

# ***River Islands Academies***

## **“COLLEGE BOUND”**



## **STUDENT and FAMILY HANDBOOK 2022-2023**

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

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

***Download our APP - RIAcademies***

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

**Executive Director  
Brenda L. Scholl**

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### **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**

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### **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 2022-2023**

**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 2022-2023 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. 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. 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.

#### 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. 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.

### **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, oral health, 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 or for over the counter medication without a physician's order. 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, cough drops, or other medication.

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 medication 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 prescription from the doctor with dosing instructions and the medication will only be accepted if it has a proper pharmacy label.

New forms must be completed 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 destroyed.

### **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 first, 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 the coordinator of nursing services 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 earbuds 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 cell phone without permission, their phone will be confiscated until the end of the school day and a parent may be required to pick up the cell phone. *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.

### **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. 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.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be wedged into a bookbag as this may break the screen.
- Do not expose your 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.

### **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.

### **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) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053- 11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material and represented same 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, which includes, but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
  - (1) This section shall apply to pupils in any of grades 9 to 12, inclusive.
- l) Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: 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) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the 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, which 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 section, "hazing" does not include athletic events or school-sanctioned events.
- q) Made terrorist threats against school officials and/or school property, which includes, but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in

excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes, but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

s) Caused, attempted to cause, threaten to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Intentionally harassed, threatened, or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive). Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

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 student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that have or can be reasonably predicted to have the effect of one or more of the following: i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property. ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health. iii. Causing a reasonable student to experience substantial interference with his or her academic performance. iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) "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 devices, 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 Web site including, but not limited to: (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above. (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "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. (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "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. An act of cyber sexual bullying. (a) 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 (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, seminude, 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. (b) 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. 3) Notwithstanding subparagraphs (1) and (2) above, 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.

v) 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, 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 (1)(a)-(b). w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

**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) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid substance or material and represented same 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, which includes, but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes, but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes, but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: 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.

m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

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

o) Engaged in, or attempted to engage in hazing. For the 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, which 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 section, "hazing" does not include athletic events or school-sanctioned events.

p) Made terrorist threats against school officials and/or school property, which includes, but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes, but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

r) Caused, attempted to cause, threaten to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

s) Intentionally harassed, threatened, or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive. t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. 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 student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that have or can be reasonably predicted to have the effect of one or more of the following: i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property. ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health. iii. Causing a reasonable student to experience substantial interference with his or her academic performance. iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School. 2) "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 devices, 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 Web site including, but not limited to: (a) Posting to or creating a burn page. A "burn page" means

an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above. (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "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. (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "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. An act of cyber sexual bullying. (a) 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 (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, seminude, 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. (b) 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. 3) Notwithstanding subparagraphs (1) and (2) above, 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.

u) 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, 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 (3)(a)-(b). v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

**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*

**River Islands Academies****TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY**

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, River Islands Academies (operating the River Islands Technology Academy, STEAM Academy, EPIC Academy, and River Islands Highschool hereinafter collectively "RIA" or "Charter School") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, the Charter School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. RIA school staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom RIA does business, or any other individual, student, or volunteer. This Policy applies to all employees, students, or volunteer actions and relationships, regardless of position or gender. RIA will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if

**River Islands Academies**

warranted. RIA complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this Policy.

**Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (Coordinator):**

Brenda L. Scholl  
Executive Director  
1175 Marina Dr. Lathrop, CA 95330  
209-229-4700  
bscholl@riacademies.net

**Definitions****Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected characteristics listed above.

**Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. § 106.1 *et seq.*) and California state law prohibit discrimination and harassment on the basis of sex. In accordance with these existing laws, discrimination and harassment on the basis of sex in education institutions, including in the education institution's admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by RIA.

RIA is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on

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the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults.
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or the employee's sex.
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.

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- o Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
- o Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

**Prohibited Bullying**

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student <sup>1</sup> or students in fear of harm to that student's or those students' person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
3. Causing a reasonable student to experience a substantial interference with the student's academic performance.
4. Causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by RIA.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

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<sup>1</sup> "Reasonable student" is defined as a student, including, but not limited to, an exceptional needs student, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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**Electronic act** means the creation or transmission originated on or off the schoolsite, 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:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of “bullying,” above.
  - b. Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
3. An act of “Cyber sexual bullying” including, but not limited to:
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student 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 definition of “bullying,” above. A photograph or other visual recording, as described above, 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.
  - b. “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.
4. Notwithstanding the definitions of “bullying” and “electronic act” above, 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.

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**Formal Complaint of Sexual Harassment** means a written document filed and signed by a complainant who is participating in or attempting to participate in RIA's education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that RIA investigate the allegation of sexual harassment.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Bullying and Cyberbullying Prevention Procedures**

RIA has adopted the following procedures for preventing acts of bullying, including cyberbullying.

