net">cneutze@riacademies.net</a>
Torres- Unger	Morgan	Middle School	<a href="mailto:mtorresunger@riacademies.net">mtorresunger@riacademies.net</a>
Brown	Jeremy	Music	<a href="mailto:jbrown@riacademies.net">jbrown@riacademies.net</a>
Adams	Katrina	Education Specialist	<a href="mailto:kaadams@riacademies.net">kaadams@riacademies.net</a>
Thum	Hailee	Education Specialist	<a href="mailto:hthum@riacademies.net">hthum@riacademies.net</a>
Reis	Jennifer	Education Specialist	<a href="mailto:jreis@riacademies.net">jreis@riacademies.net</a>
Darbee	Melissa	Intervention Support	<a href="mailto:mdarbee@riacademies.net">mdarbee@riacademies.net</a>
Scholl	Brenda	Executive Director	<a href="mailto:bscholl@riacademies.net">bscholl@riacademies.net</a>
Crippen	Michelle	Assistant Director of Academic Programs	<a href="mailto:mcrippen@riacademies.net">mcrippen@riacademies.net</a>
Colburn	Aaron	Principal	<a href="mailto:acolburn@riacademies.net">acolburn@riacademies.net</a>
Goodwin	Randy	Assistant Principal	<a href="mailto:rgoodwin@riacademies.net">rgoodwin@riacademies.net</a>
Reeves	Alexandria	Assistant Principal	<a href="mailto:areeves@riacademies.net">areeves@riacademies.net</a>
Condit	Kristen	Assistant Director of HR &Compliance	<a href="mailto:kwcondit@riacademies.net">kwcondit@riacademies.net</a>
Kreiger	Jessica	Compliance Coordinator	<a href="mailto:jkreiger@riacademies.net">jkreiger@riacademies.net</a>
Ferreira	Liz	Business and Operations Manager	<a href="mailto:lferreira@riacademies.net">lferreira@riacademies.net</a>
Pereira	Debbie	Office Technician	<a href="mailto:dpereira@riacademies.net">dpereira@riacademies.net</a>
Garza	Monica	Office Technician	<a href="mailto:mgarza@riacademies.net">mgarza@riacademies.net</a>
Baluyut	Delores	Office Technician	<a href="mailto:dbaluyut@riacademies.net">dbaluyut@riacademies.net</a>
Rivera	Angie	Office Technician	<a href="mailto:anrivera@riacademies.net">anrivera@riacademies.net</a>

**Appendix B**  
**BELL SCHEDULE**

<b>Regular Schedule</b>		<b>Minimum Day Schedule</b>	
<b>Kindergarten</b>		<b>Kindergarten</b>	
8:30 - 9:35	Class	8:30 - 9:35	Class
9:35 - 9:50	Recess	9:35 - 9:50	Recess
9:50 - 11:15	Class	9:50 - 10:50	Class
11:15 - 11:55	Lunch	10:50 - 11:10	Recess
11:55-1:00	Class	11:10 - 12:00	Class
1:00-1:10	Recess		
1:10-2:00	Class	<b>Grade 1</b>	
2:00-2:15	Recess	8:30 - 9:35	Class
2:15-3:00	Class	9:35 - 9:48	Recess
<b>Grade 1</b>		9:48 - 10:50	Class
8:30 - 9:35	Class	10:50 - 11:10	Recess
9:35 - 9:50	Recess	11:10 - 12:00	Class
9:50 - 11:15	Class		
11:15 - 11:55	Lunch	<b>Grade 2</b>	
11:55 - 1:25	Class	8:30 - 9:55	Class
1:25 - 1:40	Recess	9:55 - 10:08	Recess
1:40 - 3:00	Class	10:08 - 11:03	Class
<b>Grade 2</b>		11:03 - 11:23	Recess
8:30 - 9:55	Class	11:23 - 12:00	Class
9:55 - 10:10	Recess		
10:10 - 11:40	Class	<b>Grade 3</b>	
11:40 - 12:20	Lunch	8:30 - 9:55	Class
12:20 - 1:45	Class	9:55 - 10:10	Recess
1:45 - 2:00	Recess	10:10 - 12:00	Class
2:00 - 3:00	Class		
<b>Grade 3</b>		<b>Grade 4</b>	
8:30 - 9:55	Class	8:30 - 10:15	Class
9:55 - 10:10	Recess	10:15 - 10:30	Recess
10:10 - 11:40	Class	10:30 - 12:10	Class
11:40 - 12:20	Lunch		

12:20 - 1:45	Class
1:45 - 2:00	Recess
2:00 - 3:00	Class
<b>Grade 4</b>	
8:30 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 12:05	Class
12:05 - 12:45	Lunch
12:45 - 2:05	Class
2:05 - 2:15	Recess
2:15 - 3:15	Class
<b>Grade 5</b>	
8:30 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 12:05	Class
12:05 - 12:45	Lunch
12:45 - 2:05	Class
2:05 - 2:15	Recess
2:15 - 3:15	Class
<b>Grade 6/7/8</b>	
8:30 - 9:30	Class
9:30 - 10:30	Class
10:30 - 10:45	Recess
10:45 - 11:45	Class
11:45 - 12:45	Class
12:45 - 1:25	Lunch
12:45- 1:05/ 1:05- 1:25	6th & 7th Café / Recess
12:45- 1:05/ 1:05- 1:25	8th Recess / Café
1:25 - 2:25	Class
2:25 - 2:27	Passing Period
2:27 - 3:15	Class

<b>Grade 5</b>	
8:30 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 12:10	Class
<b>Grade 6/7/8</b>	
8:30 - 10:30	Class
10:30 - 10:45	Recess
10:40 - 12:10	Class
<b>Friday Schedule</b>	
<b>Grade 6/7/8</b>	
8:30 - 8:55	0 Period
8:55 - 9:50	Class
9:50 - 10:30	Class
10:30 - 10:45	Recess
10:45 - 11:45	Class
11:45 - 12:45	Class
12:45 - 1:25	Lunch
1:25 - 2:25	Character Counts/Class
2:25-2:27	Passing Period
2:27-3:15	Class

## Appendix C Uniform Policy

### Uniforms



River Islands Technology Academy is a school of **choice** and requires that all students must comply with the school's uniform policy. Students who are not in uniform may be excluded from recess and parents will be notified. The staff does not want to spend time monitoring uniforms.

- Approved pullover jackets and sweatshirts through French Toast are only permitted, except on Friday
- Jackets with writing over 2 inches example, Abercrombie, Old Navy, Nike are not allowed
- Uniform colors consist of Burgundy, Black, Grey, and White ONLY. Please consult the River Island Technology Academy website for details
- All approved polos and shirts must have an approved RiTechA school logo
- All uniforms (including shoes, sock, shoelaces, hats, and jackets) are to be school colors, clean, maintained, and appropriately sized. Uniforms are required Monday-Thursday
- Leggings must be in school color and worn under a uniform skirt. Leggings are not approved uniform pants.
- Uniforms must be purchased through a school-approved vendor, and the specific clothing must be school approved as well
- If a student is not in uniform, loaner may be given for the student to wear for the day
- If an item of clothing, hair, or accessory becomes a safety issue or a distraction from learning, the student may be asked to remove the article or substitute with something more appropriate
- All shorts, skirts, dresses, and pants may not sag and need to be an appropriate size so as to not expose a student's undergarments.
- Appropriate PE attire should be worn- attire that students may easily conduct any physical activity
- Crocs are allowed to be worn, however, they must be in solid school colors (white, hunter green, or navy) and must be worn with the strap over the heel (sport mode). Decorative Jibbitz are not allowed.
- Administration reserves the right to determine which clothing is inappropriate and update the dress code as needed at any time
- Rolling backpacks are NOT allowed without medical documentation
- Please put your child's name on backpacks, coats, sweaters, etc...

### School Spirit Day - Friday

Fridays will be the day River Islands Technology Academy shows their school spirit.

On Friday students may wear:

- 1) Uniform
- 2) Spirit wear T-Shirt and River Islands Technology Academy sweatshirts
- 3) College shirts and College sweatshirts
- 4) Jeans at the waist, no distressed jeans. Acceptable jean colors are: blue, white, black, grey and River Islands Technology Academy burgundy
- 5) Pullover hoodie River Islands Technology Academy/College sweatshirts are only allowed on Fridays – **No other pull-over hoodies are allowed**
- 6) Shorts must be of the longer length, similar to the length of the uniform shorts

7) Shoes must have a heel strap and be appropriate for a daily school activity. Shoe color is optional as long as it does not distract from the educational environment.

Note: No logos, Nike, Abercrombie, etc. larger than 2 inches.

*The administration reserves the right to update the dress code as needed at any time.*

## **Appendix D**

### **Site Specific Procedures**

#### **School Office**



The school office is open Monday through Friday, 8:00 AM to 4:30 PM.



#### **Breakfast**

Breakfast will be served by food services in the Cafe beginning at 8:10 each morning.



#### **Raptor Roar**

The Raptor Roar is a digital newsletter and is one of the most important tools of communication between school and home. Our newsletter is sent home every month and includes general information of importance to our school as well as a calendar of upcoming events. The newsletter is also posted on our website ([www.riacademies.net](http://www.riacademies.net)) and the RiAcademies App (available on your phone's app store).

