

Richmond School

Parent/Student Handbook

2023-2024 School Year



Richmond Elementary School District

700-585 Richmond Rd.

Susanville, CA 96130

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(530) 257-6163 Attendance Line

Richmondelementary.com

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The Richmond School District is governed by a five-person Board of Trustees. The Board meets publicly at 6:00 P.M. in the library on the second Thursday of each month. Agendas are posted in the bulletin board case by the office door. Persons wishing to be on a mailing list to receive agendas should contact the office.

Board of Trustees:

<u>Member</u>	<u>Term Expires</u>
Sadie Albonico	2026
Nicholas McBride	2026
Daniel Bertotti	2024
Tracy Langslet	2024
Adam Runyan	2024

Uniform Complaint Policy

The Board encourages public input and recognizes that concerns and complaints will arise. Richmond maintains uniform complaint policies and procedures.

The public is encouraged to resolve their complaints at the earliest level and time possible, dealing first with any staff members involved. If the problem is not solved, parents can contact the principal. The Board of Trustees is also available to provide assistance, but only after other avenues have been unsuccessful. Copies of the procedures and policies governing complaints, and the accompanying forms, are available in the office. If you need to schedule a conference with the superintendent, please call the office.

Communication is of the utmost importance at Richmond. The Richmond School website will be updated monthly, or as needed when important information is needed to be communicated. Information will provide students, parents, and the community with upcoming events, student achievement, related community and county activities, and general school-wide information.

Teachers will also provide classroom news. In grades 4th – 8th progress reports will be sent home periodically. Information can also be found on the website and the signboard. For students in 4th-8th grades, Schoolwise Gradebook is available. This allows parents to log onto their students’ accounts at any time to view their grades.

Richmondelementary.com, contains information about our school, individual classrooms, homework, and special activities. Please let us know if additional information can be provided on our website.

In an effort to further increase communication, Richmond has implemented an automated system for relaying calls to the entire parent community. This system allows us to relay emergency information such as a school closure, important reminders, and calendar changes.

The **Mission of Richmond School** is to provide in a small school atmosphere

- the highest possible, quality education;
- strong community connections;
- a strong foundation;
- preparation for each educational level in academics, athletics, the arts, technology, citizenship, and enrichment;
- excitement and desire for life long education.

Education is a shared responsibility between the school, the student, and the home.

District Responsibility

The primary responsibility of the District is to maintain policies that support activities and materials that promote learning.

Teacher Responsibility The primary responsibility of the teaching staff is to provide a learning environment in which all students can learn and develop an interest in lifelong learning.

Student Responsibility

The primary responsibility of the student is to learn and to do so in a manner that does not prevent others from learning. The student is responsible for coming to school prepared to learn, for returning notes, completing homework, and being prepared for tests. The responsibility for good behavior and good study skills rests with the student.

Parent Responsibility

The primary responsibility of the parents is to assist their student in being prepared for instruction by making sure their child is well rested, properly fed, and prepared for school. It is the parents' responsibility to provide regular attendance, to establish a time and place for homework, to help students develop a habit of remembering notes, library books, assignments, and homework. It is the responsibility of the parents to stay informed about school.

Homework is a major responsibility for students. Administrative Regulation 6154 provides guidelines for homework at Richmond. A copy can be obtained in the office.

Homework Tips.....

- Stay informed
- Provide a quiet, well-lit place
- Have the materials he/she may need
- Be positive
- Set a time that works for the family
- Reward success
- Set a timer
- If it takes too long, talk to the teacher

All of the teachers at Richmond meet the criteria for Highly Qualified under the Every Student Succeeds Act (ESSA) guidelines.