**1. Cyberbullying Prevention Procedures**

RIA advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

RIA informs Charter School employees, students, and parents/guardians of RIA's practices regarding the use of technology in and out of the classroom. RIA encourages parents/guardians to discuss these practices with their children to ensure their children understand and comply with such practices.

**2. Education**

RIA employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. RIA advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at RIA and encourages students to practice compassion and respect each other.

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Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

RIA's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

RIA informs RIA employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

**3. Professional Development**

RIA annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other RIA employees who have regular interaction with students.

RIA informs certificated employees about the common signs that a student is a target of bullying including:

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

Charter School also informs certificated employees about the groups of students determined by RIA, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth ("LGBTQ") and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

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RIA encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for RIA's students.

**Grievance Procedures****1. Scope of Grievance Procedures**

RIA will comply with its Uniform Complaint Procedures ("UCP") policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person's association with a person or group with one or more of the protected characteristics set forth in the UCP that:

- a. Are written and signed;
- b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to the RIA UCP Compliance Officer not later than six (6) months from the date the alleged unlawful 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.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, RIA will utilize the following grievance procedures in addition to its UCP when applicable.

**2. Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Brenda L. Scholl  
Executive Director

**River Islands Academies**

1175 Marina Dr. Lathrop, CA 95330  
209-229-4700  
bscholl@riacademies.net

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. RIA will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Executive Director (coordinator), Site Administrator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

RIA acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

RIA prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

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**River Islands Academies****3. Supportive Measures**

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to RIA's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or RIA's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. RIA will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of RIA to provide the supportive measures.

**4. Investigation and Response**

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of RIA, the Coordinator (or administrative designee) will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or administrative designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or administrative designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or administrative designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or administrative designee) will not reveal confidential information related to other students or employees.

**River Islands Academies**

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

- Notice of the Allegations
  - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
    - A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
    - A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
    - A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
    - A statement that RIA prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.
- Emergency Removal
  - RIA may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with RIA's policies.
  - RIA may remove a respondent from RIA's education program or activity on an emergency basis, in accordance with RIA's policies, provided that RIA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
  - This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.
- Informal Resolution
  - If a formal complaint of sexual harassment is filed, RIA may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If RIA offers such a process, it will do the following:
    - Provide the parties with advance written notice of:
      - The allegations;
      - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded

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from resuming a formal complaint of sexual harassment arising from the same allegations;

- The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
- Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and
  - Obtain the parties' advance voluntary, written consent to the informal resolution process.
- RIA will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- **Investigation Process**
  - The decision-maker will not be the same person(s) as the Coordinator or the investigator. RIA shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
  - In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
  - The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
  - The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
  - A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
  - Prior to completion of the investigative report, RIA will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.
  - The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.



**River Islands Academies**

- Dismissal of a Formal Complaint of Sexual Harassment
  - If the investigation reveals that the alleged harassment did not occur in RIA's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable RIA policy.
  - RIA may dismiss a formal complaint of sexual harassment if:
    - The complainant provides a written withdrawal of the complaint to the Coordinator;
    - The respondent is no longer employed or enrolled at RIA; or
    - The specific circumstances prevent RIA from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
  - If a formal complaint of sexual harassment or any of the claims therein are dismissed, RIA will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.
- Determination of Responsibility
  - The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
  - Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
  - RIA will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
    - The allegations in the formal complaint of sexual harassment;
    - All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
    - The findings of facts supporting the determination;
    - The conclusions about the application of RIA's code of conduct to the facts;
    - The decision and rationale for each allegation;
    - Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
    - The procedures and permissible bases for appeals.

**5. Consequences**

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from RIA or termination of

**River Islands Academies**

employment. The Coordinator is responsible for effective implementation of any remedies ordered by RIA in response to a formal complaint of sexual harassment.

**6. Right of Appeal**

Should the reporting individual find RIA's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of RIA's decision or resolution, submit a written appeal to the President of the RIA Board, who will review the investigation and render a final decision.

The following appeal rights and procedures will also apply to formal complaints of sexual harassment:

- The complainant and the respondent shall have the same appeal rights and RIA will implement appeal procedures equally for both parties.
- RIA will notify the other party in writing when an appeal is filed.
- The decision-maker for the appeal will give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

**7. Recordkeeping**

All records related to any investigation of complaints under this Policy are maintained in a secure location.

RIA will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

# Board Policy

Student No. 5014

## River Islands Academies

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e., specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

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**I hereby authorize RIA to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.**

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

### **To be completed by the Charter School:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Follow up Meeting with Complainant held on: \_\_\_\_\_

Board Policy

Student No. 5014

River Islands Academies

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING  
COMPLAINT FORM**