#### **School Colors and Mascot**



Our school colors are burgundy, black, gray, and white. The school mascot is the Mighty Raptor!



#### **Parent Booster Club**

Our Parent Booster Club sponsors many worthwhile activities throughout the year. The Booster Club fundraising and volunteer efforts help support programs such as field trips, assemblies, classroom materials, and much more. Enjoyable fundraising activities not only provide for the cost of educational activities but also provide a social atmosphere for getting acquainted with neighbors and school staff. The specific meeting dates, times, and topics are announced in the school website and the Raptor Roar. We are always open to new ideas and suggestions, and we welcome your support.

#### **Student Volunteers**



High school and college students are encouraged to volunteer at RiTechA. Students can volunteer for community service hours in many different ways. Please contact the school office for areas of need. When volunteering, please remember to follow school dress codes and cell phone policies. All students must be approved by the administration prior to volunteering.



## Lost and Found

Lost and found items are kept in the multipurpose room. Intermittent announcements are made throughout the trimester for lost and found "student pick up." We make announcements to remind students and families to look through the lost and found items. At the end of the school year, any unclaimed items will be donated to charity.



## Library Books

All children are encouraged to check out and take home books from the River Islands Technology Academy Library. We ask for your cooperation in seeing that your child takes care of these books and returns them by the due date.

1. Remind your child to have clean hands when reading books, to use a bookmark, and to turn the page from the upper right-hand corner.
2. Send damaged books to the school for repair. **Please do not mend library books at home.**
3. Help your child find a safe place for his/her library book that is out of reach of pets or younger siblings. Keep books away from all food and beverages.
4. **Remind your child to return books on time.** If books are not brought back the following week, your child will not be able to check out a book until all checked out books are returned or renewed.
5. In order to **renew a book**, your child **MUST** bring the book to the library to renew. Books will not be renewed if they are not in your child's possession on their library day.
6. **If books are damaged (beyond repair) or lost, you will be asked to pay for the book.** Books are expensive and with our newer collection, lost books will cost more to replace.
7. If a book is not returned or renewed after **two weeks**, your child will receive an **OVERDUE NOTIFICATION LETTER**. After the 4<sup>th</sup> week of a book not being returned or renewed, your child will receive a **BILL AND FINE** and will be asked to pay for the book replacement.
8. All bills must be settled by the last day of school in order to receive a Report Card.



## Accelerated Reader 1<sup>st</sup> – 5<sup>th</sup> Grade

Accelerated Reader is a program designed to motivate students to read while allowing them to move at their own pace and level of ability. Students read books from a list of 150,000 Accelerated Reader titles and take a computerized test to check their comprehension. Incentives are based on points and students are recognized for reaching different levels of achievement in the program. Students who reach their trimester goal with 80% accuracy are able to participate in an AR Party and are awarded a brag tag for their accomplishments.



## Awards

Awards are given to students each trimester at Trimester Awards Assemblies. There are a variety of awards that can be earned by students:

- PRIDE Awards are determined by the classroom teacher and are given to students for citizenship, academics, improvement, etc.
- Honor Roll Awards are presented to students in grades 3<sup>rd</sup>-8<sup>th</sup>:
  - Bronze Honor Roll 3.0-3.5 GPA
  - Silver Honor Roll 3.6-3.9 GPA
  - Gold Honor Roll 4.0 GPA
- Students participating in a modified curriculum program may receive no higher than a Bronze Honor Roll
- Attendance Awards: To be determined
- Academic Team Awards are given to students who participated in RiTechA Academic Competitions including; Pentathlon, Science Olympiad, Math Tournament, Spelling Bee, Drama, Music, Theater



- Sports Awards- Given to players of afterschool sports programs
- State Testing- Awards are given out each year for perfect scores on state testing
- Brag Tags are earned for a variety of things, i.e. Playing on a team, participating in school events, classroom activities, etc.
- Pins are presented to students for Pride Awards and Cumulative Awards. Pins may be saved and worn on graduation gowns during the 8<sup>th</sup> Grade Promotion Ceremony.



## Technology

Students must charge their device before coming to school every day.

Responsible Use Agreements to be signed at the start of each school year:

*I understand that the use of this electronic information resource is for educational purposes. I recognize EPIC Academy has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that EPIC Academy has taken steps to filter and monitor student access while on the EPIC Academy network, it is impossible to filter all controversial materials. I further recognize that if my child does not abide by the terms and conditions of appropriate use that consequences will be instituted.*

*The parent/guardian shall agree to not hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. **When a chromebook leaves EPIC Academy, the chromebook is filtered using a third-party program called GoGuardian. Parents must understand that not all content can be filtered, and some content deemed inappropriate may come through while not on campus.** This then becomes the responsibility of the parent/guardian to monitor the internet usage.*

*I realize that by signing on the signature line, my child will be using Google Apps for Education and will be given an Educational Google Applications account and that the information being stored by this web tool, as well as others, might not reside on local servers. I grant permission for my child to use web tools and the Internet appropriate for education purposes, and am responsible for the safekeeping of the device, ie: replace lost or damaged devices.*



## Play Equipment Guidelines

### Play Structures

Play with SAFETY in mind at all times. Students are always to walk in the playground equipment area. Those running will be removed from the area.

#### Parallel Bars:

- Only one student can swing across the bars at a time
- Students may not sit or stand on top of the bars
- Students on the ground are not to interfere with students on the bars

#### Slide:

- Students may only go down the slides seated on their bottom and facing forward
- They may not climb up the slides and may only use the slide one at a time

#### Tetherball Rules:

- Tetherball is a game for two opposing players
- The two players stand on opposite sides of the pole
- Do not crossover into your components designated area or you are OUT!
- Each player tries to hit the ball one way; one clockwise and one counterclockwise. Hitting with the fist or an open hand ONLY!

- The game ends when one player manages to wind the ball all the way around the pole so that it is stopped by the rope
- Winner must switch with another player after winning 2 rounds
- No throwing the ball
- No ropesies or boppies

### **Wall-Ball Rules**

How to Play:

- 2 players at a time
- The game begins when one player serves the ball by hitting/throwing the ball against the wall
- The receiving player must let the ball hit the wall and bounce once before returning it
- The player can then return the ball by hitting it and reaching the wall in one bounce off the ground
- Play continues until the ball:
  - Bounces on a line or outside the boundaries
  - Hits the wall without bouncing off the ground
  - Bounces twice before it is returned
- When a player stops the play, s/he goes to the end of the line and a new player comes into the game
- The remaining player is the server and begins the next game
- If you want to play you need to line up on the white outside line. The student closest to the wall is the next player to enter the game

Variations (for younger students):

- For lower skilled players, allow them to catch and return the ball

### **Four-Square Rules**

Play: One player starts the game standing inside the server's square (1) by bouncing the ball once and hitting it into the square. The ball must be hit with both hands at the same time. The ball must bounce only once, in a square before it is returned. A player, who misses the ball or fouls, must move to the end of the waiting line and allow another student to take their place. All other players move up in rotation CLOCKWISE. If there are no students waiting, the person may stay in play. The object of the game is to get another player out and move up to the server's square.

Fouls:

- Hitting the ball more than once prior to its return
- Failing to hit the ball with both hands at the same time
- Failing to hit the ball with open hands
- Catching or blocking the ball
- Bouncing the ball on a line or out of the court
- Failing to return the ball to another square
- Being hit by the ball

Penalty:

A player who commits any foul moves out of the square to the end of the waiting line.

Other Rules:

The first person waiting is the judge and decides on close plays.

Maximum - 2 games in a row; no exceptions.

### **Basketball Rules**

Everyone playing basketball should be considerate of others. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. No score is kept.

Half-court: Only 10 students, divided evenly, can play at one time. If at any time more than 10 students wish to play basketball, the teams will need to divide and play half-court. If 10 or less are playing, then you may play

full court.

You may not say, "You can't play." If you don't wish to play ball with a person who chooses to play, then you must find something else to do, even if he/she was there first. It's not a private court.

Man to Man Defense ONLY

5-second throw-in

Not Permitted:

- Double-teaming
- Zone defense
- Jewelry or open-toe shoes on the court
- Unsportsmanlike conduct
- Taunting
- Throwing elbows
- Fighting
- Swearing
- Arguing with the yard supervisor or teacher on duty
- Pushing

When the bell rings, the game ENDS.

### **Kickball Rules**

Kickball is played with a rubber ball on a field with 4 bases arranged on the corners of a diamond-shaped "infield". The rules and player positions for kickball are closely related to those of baseball/softball. There is an "infield" and an "outfield". The infield contains the positions that involve the bases, while the outfield is mainly designated to catching or retrieving the ball when it is kicked out of the infield.

Actual playing positions vary depending on the number of children that are actually playing. If there are only a few children playing, the positions are usually spread out. If there are a good number of players, ideally children position themselves to cover the infield and the remaining students play the outfield.

The pitcher rolls a kickable ball (maximum of four times including foul balls) \*\*(foul ball is kicked outside of the line through the home plate and either first or third base)\*\* towards their catcher, the "kicker" kicks the ball with their foot, then runs to first base, becoming a runner.