Management Team

Brian Boyer – Superintendent/Principal
Tim Andersen - Director of Maintenance
Jeanette Goni - Business Manager
Melissa Huffman – School Counselor

Richmond Teachers

Mrs. Linda Lile- Kindergarten
Mrs. Heather Cluck - Grade 1
Mrs. Ida Bruce – Grade 2
Ms. Kelley Phan – Grade 3
Mrs. Kiera Wattenburg - Grade 4
Mrs. Amy Matchniff - Grade 5
Mrs. Jessica Solomon- Grade 6
Mrs. Andrea Prettyman - Grade 7
Mrs. Sarah Loflin- Grade 8

Richmond Classified Staff

- Classroom Aide

Ms. Jordan Sella - Classroom Aide

Mrs. Mandy Cox - Classroom Aide

Mrs. Amanda Jaso - Classroom Aide

Mrs. Lenna Davis – Classroom Aide

Mrs. Amy Shepherd - Secretary

Mrs. Tonia Mallory – Library Clerk

Mrs. Lori Barry - Computer Tech

Mrs. Jennifer Painter - Kitchen

Mr. Richard Riggs–Custodian

Volunteers

Volunteers are a valuable source to Richmond School. Parents and community members are needed to help in the classroom, serve as chaperones, read with students, prepare materials, and other services. If you would like to volunteer, please contact the superintendent or your student's teacher.

Chaperones/ Parent Drivers

Adults are often needed to provide adequate supervision of students involved in school activities such as dances and field trips.

Chaperones must be 21 years of age and approved by the principal. All chaperones will participate in a discussion of their responsibilities prior to the activity.

Parents wishing to volunteer to drive students for school activities MUST fill out Form E 3541.1 and present proof of insurance. Parents are asked to bring in driver certification forms at the beginning of the year, or well in advance of any field trip they may wish to go on. This form is available on our website.

Parent Advisory Committee

The Site Council and the LCAP committee will be combined into the Parent Advisory Committee. This committee will consist of a group of parents, teachers, and other school employees that advise the school board on various aspects of elementary education. We develop goals/objectives for our students and school. The committee will meet approximately once per month. Meetings are open to the public.

RCA

The Richmond Community Association (RCA) is the parent/teacher/community organization for Richmond School.

Information about RCA can be found at richmondelementary.com. It meets monthly to plan activities and fundraisers for the students and the school. Meetings are scheduled for the first Thursday of each month at 2:45 PM in the staff lounge. (Meetings are subject to change.) Watch for reminders on the school website.

RCA's primary goal is to support the students at Richmond. Contributions from the RCA include teacher supplies, student assemblies, student awards and the annual Halloween Carnival.

To be able to assist the staff and students at Richmond, RCA must use fundraisers. Each year RCA conducts two book fairs, an energy raffle, t-shirt and sweatshirt sales and the following on-going fundraisers:

Fundraising

Throughout the year, student groups also sponsor fundraising. Each September a fundraising calendar is adopted by the Board of Trustees in an effort to prevent overlapping. The eighth grade raises funds to support the end of the year activities. The seventh grade hosts an annual dinner with the sixth grade selling dessert. The Richmond yearbook will be available for order throughout the year.

Fingerprinting

All parents who plan on staying overnight with your children on a school sponsored event **MUST** be fingerprinted. Please call the office if you have questions.

Enrollment/Immunizations

An original birth certificate and immunization record must be presented for all students who enroll in school. All California immunization requirements **MUST** be met. Kindergarten students must also provide an Oral Health Assessment.

Students will be required to present documentation of a three dose series of hepatitis B immunizations prior to entering TK/kindergarten. Please refer to the immunization guide at the back of this handbook for more information.

The state of California requires all students entering seventh grade to have a Tdap booster for pertussis.

Interdistrict Transfer Agreement Requests

Parents of all students accepted as interdistrict transfers must complete the interdistrict contract per Administrative Regulation #5117.

Student Records

Student records are available for inspection by their parent or guardian. Arrangements to view records should be made in advance.

All student records are confidential and will be open for inspection in accordance with the law.

Illness/Medication

When a student becomes ill at school, the office will notify his or her parents and arrange for transportation home.

Students must be in school to learn! Please verify all absences. You may leave a message on the attendance line at 257-6163. Emergency medical cards will be maintained on all students and it is very important that the information given is current. Please notify the office as soon as there is a change in the information.

When it is necessary for a student to take medication at school, a signed doctor's note must be on file in the office. The school will not dispense even over-the-counter medication, such as Tylenol or cough drops, without a doctor's note.

Reminder: Please update your student's medical card whenever necessary.