A runner is out if any of the following conditions are met:

- The ball is caught on the fly from the kick, without hitting the ground first, the kicker is out (a fly out)
- In the case of a flyout, any runner already on base who attempts to advance before the ball is caught may themselves be counted out if the ball is returned to the base they were on before the ball was kicked
- A fielding player with the ball touches the base ahead of a runner who is forced to go to that base, because of an advancing runner behind him (a force out)
- A fielding player touches the runner directly with the ball while holding it (a tag out).
- "NO THROWING the BALL AT RUNNER"

### **Jump Rope Rules**

- Jumping is allowed only in designated areas
- Jump ropes are to be used for jumping only – no playing horse or tug of war
- If anyone is abusing the jump rope rules, their rope can be taken by a yard supervisor

**Unless otherwise specified no footballs may be brought from home and the game of Football may only be played during P.E.**

**Soccer on the Lake Yard is not permitted**

**Tag is not permitted**

### **Dismissal Procedures**



There are a variety of different dismissal locations on campus which include park and pick up gates, drive thru gates and students walking or biking home. Please inform the teacher of any changes to your student's dismissal location. Please note the following:

- Students must be accompanied by an adult in the parking lot
- Crosswalks must be used at all times
- No double parking
- Parking lot can not be used as a drive thru drop off, please use drive thru lane
- Students must walk bikes, scooters or skateboards while on campus

**Appendices**  
**STUDENT and FAMILY HANDBOOK**  
**2023-2024**

***STEAM Academy***  
**"COLLEGE BOUND"**



**STEAM Academy**  
**18001 Commercial Drive**  
**Lathrop, CA 95330**  
**(209) 229-4736**

**Office Hours: 7:30 AM – 4:30 PM**

**Executive Director**  
**Brenda L. Scholl**  
**Principal**  
**Angel Mendoza**  
**Assistant Principal**  
**Channa Bland (Wilson)**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>E-mail</b>
Koertzen	Lauren	Transitional Kindergarten	<a href="mailto:lkoertzen@riacademies.net">lkoertzen@riacademies.net</a>
Hall	Stacy	Kindergarten	<a href="mailto:shall@riacademies.net">shall@riacademies.net</a>
Rocha	Amanda	Kindergarten	<a href="mailto:arocha@riacademies.net">arocha@riacademies.net</a>
Valenzuela	Jasmine	First	<a href="mailto:jvalenzuela@riacademies.net">jvalenzuela@riacademies.net</a>
Cerna	Brittani	First	<a href="mailto:bbertao@riacademies.net">bbertao@riacademies.net</a>
Saghabazarian	Melissa	First	<a href="mailto:mesaghabazarian@riacademies.net">mesaghabazarian@riacademies.net</a>
Verducci	Joelina	Second	<a href="mailto:jverducci@riacademies.net">jverducci@riacademies.net</a>
Auma-Tuitasi	Appolonia	Second	<a href="mailto:apaumatuitasi@riacademies.net">apaumatuitasi@riacademies.net</a>
Virk	Harvin	Second	<a href="mailto:hvirk@riacademies.net">hvirk@riacademies.net</a>
King-Howell	Denise	Third	<a href="mailto:dking@riacademies.net">dking@riacademies.net</a>
King	Caitlyn	Third	<a href="mailto:caking@riacademies.net">caking@riacademies.net</a>
Rattaro	Jennifer	Third	<a href="mailto:jrattaro@riacademies.net">jrattaro@riacademies.net</a>
Schneider	Amber	Fourth	<a href="mailto:aschneider@riacademies.net">aschneider@riacademies.net</a>
Rogers	Zenaida	Fourth	<a href="mailto:zrogers@riacademies.net">zrogers@riacademies.net</a>
Shaw	Gretchen	Fourth	<a href="mailto:gshaw@riacademies.net">gshaw@riacademies.net</a>
Edward-Morse	Megan	Fifth	<a href="mailto:mmegan@riacademies.net">mmegan@riacademies.net</a>
Bally	Dominique	Fifth	<a href="mailto:dbally@riacademies.net">dbally@riacademies.net</a>
Izaguirre	Alejo	Fifth	<a href="mailto:aizaguirre@riacademies.net">aizaguirre@riacademies.net</a>
Singh	Michael	Sixth	<a href="mailto:misingh@riacademies.net">misingh@riacademies.net</a>
Scott	Tyleena	Sixth	<a href="mailto:tscott@riacademies.net">tscott@riacademies.net</a>
Manetti	Mallory	Sixth & Seventh	<a href="mailto:mmanetti@riacademies.net">mmanetti@riacademies.net</a>
Hutchings	Amanda	Sixth & Seventh	<a href="mailto:ahutchings@riacademies.net">ahutchings@riacademies.net</a>
Avila	Jane	Seventh	<a href="mailto:javila@riacademies.net">javila@riacademies.net</a>
Harbold	Tina	Seventh	<a href="mailto:tharbold@riacademies.net">tharbold@riacademies.net</a>
Breunig	Karesa	Eighth	<a href="mailto:kbreunig@riacademies.net">kbreunig@riacademies.net</a>

Emmett	Sarah	Eighth	<a href="mailto:semmett@riacademies.net">semmett@riacademies.net</a>
Urteaga	Teaunna	Eighth	<a href="mailto:turteaga@riacademies.net">turteaga@riacademies.net</a>
Yturri	Joseph	Eighth	<a href="mailto:jyturri@riacademies.net">jyturri@riacademies.net</a>
Harpainter	Sara	SDC / Learning Center	<a href="mailto:sharpainter@riacademies.net">sharpainter@riacademies.net</a>
Massey	Sean	Education Specialist	<a href="mailto:smassey@riacademies.net">smassey@riacademies.net</a>
Medeiros	Carerra	Education Specialist	<a href="mailto:cmedeiros@riacademies.net">cmedeiros@riacademies.net</a>
Scholl	Brenda	Executive Director	<a href="mailto:bscholl@riacademies.net">bscholl@riacademies.net</a>
Condit	Kristen	Assistant Director of Human Resources and Compliance	<a href="mailto:kwcondit@riacademies.net">kwcondit@riacademies.net</a>
Crippen	Michelle	Assistant Director of Academic Programs	<a href="mailto:mcrippen@riacademies.net">mcrippen@riacademies.net</a>
Mendoza	Angel	Principal	<a href="mailto:anmendoza@riacademies.net">anmendoza@riacademies.net</a>
Bland (Wilson)	Channa	Assistant Principal	<a href="mailto:chwilson@riacademies.net">chwilson@riacademies.net</a>
		Assistant Principal	<a href="mailto:@riacademies.net">@riacademies.net</a>
Zerr	Chrissy	Business Manager	<a href="mailto:czerr@riacademies.net">czerr@riacademies.net</a>
Moghul	Nikki	Office Technician	<a href="mailto:nmoghul@riacademies.net">nmoghul@riacademies.net</a>
Garcia	Alejandra	Office Technician	<a href="mailto:alejgarcia@riacademies.net">alejgarcia@riacademies.net</a>
Romero	Cathy	Office Technician	<a href="mailto:caromero@riacademies.net">caromero@riacademies.net</a>
Osorio	Moises	Technology	<a href="mailto:mosiorio@riacademies.net">mosiorio@riacademies.net</a>

# Appendix B - Bell Schedules

STEAM Academy 2023-2024 Bell Schedule			
Regular Schedule		Minimum Day Schedule	
<b>Transitional Kindergarten (TK)</b>			
7:40-9:10 (AM)			Class
9:10-9:25			Recess
9:25-11:00 (AM)			Class
11:00 (AM and PM)			Lunch
11:40-1:10 (PM)			Class
1:10-1:25			Recess
1:25-3:00 (PM)			Class
<b>Kindergarten</b>			
8:00-9:25			Class
9:25-9:40			Recess
9:40-11:00			Class
11:00-11:40			Lunch
11:40-1:20			Class
1:20-1:35			Recess
1:35-2:35			Class
<b>Grade 1</b>			
8:00-9:25			Class
9:25-9:40			Recess
9:40-11:00			Class
11:00-11:40			Lunch
11:40-1:20			Class
1:20-1:35			Recess
1:35-2:35			Class
<b>Grade 2</b>			
8:00-9:25			Class
9:25-9:40			Recess
9:40-11:00			Class
11:00-11:40			Lunch
11:40-1:20			Class
1:20-1:35			Recess
1:35-2:35			Class
<b>Grade 3</b>			
8:00-9:45			Class
9:45-10:00			Recess
10:00-11:40			Class
11:40-12:00			Lunch
12:20-1:35			Class
1:35-1:50			Recess
1:50-2:35			Class
<b>Grades 4 / 5 and SDC</b>			
8:00-9:45			Class
9:45-10:00			Recess
10:00-12:00			Class
12:00-12:40			Lunch
12:40-1:35			Class
1:35-1:45			Recess
1:45-2:45			Class
<b>Grades 6/7/8</b>			
8:00-9:05			Class
9:05-10:05			Class
10:05-10:20			Recess
10:20-11:20			Class
11:20-12:20			Class
12:20-1:00			Lunch
1:00-1:50			Class
1:50-2:00			Recess
2:00-2:45			Class
<b>Minimum Day Schedule</b>			
<b>Transitional Kindergarten (TK)</b>			
Please follow regular day schedule			
<b>Grade K</b>			
8:00-9:25			Class
9:25-9:40			Recess
9:40-10:40			Class
10:40-11:00			Recess
11:00-11:45			Class
<b>Grade 1</b>			
8:00-9:25			Class
9:25-9:40			Recess
9:40-10:50			Class
10:50-11:10			Recess
11:10-11:45			Class
<b>Grade 2</b>			
8:00-9:25			Class
9:25-9:40			Recess
9:40-10:50			Class
10:50-11:10			Recess
11:10-11:45			Class
<b>Grade 3</b>			
8:00-9:45			Class
9:45-10:00			Recess
10:00-11:45			Class
<b>Grade 4/5 and SDC</b>			
8:00-9:45			Class
9:45-10:00			Recess
10:00-11:55			Class
<b>Grade 6/7/8</b>			
8:00-10:05			Class
10:05-10:20			Recess
10:20-11:55			Class
<b>Friday Schedule</b>			
<b>Grades 6/7/8</b>			
8:00-8:30			Zero Period
8:30-9:05			Class
9:05-10:05			Class
10:05-10:20			Recess
10:20-11:20			Class
11:20-12:20			Class
12:20-1:00			Lunch
1:00-1:50			Class
1:50-2:00			Recess
2:00-2:45			Class





## Appendix C-Uniform Policy

### Dress Code

The primary responsibility for student dress and appearance rests with the parents. The primary purpose of school is education. Therefore, all aspects of school must be considered with that objective in mind. STEAM Academy is a school of choice and requires that all students must comply with the school's uniform policy. Students who are not in uniform are subject to school discipline, and parents will be notified.



### Ordering Instructions

Three different companies are available for your uniform needs. French Toast, Global School Wear and Central Valley Screen Printing.

1. French Toast  
800-373-6248  
<https://www.frenchtoast.com>  
School Code: QS5CHCW
2. Global School Wear  
877-825-2860  
[www.globalschoolwear.com](http://www.globalschoolwear.com)  
School Code: STEA 01
3. Central Valley Screen Printing  
209-858-1133 (Tina)  
17520 Murphy Parkway  
Lathrop, CA 95330

## **Uniform Requirements**

### **Monday-Thursday**

- Uniform colors consist of white, hunter green, khaki, or navy blue ONLY.
- Coats, jackets, and sweaters must be school uniform colors (white, hunter green, or navy).
- Pullover sweatshirts Must be purchased through French Toast with a school logo. Pullover sweatshirts without a logo are NOT allowed.
- Pullover jackets and hoodies are allowed on Fridays ONLY and must be in uniform colors or have a college logo.
- Jackets with writing over 2 inches, for example, Abercrombie, Old Navy, Nike, are not allowed.
- All uniforms (including shoes, socks, shoelaces, hats, and jackets) are to be school colors, clean, maintained, and appropriately sized. Black is an additional color option for shoes.
- Uniforms are required Monday-Thursday.
- Students may wear the approved athletic shorts and athletic pants that can be purchased from Central Valley Screen Printing
- Hats/Beanies must have a school logo or be solid uniform colors and are to be worn outside only. No logos other than STEAM Academy.
- Leggings must be in school color and worn under a uniform skirt or dress. Leggings are not approved uniform pants.
- Uniforms must be purchased through school-approved vendors, and the specific clothing must be school approved.
- If an item of clothing, hair, or accessory becomes a safety issue or a distraction from learning, the student may be asked to remove the article or substitute with something more appropriate.
- All shorts, skirts, dresses, shirts, and pants need to be an appropriate length and size so as to not expose a student's undergarments.
- Administration reserves the right to determine which clothing is inappropriate and update the dress code as needed at any time.
- Rolling backpacks are NOT allowed without medical documentation
- Put your child's name on backpacks, coats, sweaters, etc.
- Shoes must be in school uniform colors, have a heel strap, and be appropriate for daily activities, such as tennis shoes, sandals, and flats (no flip flops). Crocs must be solid, school color and must be worn with a back strap on. No Jibbitz are allowed.
- Undershirts, coats, sweaters must be solid navy blue, hunter green, or white.

### **Friday is School Spirit Day - Students may wear:**

- The school uniform
- Spirit wear T-Shirt or STEAM Sweatshirts
- College shirts and College sweatshirts
- Jeans at the waist, no holes/distressed. Acceptable jean colors are: blue, white, black, and hunter green.
- Pullover hoodies with STEAM logos or College sweatshirts are only allowed on Fridays – No other pull-over hoodies are allowed.
- Leggings must be in school color and worn under a uniform skirt or dress. Leggings are not approved uniform pants.

- Shorts must be of the longer length, similar to the length of the uniform shorts.
- Shoes must have a heel strap and be appropriate for daily school activity. Shoe color on FRIDAYS is optional as long as it does not distract from the educational environment.

Note: No logos, Nike, Abercrombie, etc. larger than 2 inches. The administration reserves the right to update the dress code as needed at any time.



## Appendix D

### Site-Specific Procedures

#### Accelerated Reader

Accelerated Reader is a K-8 program designed to motivate students to read while allowing them to move at their own pace and level of ability. Students read books from our list of 150,000 Accelerated Reader titles and take a computerized test to check their comprehension. Incentives are based on points, and students are recognized for reaching different levels of achievement in the program.

When a student reaches 10 points, they will receive their first incentive. Students will receive further incentives at 25, 50, 75, 100, 125, 150, and so on. Every 100 points, students will receive a certificate, a medal, and recognition during the Pride Assembly.



#### Awards

Awards are given to students each trimester at Pride Assemblies. There are a variety of awards that can be earned by students:

- PRIDE Awards are selected by the classroom teachers and are based on Perseverance, Respect, Integrity, Determination, and Excellence demonstrated in our classrooms.
- Sports Awards- Given to players of afterschool sports programs.
- Brag Tags are earned for a variety of things, i.e.. Playing on a team, participating in school events, learning your ABC's, etc.
- Academic Awards are given to students who participated in STEAM Academic Competitions including Pentathlon, Science Olympiad, Math Tournament, Spelling Bee
- State Testing- Awards are given out each year for perfect scores on state testing
- Graduation Awards- PRIDE Awards for 8<sup>th</sup> graders, Community Service Honor Cords, Valedictorian, and Salutatorian awards.

- Pins are presented to students for Pride Awards and Cumulative Awards. Pins may be saved and worn on graduation gowns during the 8<sup>th</sup> Grade Promotion Ceremony.
- Honor Roll Awards are presented to students in grades 3<sup>rd</sup>-8<sup>th</sup>:
  - Bronze Honor Roll 3.0-3.5 GPA
  - Silver Honor Roll 3.6-3.9 GPA
  - Gold Honor Roll 4.0 GPA



### **Birthdays**

If you would like to bring treats for your child's birthday, please remember they must adhere to the smart snacks guidelines. Additionally, birthday treats need to be pre-arranged with your child's classroom teacher in advance.

No balloons, gifts, party items, or other party materials may be brought to school for a student's birthday. Class time will not be used to celebrate birthdays. Please do not have your child pass out private party invitations during class unless all members of the class are invited to the party.

### **Drop Off and Pick Up**

**PARENTS MUST REMAIN IN THEIR VEHICLE DURING DROP OFF AND PICK UP UNLESS PARKED IN A PARKING SPOT AND WALKING IN TO PICK UP THEIR CHILD.**

#### **Drop Off**

Drop off procedures may be different during times of emergency or pandemic.

#### **TK, Kindergarten, and 1<sup>st</sup> Graders**

- If arriving by vehicle- Transitional Kindergarten, Kindergarten, and 1<sup>st</sup> grade students must be dropped off at the drop off zone on Academy Street. Students may exit from cars once your vehicle has passed the handicapped sign. Students may enter through the open gate and proceed to the playground.
  - All siblings may be dropped off at this location. Students are then encouraged to walk to their playgrounds.
- If walking- Please park your car and walk to the front gate located in front of the school office. Please do not park in the fire lane in front of the office (curbs are painted red).



#### **2nd-8<sup>th</sup> Graders**

- If arriving by vehicle- Students may be dropped off on: Academy Street, Commercial Street or Marina drop off zones.
  - For the Academy drop off zone, students may exit from cars once their vehicle has passed the handicapped sign. Students may enter through the open gate and proceed to the playground. Students are then encouraged to walk to their designated playgrounds.
  - For the Commercial Street drop off zone, students may exit vehicles once their vehicle is stopped along the drop off the curb. Be sure to pull all the way forward

before allowing children to exit. Children should proceed through the gate to their respective playgrounds.

- If walking- Please park your car in a parking spot, and walk to the front gate located in front of the school office. Please do not park in the fire lane in front of the office (curbs are painted red).

## **Pick Up**

### **Transitional Kindergarten (TK)**

TK pick up is earlier than all other students.

- AM TK pick-up is at 11:30 A.M. daily.
- PM TK drop-off is 11:00 A.M. for an optional lunch and pickup will be at 3:00 PM daily.
- If arriving by vehicle- TK students must be picked up at the pick-up zone on Academy Street.
- If walking- Please park your car (Academy Street Parking Lot) and walk to the Academy Street gate.