Transportation Arrangements

The office needs to know what after school arrangements are made for your student. Students may not ask others for rides in the parking lot or ask to call home. We ask parent drivers to be supportive of this, as it is a liability concern.

Many of our students share rides or car pool. Please notify the office with whom your child has permission to ride. If these arrangements change, please notify the office.

Arriving Late/Leaving Early.... Students are encouraged to be on time and to stay the entire school day. However, if it is necessary for a student to arrive late or leave early, parents or guardians must come to the office and sign the student in/out.

Independent Study

The state no longer recognizes excused absences for the purpose of funding.

However, parents are still asked to confirm absences and excused and unexcused absences are still tracked.

Independent study contracts are only available for students absent 3 to 15 school days.

When students expect to be away from campus for more than three days, an independent study contract must be arranged. Parents **MUST** notify the office at least two weeks in advance. Work must be turned in and graded for the purposes of attendance, grades, and school funding.

Dress Code

Students should be dressed and groomed in good taste. Clothing should be neat, clean and appropriate. Any clothing that interferes with classroom learning or safety is **NOT** appropriate.

1. Blouses and shirts will cover front, back, and midriff. Underwear will not be visible. No spaghetti straps, razor straps, or tank tops will be worn.
2. Short shorts are prohibited. Shorts, skirts, and dresses must be mid-thigh in length.
3. Pants must be hemmed and worn at the waist. Pants must stay up without a belt and not touch the ground. Sagging pants and/or jeans with large rips/holes above the knee are **NOT** allowed.
4. Shoes will be laced and tied. Flip flops or high heels are not allowed. Sandals **MUST** have a heel strap. Students must be able to participate in recess and P.E.
5. Clothing with off-color references/profanity will not be worn (including alcohol and cigarette ads.) No fish net or spandex will be worn.
6. Hats will be worn as intended, bill forward, and will not be worn inside any building or classroom.

When inappropriate clothing is worn, students will be asked to call home or use clothing, if available, from the office to avoid losing class time.

Calling Home/Using the Office Phone

Don't forget. ... the office will **NOT** call home for homework, books, instruments, uniforms, or permission slips!!!

Arrangements for rides after school or for going home with friends **MUST** be made in advance.

Student Use of Cell Phones

Students may have cell phones at school, however, cell phones will be kept turned off during the school day. Cell phones will be turned into the designated place in the classrooms and should not be kept in the student's backpack or pocket. The teachers will keep the cell phones in a safe and secure place to prevent theft and misuse. Before school, phones should be in the student's backpack or pocket until turned in to the classroom. During after school events or school related events, such as games, dances, and other county-wide events, students carrying cell phones will be expected to use them only as needed to arrange transportation home. Cell phones will not be used to photograph or video students, teachers, or materials. Cell phones used inappropriately will be confiscated. After school, students in grades 5th – 8th, may use their cell phones in the designated area in front of the gym. During after school activities or practices, music

played must be approved and will be provided using the coach or leadership IPad. Student's personal devices will not be used to play music.

Skateboards, Scooters and Bikes

Students are expected to:

- Walk their bikes/skateboards/scooters on school grounds at any time.
- Walk their bikes/skateboards/scooters on sidewalks in front of the school
- Walk their bikes/skateboards/scooters in the crosswalk
- Obey all rules and regulations of the road
- Wear a helmet in accordance with California State law (VC 21212)

Trimester Grading System

Richmond maintains a trimester grading system. All students will receive report cards three times a year; November, March, and June. Parent conferences are held at the first trimester and as needed throughout the school year.

Student Standards

Richmond has adopted content standards in all grade levels for all subject matter. These standards meet or exceed the standards set by the State of California.

Each classroom teacher prepares a yearlong plan outlining how standards will be met. These are posted on the classroom web page and provided to parents at Back-To-School Night.

Graduation Requirements

Per Board Policy 6146.5 a student must earn a total of 36 trimester units in the seventh and eighth grades in order to earn a diploma.

A unit is earned for each trimester of instruction in a subject area that is passed with a D or better grade.

Subject Area	Units Taken	7th	8th
Reading		3	3
English		3	3
Social Studies		3	2
Math		3	3
Science		3	3
P.E.		3	3
US Constitution			<u>1</u>
TOTAL		18	18

The awarding of a diploma will be based strictly on academic achievement and attendance. However, citizenship will be a factor in the student's participation in graduation exercises and activities. In the event a student is unable to participate in graduation-related activities due to poor citizenship, the diploma will be mailed.

Students absent for unexcused reasons for more than 20% of the 7th or 8th grade years may not be eligible for a diploma.

Deficiency Notices

Education Code Section 49067 requires that a parent or guardian be notified when a student is in jeopardy of failing a class. Deficiency notices are sent out mid-trimester for students in grades 4 – 8 who are in danger of receiving a D or an F in one or more subjects.

Student Recognition

Student performance is recognized at each trimester. Students who receive a 4.0 grade point will receive a scholarship pin. Students with a grade point average of 3.5 to 3.99 receive a gold star and those students with grade points between 3.0 to 3.49 will receive a silver star.

Citizenship/Classroom Awards

Each trimester, each classroom will recognize students for citizenship, attendance, classroom performance and student activities.

Breakfast & Seamless Lunch Program

Richmond participates in the Breakfast and Seamless Summer Program. All students can receive meals free of charge. Applications will be given to all students the first week of school and are available in the office at any time.

Offer vs Serve... Five food items from the following food categories will be provided each day: meat/meat alternative; milk; fruits/vegetables; and grains/breads; Students may decline up to two items.

Menus for the coming month will be posted on the website at the end of each month. Those students who bring lunches from home should not bring soft drinks. On field trips sack lunches can be provided by the cafeteria. Students need to request these three days before the event. Students who require special dietary food or accommodations must have this information on file with the school office.

Cafeteria Rules

1. Students will only touch their own food; There is NO sharing.
2. Canned sodas and other soft drinks will NOT be brought from home.
3. Food will NOT be thrown.
4. Students will leave the cafeteria ONLY after being dismissed.
5. Students are expected to clean up after themselves.

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

This document must be signed by a licensed physician or physician's assistant. A copy of this form is available in the office.

The cafeteria menu will be peanut free. Students with sack lunches may bring peanut products. However, students must not share food. Students are expected to clean up the table area and be careful about disposing of garbage.

In the operation of the Richmond National School Lunch Program, no child will be discriminated against because of race, sex, color, national origin, age, or handicap.

Richmond Library

The library is staffed five hours a day. The Follett software system allows staff and students to do title and topic searches from any computer on campus. A library consultant will also be available to provide instruction in search techniques to students in the middle and upper grades.

Technology Program

Richmond students are fortunate to have their own Intel and/or Chromebook devices plus one lab with 32 computers. All classrooms receive instruction and the district has adopted technology standards. Students must meet standards in word processing, use of the internet, database and presentation software.

Lassen County Office of Education

The Lassen County Office of Education supports Richmond Elementary School by providing special services such as testing, speech therapy, and health screening.

Student Support Team

If you have any concerns over your student's progress and believe additional help or enrichment may be needed, please contact your student's classroom teacher. Teachers meet regularly as a Student Support Team to discuss student progress and to make recommendations for special services.

Gifted and Talented Education

The Richmond GATE program provides identified students with exposure to various differentiated curriculum within the regular school curriculum. There are strict guidelines for qualifying for the GATE Program. GATE students in 3rd- 8th grades may attend an after school program. If you believe that your child is GATE and/or want your child tested, please call the office or contact your child's teacher. Incoming 3rd grade students will be tested in the fall based on test scores, parent request, and/or teacher request.

CAASPP Testing

Students in third through eighth grades will be given the CAASPP (California Assessment of Student Performance and Progress) testing in the spring. Test results in the spring of 2023 were mailed to parents of 3rd grade students.

Older students' results are located in their parent portal. If you have any questions regarding the results, please contact us.

Students in 5th and 8th grades were given the science test.