\* PM Drop off will be at Main Gate, adjacent to the office.

If your PM TK child is opting in for lunch, please drop them off by: 11am

If your PM TK child is not opting in for lunch, please drop them off at: 11:40am

### **Kindergarten through 3<sup>rd</sup> Grade**

- Kindergarten through 3<sup>rd</sup> grade pick up is at 2:35 PM on M/T/Th/F.
- Minimum day / Wednesday pick-up is 11:45 PM.
- If arriving by vehicle- Kindergarten and 1<sup>st</sup> grade students must be picked up at the pick-up zone on Academy Street. 2<sup>nd</sup> grade students may be picked up at Academy gate or Commercial gate depending on whether or not they have siblings.
  - 3<sup>rd</sup> grade students are dismissed at the Commercial Street gate.
  - Parents must fill out a student dismissal form to indicate which zone the child will be picked up from.
- If walking up to a gate for pickup- Please park your car and walk to the appropriate gate. Please do not leave your vehicle unattended in a drive through pick up lane, as it may cause a safety hazard and also result in creating a traffic backup.

### **4<sup>th</sup> through 8<sup>th</sup> Grade**

- 4<sup>th</sup> through 8<sup>th</sup> grade pick up is at 2:45 PM on M/T/Th/F.
- Minimum day / Wednesday pick-up is 11:55 PM.
- If arriving by vehicle- 4<sup>th</sup> and 5<sup>th</sup> grade must be picked up at the pick-up zone on Commercial Street.
  - 6<sup>th</sup> through 8<sup>th</sup> grade must be picked up at the pick-up zone on Marine Drive.
- If arriving by vehicle- Students with younger siblings may be picked up from Academy Street, Commercial Street, or Marina Drive pick-up zones.
- Parents must fill out a student dismissal form to indicate which zone the child will be picked up from.

- If walking up to a gate for pickup-- Please park your car and walk to the appropriate gate. Please do not leave your vehicle unattended in a drive through pick up lane, as it may cause a safety hazard and also result in creating a traffic backup.

**NO DROP OFF IN THE OFFICE PARKING LOT UNTIL AFTER 8:00 AM.  
NO PICK UP IN THE OFFICE PARKING LOT AFTER SCHOOL**

### Library

STEAM Academy will offer various library services for our students. The library schedule will be published for teachers. Students who check out library books are responsible for the books. If they are lost or damaged, students will be expected to pay for the book. Students leaving the school must clear their library records. Additionally, report cards will be held if there is an outstanding balance in library books in the student's account.

### Fines

According to Education Code 48904(b), the parent or guardian of a minor shall be liable to a school for all property belonging to a school loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand. This includes textbooks and library materials. Students must compensate the District for damaged and/or lost library and textbooks as follows:

Bar Code Missing or damaged/marked	\$5.00
Missing Pages (maximum of five pages)	\$5.00 per page
Missing/Torn page	Starts at \$2.00 per page
Missing/Torn Pages (more than five pages)	The replacement cost of the book
Water Damage	Begins at \$10.00
Cover Damage	Begins at \$5.00
Marks/Scribbles	\$3.00 per page
Minimal Spine and/or Cover Damage	\$5.00
Severe Spine and/or Cover Damage	The replacement cost of the book
Stolen/Lost	The replacement cost of the book

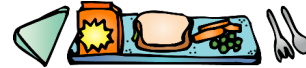
After receiving a textbook, the student must carefully inspect its condition. The student has five (5) school days after receiving a textbook to report the damage to the library. After this grace period, the

student and parent/guardian are liable for all damages.



### **Lost and Found**

Lost and found items such as water bottles, jackets, sweaters, backpacks, etc., are kept in the gymnasium. Intermittent announcements are made throughout the trimester for lost and found "student pick up." During the last week of the trimester, we make announcements to remind students to look through the lost and found items. At the end of each trimester, any unclaimed items will be taken to Interfaith Ministries.



### **Lunch Schedule**

Kindergarten and TK teachers will escort their students through the lunch line to ensure that all students receive lunch. Students will remain in the cafeteria for 20 minutes while they eat, and then they will have 20 minutes or more of outside play. See the STEAM Bell Schedule for times.



### **Messages for Students**

To minimize classroom interruptions, please discuss afterschool care and plans with your children before they leave for school. Messages are difficult and time-consuming for the office staff, as well as very disruptive to the classroom. We realize there are unavoidable circumstances that may necessitate a student receiving a message during the school day. However, we do appreciate your cooperation in keeping interruptions to an absolute minimum.

### **Office Telephone**

The office phone is a business telephone and is available for student use in an emergency. Phone calls for forgotten books, homework, after school plans, etc. may be restricted.

### **Parent-Teacher Organization**

Our PTO sponsors many worthwhile activities throughout the year. The PTO's fundraising and volunteer efforts help support programs such as field trips, assemblies, classroom materials, and much more. Enjoyable fundraising activities not only provide for the cost of service and educational projects but also provide a social atmosphere for getting acquainted with neighbors and school staff. The specific meeting dates, times, and topics are announced in the PTO newsletter, the school website, and the School Newsletter. We are always open to new ideas and suggestions, and we welcome your support. Elections for new officers will take place each May.



### **School Colors and Mascot**



Our school colors are hunter green, navy, and white. The school mascot is a Panther!

### **School Newsletter**



The school newsletter is one of the most essential tools of communication between school and home. Our newsletter is sent home every month (digitally) and includes general information of importance to our school as well as a calendar of upcoming events. The newsletter is also posted on our web site.

### **School Office**

The school office is open Monday through Friday, from 7:30 AM to 4:30PM.

### **Student Leadership**

The Student Leadership promotes school spirit and good citizenship while being at the forefront of service-learning at STEAM Academy. Student Leadership is composed of 6th through 8th-grade students, and they meet regularly under the supervision of their advisor to develop goals for the year and determine activities to achieve their goals.



### **Service Learning**

Service-learning is a community service with a twist. In service-learning, community service activities are integrated into the classroom curriculum to allow teachers and students the ability to utilize them on an academic level, while they are improving conditions within the community. This enhances the students' understanding of the activity on a number of levels not available by participating in a community service project alone.

At STEAM Academy, service-learning is one of many avenues we utilize to foster the ideals of good character, caring for others, and civic responsibility. This is evident through the actions of our staff, students, and parents.

### **Student Volunteers**

High school students are encouraged to volunteer at the STEAM Academy. Students can volunteer for community service hours in many different ways. Please contact a teacher or the school office for areas of need. When volunteering, please remember to follow school dress codes and cell phone policies. All students must be approved by the administration prior to volunteering.

### **Technology**

All STEAM Academy devices are monitored by administration using the Go Guardian software program. The administration will contact parents when issues of inappropriate internet searches are discovered. Go Guardian will also notify parents, if they request, regarding inappropriate searches. Students must charge their device before coming to school every day.

Responsible Use Agreements to be signed at the start of each school year:

*I understand that the use of this electronic information resource is for educational purposes. I recognize EPIC Academy has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that EPIC Academy has taken steps to filter and monitor student access while on the EPIC Academy network, it is impossible to filter all controversial materials. I further recognize that if my child does not abide by the terms and conditions of appropriate use that consequences will be instituted.*



*The parent/guardian shall agree to not hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. **When a chromebook leaves STEAM Academy, the chromebook is filtered using a third-party program called GoGuardian. Parents must understand that not all content can be filtered, and some content deemed inappropriate may come through while not on campus.** This then becomes the responsibility of the parent/guardian to monitor the internet usage.*

*I realize that by signing on the signature line, my child will be using Google Apps for Education and will be given an Educational Google Applications account and that the information being stored by this web tool, as well as others, might not reside on local servers. I grant permission for my child to use web tools and the Internet appropriate for education purposes, and am responsible for the safekeeping of the device, ie: replace lost or damaged devices.*

### **Play Structures**

Play with SAFETY in mind at all times. Students are always to walk in the playground equipment area. Those running will be removed from the area.

#### **Parallel Bars:**

- \* Only one student can swing across the bars at a time.
- \* Students may not sit or stand on top of the bars.
- \* Students on the ground are not to interfere with students on the bars.

#### **Slide:**

- \* Students may only go down the slides seated on their bottom and facing forward
- \* They may not climb up the slides and may use the slide one at a time only.



### **Blacktop Rules and Procedures**

#### **Four-Square Rules**

Play: One player starts the game standing inside the server's square (1) by bounding the ball once and hitting it into the square. The ball must be hit with both hands at the same time. The ball must bounce only once, in a square before it is returned. A player, who misses the ball or fouls, must move to the end of the waiting line and allow another student to take their place. All other players move up in rotation **CLOCKWISE**. If there are no students waiting, the person may stay in play. The object of the game is to get another player out and move up to the server's square.

Fouls:

- \* Hitting the ball more than once prior to its return
- \* Failing to hit the ball with both hands at the same time
- \* Failing to hit the ball with open hands
- \* Catching or blocking the ball
- \* Bouncing the ball on a line or out of the court
- \* Failing to return the ball to another square
- \* Being hit by the ball



Penalty:

A player who commits any foul moves out of the square to the end of the waiting line.

Other Rules:

The first person waiting is the judge and decides on close plays.

Maximum - 2 games in a row; no exceptions.

## **Basketball Rules**

Everyone playing basketball should be considerate of others. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. No score is kept.

Half-court: Only 10 students, divided evenly, can play at one time. If, at any time, more than 10 students wish to play basketball, the teams will need to divide and play half-court. Otherwise, 10 students divided evenly can play a full court game.

You can't say, "You can't play." If you don't wish to play ball with a person who chooses to play, then you must find something else to do, even if he/she was there first. It's not a private court.

Man to Man Defense ONLY

5-second throw-in

No:

- \* Double-teaming
- \* Zone defense
- \* Jewelry or open-toe shoes on the court



You will be off the court for no less than a week for the following offenses:

- \* Unsportsmanlike conduct
- \* Taunting
- \* Throwing elbows
- \* Fighting, throwing a punch can result in suspension from school
- \* Swearing
- \* Arguing with the yard duty or teacher on duty
- \* Pushing

When the bell rings, the game ENDS.



## **Kickball Rules**

Kickball is played with a rubber ball on a field with 4 bases arranged on the corners of a diamond-shaped "infield". The rules and player positions for kickball are closely related to those of baseball/softball. There is an "infield" and an "outfield". The infield contains the positions that involve the bases, while the outfield is mainly designated to catching or retrieving the ball when it is kicked out of the infield.

Actual playing positions vary depending on the number of children that are actually playing. If there are only a few children playing, the positions are usually spread out. If there are a good number of players, ideally children position themselves to cover the infield and the remaining students play the outfield.

The pitcher rolls a kickable ball (maximum of four times including foul balls) \*\*(foul ball is kicked outside of the line through the home plate and either first or third base)\*\* towards their catcher, the "kicker" kicks the ball with their foot, then runs to first base, becoming a runner.

A runner is out if any of the following conditions are met:

- \* The ball is caught on the fly from the kick, without hitting the ground first, the kicker is out (a fly out).
- \* In the case of a flyout, any runner already on base who attempts to advance before the ball is caught may themselves be counted out if the ball is returned to the base they were on before the ball was kicked.
- \* A fielding player with the ball touches the base ahead of a runner who is forced to go to that base, because of an advancing runner behind him (a force out).
- \* A fielding player touches the runner directly with the ball while holding it (a tag out).

"NO THROWING THE BALL AT RUNNER".

### **Jump Rope Rules**

- \* Jumping is allowed only on the asphalt or concrete.
- \* Jump ropes are to be used for jumping only – no playing horse or tug of war.
- \* If anyone is abusing the jump rope rules, their rope can be taken by a yard supervisor.



### **Football**

- \* Football is not currently allowed as a recess game
- \* Please do not allow students to bring a football from home or it may be confiscated by a staff member



**Appendices**  
**STUDENT and FAMILY HANDBOOK**  
**2023-2024**

***EPIC Academy***  
**“COLLEGE BOUND”**



**Office Hours: 8:00 AM – 4:30 PM**

**Executive Director**  
**Brenda L. Scholl**

**Principal**  
**Brenda L. Scholl**

**Assistant Principal**  
**Amanda Damm**

**Assistant Principal**  
**Summer Simon**

## Appendix A Staff Roster

Last Name	First Name	Position	E-mail
Crew	Melissa	Transitional Kindergarten	<a href="mailto:mcrew@riacademies.net">mcrew@riacademies.net</a>
Morton	Tara	Kindergarten	<a href="mailto:tmorton@riacademies.net">tmorton@riacademies.net</a>
Soto	Raquel	Kindergarten	<a href="mailto:rsoto@riacademies.net">rsoto@riacademies.net</a>
Craddock	Mercedes	Kindergarten	<a href="mailto:mcraddock@riacademies.net">mcraddock@riacademies.net</a>
Williams	Cierra	First	<a href="mailto:cwilliams@riacademies.net">cwilliams@riacademies.net</a>
Elias	Nicole	First	<a href="mailto:nelias@riacademies.net">nelias@riacademies.net</a>
Moore	Madison	First	<a href="mailto:mmoore@riacademies.net">mmoore@riacademies.net</a>
Adams	Maddie	Second	<a href="mailto:madams@riacademies.net">madams@riacademies.net</a>
Arias	Nellie	Second	<a href="mailto:narias@riacademies.net">narias@riacademies.net</a>
Soto	Nathalie	Second	<a href="mailto:nsoto@riacademies.net">nsoto@riacademies.net</a>
Fisher	Carly	Second	<a href="mailto:cfisher@riacademies.net">cfisher@riacademies.net</a>
Heisler	Sydney	Third	<a href="mailto:sheisler@riacademies.net">sheisler@riacademies.net</a>
Kruenegel	Chelsey	Third	<a href="mailto:ckruenegel@riacademies.net">ckruenegel@riacademies.net</a>
Gomes	Devon	Third	<a href="mailto:dgomez@riacademies.net">dgomez@riacademies.net</a>
Mando	Macie	Third	<a href="mailto:mmando@riacademies.net">mmando@riacademies.net</a>
Locke	Katelynn	Fourth	<a href="mailto:klocke@riacademies.net">klocke@riacademies.net</a>
Galicia	Breanna	Fourth	
Lopez	McKenzie	Fourth	<a href="mailto:mlopez@riacademies.net">mlopez@riacademies.net</a>
Lara	Davina	Fifth	<a href="mailto:dlara@riacademies.net">dlara@riacademies.net</a>
Melchor	Jasmine	Fifth	<a href="mailto:jmelchor@riacademies.net">jmelchor@riacademies.net</a>
Usis	Christine	Fifth	<a href="mailto:cusis@riacademies.net">cusis@riacademies.net</a>
Legasa	Sarah	Sixth	<a href="mailto:skuczma@riacademies.net">skuczma@riacademies.net</a>
Laudenslayer	Jacob	Sixth	<a href="mailto:jlaudenslayer@riacademies.net">jlaudenslayer@riacademies.net</a>
Von Reisen	Julie	Sixth	
Brink	Michaela	Sixth	<a href="mailto:mpangburn@riacademies.net">mpangburn@riacademies.net</a>
Bhargava	Aroma	Seventh	<a href="mailto:abhargava@riacademies.net">abhargava@riacademies.net</a>
Munoz	Crystal	Seventh	<a href="mailto:cmunoz@riacademies.net">cmunoz@riacademies.net</a>

Hardenbrook	Nick	Seventh/Eighth	<a href="mailto:nhardenbrook@riacademies.net">nhardenbrook@riacademies.net</a>
DeFreitas	Hailey	Seventh/Eight	<a href="mailto:hdefreitas@riacademies.net">hdefreitas@riacademies.net</a>
Calkins	Colin	Eighth	<a href="mailto:ccalkins@riacademies.net">ccalkins@riacademies.net</a>
Kleiner	Jeff	Eighth	<a href="mailto:clkeiner@riacademies.net">clkeiner@riacademies.net</a>
Fiorio	Phillip	Music	<a href="mailto:pfiorio@riacademies.net">pfiorio@riacademies.net</a>
Martinez	Cecilia	Speech	<a href="mailto:cmartinez@riacademies.net">cmartinez@riacademies.net</a>
Beckwith	Julianna	Education Specialist	<a href="mailto:jbeckwith@riacademies.net">jbeckwith@riacademies.net</a>
Scholl	Brenda	Executive Director/Principal	<a href="mailto:bscholl@riacademies.net">bscholl@riacademies.net</a>
Crippen	Michelle	Assistant Director of Academic Programs	<a href="mailto:mcrippen@riacademies.net">mcrippen@riacademies.net</a>
Damm	Amanda	Assistant Principal	<a href="mailto:adammm@riacademies.net">adammm@riacademies.net</a>
Simon	Summer	Assistant Principal	<a href="mailto:ssimon@riacademies.net">ssimon@riacademies.net</a>
Condit	Kristen	Assistant Director of Human Resources and Compliance	<a href="mailto:kwcondit@riacademies.net">kwcondit@riacademies.net</a>
Kreiger	Jessica	Compliance Coordinator	<a href="mailto:jkreiger@riacademies.net">jkreiger@riacademies.net</a>
Donaldson	Dawn	Business and Operations Manager	<a href="mailto:ddonaldson@riacademies.net">ddonaldson@riacademies.net</a>
Lopez	Andy	IT/Data Support Specialist	<a href="mailto:andlopez@riacademies.net">andlopez@riacademies.net</a>
Machado	Anthony	IT Tech	<a href="mailto:amachado@riacademies.net">amachado@riacademies.net</a>
Alvarado	Angela	Office Technician	<a href="mailto:Aalvarado@riacademies.net">Aalvarado@riacademies.net</a>
Avila	Raquel	Office Technician	<a href="mailto:ravila@riacademies.net">ravila@riacademies.net</a>
Muro	Georgina	Office Technician	<a href="mailto:gmuro@riacademies.net">gmuro@riacademies.net</a>
Simpson	Tammy	Office Technician	<a href="mailto:tsimpson@riacademies.net">tsimpson@riacademies.net</a>
Isler	Amy	Nurse	<a href="mailto:aisler@riacademies.net">aisler@riacademies.net</a>
Kovacs	Michelle	Librarian	<a href="mailto:mkovacs@riacademies.net">mkovacs@riacademies.net</a>