Scholastic Reading Counts

Students will be able read books and take quizzes to check their comprehension. Prior to reading a book, parents can look online to see if there is a quiz. The web address is

<http://src.scholastic.com/bookexpert//default.asp?UID=DE30C72276774C35BA553037CCAAC730&subt=0&Test=NA>

School Wide Discipline

Richmond strives to support a safe and secure learning environment that treats all students and adults with dignity, respect, and high expectations. Behaviors such as those listed under Discipline do not adhere to these expectations. The following section outlines Richmond's Discipline Procedure.

Discipline

1. Students will observe “Hands Off.” There will be no contact sports, no hitting or kicking, no inappropriate touching. Play fighting is not allowed. There will also be no PDA (Public Display of Affection).
2. Students will be supervised at all times. The following areas are off limits to students: between/behind buildings, the culvert, the landscaped areas and parking areas. The apparatus is for grades K – 4 only. Students may not enter a classroom if no adult is present.
3. Students will use the playground and the equipment in a safe and reasonable manner.
4. Students will use appropriate spoken language and body language at all times.
5. Students will be tobacco, drugs, and alcohol free.
6. Dangerous objects or weapons of any kind are not allowed and can result in immediate expulsion.
7. Students will not bring gum or candy to school. Snacks may be eaten only at permitted times.
8. Students will not bring electronic devices, sports equipment, roller blades, skateboards and other personal property without permission from the principal.

Students will respect the rights, privacy, and property of other students.

School wide Rules

1. Be on time and prepared for class.
2. Treat others with respect.
3. Honor the property of others.
4. Stay on task in class; allow the teacher to teach and others to learn.

Consequences

1. Verbal reminder and or Refocus Form
2. Intervention with a conference
3. Contact home by teacher, administrator or designee
4. Parent/teacher/student conference to determine further action that may include restorative justice, detention, suspension or expulsion.

In addition, each classroom has rules and guidelines appropriate to the age level of the students. Consequences begin with a discussion and explanation. They also might include removal from an activity, loss of a school privilege, and completing a Refocus Form.

Detentions

Richmond School uses a school-wide lunch detention system for behavior. When lunchtime detentions are assigned the following applies:

- Detention is served in the Library during lunchtime.
- Students get their lunch and go straight to the Library.
- Miss one detention, serve two detentions.
- 3rd-8th Grade-3 detentions = 1 demerit

Students that have NO detentions all year will be invited to the detention-free BBQ at the end of the year.

Demerits

Richmond uses a school-wide discipline system using demerits. Demerits can lead to a parent conference (which will include the principal, teacher, parent, and student) and a loss of eligibility. A loss of eligibility refers to sporting events, dances, and/or field trips. Rules and consequences are reviewed with the students during the first week of school.

Demerits

1st Demerit*	Parent Contact 10 calendar days of ineligibility, excluding school holidays Parent Conference
2st Demerit*	Parent Contact 10 calendar days of ineligibility, excluding school holidays Parent Conference
3st Demerit*	Parent Contact 10 calendar days of ineligibility. excluding school holidays Parent Conference

***Fighting, destroying property, stealing, bullying/threatening others, and displaying out of control behavior can lead to automatic removal, suspension, and/or expulsion.**

Suspensions

Richmond uses a school-wide discipline system using on and off campus suspensions. Suspensions can only be given by an administrator. Suspensions result in an automatic demerit. An on campus suspension, the student begins a "Structured Day". The structured day is outlined as follows:

Upon entering onto school grounds, the student will report directly to the office to sign in and pick up all materials for the day. The student will remain supervised in the office until the OCS room (library) is available, at which time the student will be escorted to the library. The student will remain in the library the entire day and will not be permitted to leave for any reason. This includes attending recesses with others, breaks around other students, trips back to their classroom, breakfast and lunch, etc. Breakfast and lunch will be brought to the student serving OCS. Bathroom breaks will be only permitted utilizing the facilities in the library.

Shots Required for TK-12 and 7th Grade

Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**
(Usually given at ages 12 months and 4-6 years)

The TK/K-12 school requirements also typically apply to 7th grade students who:

- Previously had a valid [personal beliefs exemption](#) filed before 2016 upon entry between TK/Kindergarten and 6th grade, or
- Are new admissions, including from out-of-state; applies to all grades.

California schools are required to check immunization records for all new student admissions at transitional kindergarten (TK)/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.