# Appendix B Bell Schedule

<b>EPIC Academy Bell Schedule 2023- 2024</b>	
<b>Regular Schedule</b>	
<b>Transitional Kindergarten</b>	
8:00-9:30 (AM)	Class
9:30-9:45	Snack
9:45-11:20 (AM)	Class
11:20 (AM and PM)	Lunch
12:00-1:30 (PM)	Class
1:30-1:45	Snack
1:45-3:20 (PM)	Class
<b>Kindergarten</b>	
8:20 - 9:45	Class
9:45 - 10:00	Recess
10:00 - 11:10	Class
11:10 - 11:50	Lunch
11:50- 12:40	Class
12:40-12:50	Recess
12:50 - 1:45	Class
1:45-2:00	Recess
2:00-2:50	Class
<b>Grade 1</b>	
8:20 - 9:30	Class
9:30 - 9:45	Recess
9:45 - 11:10	Class
11:10 - 11:50	Lunch
11:50- 1:25	Class
1:25- 1:40	Recess
1:40 - 2:50	Class
<b>Grade 2</b>	
8:20 - 9:50	Class
9:50-10:05	Recess
10:05-11:35	Class
11:35-12:15	Lunch
12:15-1:45	Class
1:45-2:00	Recess
2:00-2:50	Class
<b>Grade 3</b>	
8:20 - 9:50	Class
9:50-10:05	Recess
10:05-11:35	Class
11:35-12:15	Lunch
12:15-1:45	Class
1:45-2:00	Recess
2:00-2:50	Class
<b>Grade 4</b>	
8:20 - 10:10	Class
10:10-10:25	Recess
10:25-12:00	Class
12:00-12:40	Lunch
12:40-2:05	Class
2:05-2:15	Recess
2:15-3:00	Class
<b>Grade 5</b>	
8:20 - 10:10	Class
10:10-10:25	Recess
10:25-12:00	Class
12:00-12:40	Lunch
12:40-2:05	Class
2:05-2:15	Recess
2:15-3:00	Class
<b>Grade 6/7/8</b>	
8:20 - 9:30	Class
9:30 - 10:30	Class
10:30 - 10:45	Recess
10:45 - 11:45	Class
11:45 - 12:45	Class
12:45 - 1:05/ 1:05-1:25	6/7/8 Cafe/Recess
1:25 - 2:10	Class
2:10-2:12	Passing Period
2:12-3:00	Class
<b>Minimum Day Schedule</b>	
<b>Transitional Kindergarten</b>	
<i>Please follow regular day schedule</i>	
<b>Kindergarten</b>	
8:20 - 9:45	Class
9:45 - 10:00	Recess
10:00 - 10:55	Class
10:55 - 11:15	Recess
11:15 - 12:00	Class
<b>Grade 1</b>	
8:20 - 9:30	Class
9:30 - 9:43	Recess
9:43 - 10:55	Class
10:55 - 11:15	Recess
11:15 - 12:00	Class
<b>Grade 2</b>	
8:20 - 9:30	Class
9:30 - 9:43	Recess
9:43 - 10:55	Class
10:55 - 11:15	Recess
11:15 - 12:00	Class
<b>Grade 3</b>	
8:20 - 9:50	Class
9:50 - 10:05	Recess
10:05 - 12:00	Class
<b>Grade 4</b>	
8:20 - 9:50	Class
9:50 - 10:05	Recess
10:05 - 12:10	Class
<b>Grade 5</b>	
8:20 - 9:50	Class
9:50 - 10:05	Recess
10:05 - 12:10	Class
<b>Grade 6/7/8</b>	
8:20 - 10:10	Class
10:10 - 10:25	Recess
10:25 - 12:10	Class
<b>Friday Schedule</b>	
<b>Grade 6/7/8</b>	
8:20 - 8:45	Class
8:45 - 9:35	Class
9:35 - 10:30	Class
10:30 - 10:45	Recess
10:45 - 11:45	Class
11:45 - 12:45	Class
12:45 - 1:25	Lunch
1:25 - 2:15	Character Counts/Class
2:15-2:17	Passing Period
2:17-3:00	Class



## Appendix C Uniform Policy

### Uniforms



EPIC Academy is a school of **choice** and requires that all students must comply with the school's uniform policy. Students who are not in uniform may be excluded from recess and parents will be notified. The staff does not want to spend time monitoring uniforms.

### Monday - Thursday

- Approved pullover jackets and sweatshirts through French Toast are only permitted, except on Friday
- Jackets with writing over 2 inches example, Abercrombie, Old Navy, Nike are not allowed
- Uniform colors consist of Light Blue, Gray, and White ONLY. Black bottoms and jackets are approved. Please consult the EPIC Academy website for details.
- All approved polos and shirts must have an approved EPIC school logo
- All uniforms (including shoes, sock, shoelaces, hats, and jackets) are to be school colors, clean, maintained, and appropriately sized. Uniforms are required Monday-Thursday
- Leggings must be in school color and worn under a uniform skirt. Leggings are not approved uniform pants.
- Uniforms must be purchased through a school-approved vendor, and the specific clothing must be school approved as well
- If a student is not in uniform, loaner may be given for the student to wear for the day
- If an item of clothing, hair, or accessory becomes a safety issue or a distraction from learning, the student may be asked to remove the article or substitute with something more appropriate
- All shorts, skirts, dresses, and pants may not sag and need to be an appropriate size so as to not expose a student's undergarments.
- Appropriate PE attire should be worn- attire that students may easily conduct any physical activity
- Crocs are allowed to be worn, however, they must be in solid school colors (white, blue, or black) and must be worn with the strap over the heel (sport mode). Jibbets are not allowed.
- Administration reserves the right to determine which clothing is inappropriate and update the dress code as needed at any time
- Rolling backpacks are NOT allowed without medical documentation
- Please put your child's name on backpacks, coats, sweaters, etc...

### School Spirit Day - Friday



Fridays will be the day EPIC Academy shows their school spirit.

On Friday students may wear:

- 1) Uniform
- 2) Spirit wear T-Shirt and EPIC Academy sweatshirts



- 3) College shirts and College sweatshirts
- 4) Jeans at the waist, no distressed jeans. Acceptable jean colors are: blue, white, black, and gray.
- 5) Pullover hoodie EPIC Academy/College sweatshirts are only allowed on Fridays – **No other pull-over hoodies are allowed**
- 6) Shorts must be of the longer length, similar to the length of the uniform shorts
- 7) Shoes must have a heel strap and be appropriate for a daily school activity. Shoe color is optional as long as it does not distract from the educational environment.

Note: No logos, Nike, Abercrombie, etc. larger than 2 inches.

*The administration reserves the right to update the dress code as needed at any time.*

## **Appendix D**

### **Site Specific Procedures**

#### **School Office**



The school office is open Monday through Friday, 8:00 AM to 4:30 PM.

#### **Shark Splash**



The Shark Splash is a digital newsletter and is one of the most important tools of communication between school and home. Our newsletter is sent home every month and includes general information of importance to our school as well as a calendar of upcoming events. The newsletter is also posted on our website ([www.riacademies.net](http://www.riacademies.net)) and the RiAcademies App (available on your phone's app store).

#### **School Colors and Mascot**



Our school colors are Light Blue, Gray, and White. The school mascot is the Sharks!

#### **Parent Booster Club**



Our Parent Booster Club sponsors many worthwhile activities throughout the year. We will be sending additional information to gather parents that are interested.

## Student Volunteers



High school and college students are encouraged to volunteer at EPIC. Students can volunteer for community service hours in many different ways. Please contact the school office for areas of need. When volunteering, please remember to follow school dress codes and cell phone policies. All students must be approved by the administration prior to volunteering.

## Lost and Found



Lost and found items are kept in the Harbor Cafe. Intermittent announcements are made throughout the trimester for lost and found "student pick up." We will make announcements to remind students and families to look through the lost and found items. At the end of the school year, any unclaimed items will be donated to charity.

## Library Books



All children are encouraged to check out and take home books from the EPIC Academy Library. We ask for your cooperation in seeing that your child takes care of these books and returns them by the due date.

1. Remind your child to have clean hands when reading books, to use a bookmark, and to turn the page from the upper right-hand corner.
2. Send damaged books to the school for repair. **Please do not mend library books at home.**
3. Help your child find a safe place for his/her library book that is out of reach of pets or younger siblings. Keep books away from all food and beverages.
4. **Remind your child to return books on time.** If books are not brought back the following week, your child will not be able to check out a book until all checked out books are returned or renewed.
5. In order to **renew a book**, your child **MUST** bring the book to the library to renew. Books will not be renewed if they are not in your child's possession on their library day.
6. **If books are damaged (beyond repair) or lost, you will be asked to pay for the book.** Books are expensive and with our newer collection, lost books will cost more to replace.
7. If a book is not returned or renewed after **two weeks**, your child will receive an **OVERDUE NOTIFICATION LETTER**. After the 4<sup>th</sup> week of a book not being returned or renewed, your child will receive a **BILL AND FINE** and will be asked to pay for the book replacement. **We do not accept books that are bought from an outside source.**
8. All bills must be settled by the last day of school in order to receive a Report Card.

## Breakfast



EPIC Academy will be providing breakfast for students beginning at 8:00am - 8:15 am, Monday-Friday from Banta Food Services.

## Accelerated Reader 1<sup>st</sup> – 5<sup>th</sup> Grade



Accelerated Reader is a program designed to motivate students to read while allowing them to move at their own pace and level of ability. Students read books from a list of 150,000 Accelerated Reader titles and take a computerized test to check their comprehension. Incentives are based on points and students are recognized for reaching different levels of achievement in the program.

Students who reach their trimester goal are able to participate in an AR Party and are awarded a brag tag for their accomplishments.

## Awards



Awards are given to students each trimester at Trimester Awards Assemblies. There are a variety of awards that can be earned by students:

- PRIDE Awards are determined by the classroom teacher and are given to students for citizenship, academics, improvement, etc.
- Honor Roll Awards are presented to students in grades 3<sup>rd</sup>-8<sup>th</sup>:
  - Bronze Honor Roll 3.0-3.5 GPA
  - Silver Honor Roll 3.6-3.9 GPA
  - Gold Honor Roll 4.0 GPA
- Students participating in a modified curriculum program may receive no higher than a Bronze Honor Roll
- Attendance Awards - To be determined
- Academic Team Awards are given to students who participated in EPIC Academic Competitions including; Pentathlon, Science Olympiad, Math Tournament, Spelling Bee
- Sports Awards- Given to players of afterschool sports programs
- State Testing- Awards are given out each year for perfect scores on state testing
- Brag Tags are earned for a variety of things, i.e. Playing on a team, participating in school events, classroom activities, etc.
- Pins are presented to students for Pride Awards and Cumulative Awards. Pins may be saved and worn on graduation gowns during the 8<sup>th</sup> Grade Promotion Ceremony.

## Technology



Students must charge their device before coming to school every day.

Responsible Use Agreements to be signed at the start of each school year:

*I understand that the use of this electronic information resource is for educational purposes. I recognize EPIC Academy has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that EPIC Academy has taken steps to filter and monitor student access while on the EPIC Academy network, it is impossible to filter all controversial materials. I further recognize that if my child does not abide by the terms and conditions of appropriate use that consequences will be instituted.*

*The parent/guardian shall agree to not hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by users. **When a chromebook leaves EPIC Academy, the chromebook is filtered using a third-party program called GoGuardian. Parents must understand that not all content can be filtered, and some content deemed inappropriate may come through while not on campus.** This then becomes the responsibility of the parent/guardian to monitor the internet usage.*

*I realize that by signing on the signature line, my child will be using Google Apps for Education and will be given an Educational Google Applications account and that the information being stored by this web tool, as well as others, might not reside on local servers. I grant permission for my child to use web tools and the Internet appropriate for education purposes, and am responsible for the safekeeping of the device, ie: replace lost or damaged devices.*

## Play Equipment Guidelines



### **Play Structures**

Play with SAFETY in mind at all times. Students are always to walk in the playground equipment area. Those running will be removed from the area.

*Tag is not permitted on the play structure.*

### **Parallel Bars:**

- Only one student can swing across the bars at a time
- Students may not sit or stand on top of the bars
- Students on the ground are not to interfere with students on the bars

### **Spinning Sphere:**

- Students must sit down inside the globe when moving.
- Students may not climb on the outside of the spinning sphere.
- Students may not hang outside of the sphere when moving.

### **Slide:**

- Students may only go down the slides seated on their bottom and facing forward
- They may not climb up the slides and may only use the slide one at a time

### **Tetherball Rules:**

- Tetherball is a game for two opposing players
- The two players stand on opposite sides of the pole
- Do not crossover into your components designated area or you are OUT!
- Each player tries to hit the ball one way; one clockwise and one counterclockwise.  
Hitting with the fist or an open hand ONLY!
- The game ends when one player manages to wind the ball all the way around the pole so that it is stopped by the rope
- Winner must switch with another player after winning 2 rounds
- No throwing the ball
- No ropesies or boppies

### Wall-Ball Rules

How to Play:

- 2 players at a time
  - The game begins when one player serves the ball by hitting/throwing the ball against the wall
  - The receiving player must let the ball hit the wall and bounce once before returning it
  - The player can then return the ball by hitting it and reaching the wall in one bounce off the ground
  - Play continues until the ball:
    - Bounces on a line or outside the boundaries
    - Hits the wall without bouncing off the ground
    - Bounces twice before it is returned
  - When a player stops the play, s/he goes to the end of the line and a new player comes into the game
  - The remaining player is the server and begins the next game
  - If you want to play you need to line up on the white outside line. The student closest to the wall is the next player to enter the game
- Variations (for younger students):*
- For lower skilled players, allow them to catch and return the ball

### Four-Square Rules

Play: One player starts the game standing inside the server's square (1) by bouncing the ball once and hitting it into the square. The ball must be hit with both hands at the same time. The ball must bounce only once, in a square before it is returned. A player, who misses the ball or fouls, must move to the end of the waiting line and allow another student to take their place. All other players move up in rotation CLOCKWISE. If there are no students waiting, the person may stay in play. The object of the game is to get another player out and move up to the server's square.

Fouls:

- Hitting the ball more than once prior to its return
- Failing to hit the ball with both hands at the same time
- Failing to hit the ball with open hands
- Catching or blocking the ball
- Bouncing the ball on a line or out of the court
- Failing to return the ball to another square
- Being hit by the ball

Penalty:

A player who commits any foul moves out of the square to the end of the waiting line.

Other Rules:

The first person waiting is the judge and decides on close plays.  
Maximum - 2 games in a row; no exceptions.

### **Basketball Rules**

Everyone playing basketball should be considerate of others. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. No score is kept.

Half-court: Only 10 students, divided evenly, can play at one time. If at any time more than 10 students wish to play basketball, the teams will need to divide and play half-court. If 10 or less are playing, then you may play full court.

You may not say, "You can't play." If you don't wish to play ball with a person who chooses to play, then you must find something else to do, even if he/she was there first. It's not a private court.

Man to Man Defense ONLY

5-second throw-in

Not Permitted:

- Double-teaming
- Zone defense
- Jewelry or open-toe shoes on the court
- Unsportsmanlike conduct
- Taunting
- Throwing elbows
- Fighting
- Swearing
- Arguing with the yard supervisor or teacher on duty
- Pushing

When the bell rings, the game ENDS.

### **Soccer**

Everyone playing soccer should be considerate of others. There will be no foul language, pushing, or shoving. It is to be a friendly, non-competitive game. No score is kept.

Half-field: Only 10 students, divided evenly, can play at one time. If at any time more than 10 students wish to play soccer, the teams will need to divide and play half-field. If 10 or less are playing, then you may play full field.

You may not say, "You can't play." If you don't wish to play soccer with a person who chooses to play, then you must find something else to do, even if he/she was there first. It's not a private field.

Not Permitted:

- Slide Tackling
- Double-teaming
- Jewelry or cleats/open-toe shoes on the field
- Unsportsmanlike conduct
- Taunting
- Throwing elbows
- Fighting
- Swearing
- Arguing with the yard supervisor or teacher on duty
- Pushing

## **Kickball Rules**

Kickball is played with a rubber ball on a field with 4 bases arranged on the corners of a diamond-shaped "infield". The rules and player positions for kickball are closely related to those of baseball/softball. There is an "infield" and an "outfield". The infield contains the positions that involve the bases, while the outfield is mainly designated to catching or retrieving the ball when it is kicked out of the infield.

Actual playing positions vary depending on the number of children that are actually playing. If there are only a few children playing, the positions are usually spread out. If there are a good number of players, ideally children position themselves to cover the infield and the remaining students play the outfield.

The pitcher rolls a kickable ball (maximum of four times including foul balls) \*\*(foul ball is kicked outside of the line through the home plate and either first or third base)\*\* towards their catcher, the "kicker" kicks the ball with their foot, then runs to first base, becoming a runner.

A runner is out if any of the following conditions are met:

- The ball is caught on the fly from the kick, without hitting the ground first, the kicker is out (a fly out)
- In the case of a flyout, any runner already on base who attempts to advance before the ball is caught may themselves be counted out if the ball is returned to the base they were on before the ball was kicked
- A fielding player with the ball touches the base ahead of a runner who is forced to go to that base, because of an advancing runner behind him (a force out)
- A fielding player touches the runner directly with the ball while holding it (a tag out).
- "NO THROWING the BALL AT RUNNER"

## **Jump Rope Rules**

- Jumping is allowed only in designated areas
- Jump ropes are to be used for jumping only – no playing horse or tug of war
- If anyone is abusing the jump rope rules, their rope can be taken by a yard supervisor

*Football is not permitted during recess*

*Tag is not permitted during recess*

## **Dismissal Procedures**



There are a variety of different dismissal locations on campus which include park and pick up gates, drive thru gates and students walking or biking home. Please inform the teacher of any changes to your student's dismissal location. Please note the following:

- Students must be accompanied by an adult in the parking lot
- Crosswalks must be used at all times
- No double parking
- Parking lot can not be used as a drive thru drop off, please use drive thru lane. Guardians may not exit the car in the drive thru lane.
- Students must walk bikes, scooters or skateboards while on campus