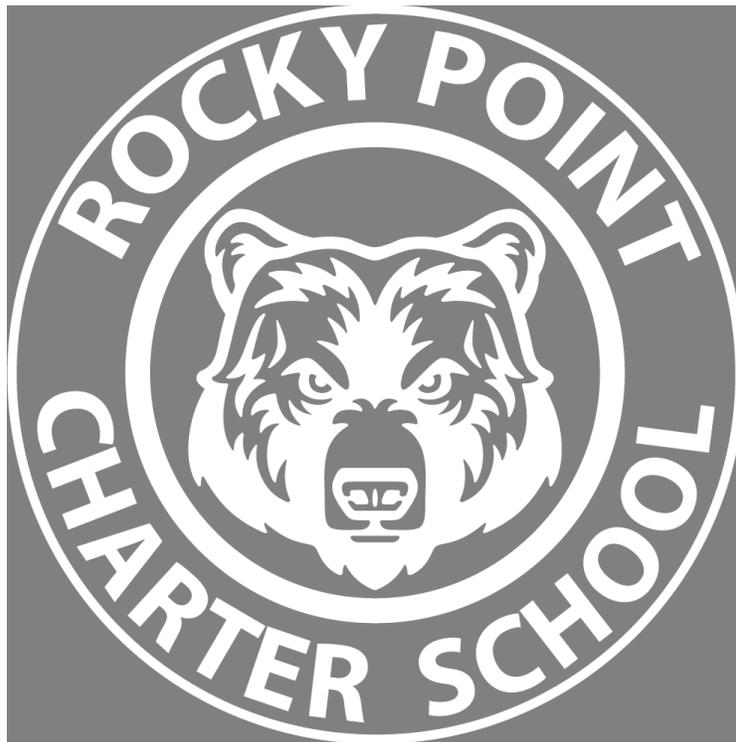


# Student/Parent Handbook

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[www.rockypointcharter.com](http://www.rockypointcharter.com)

“Today We Learn, Tomorrow We Lead”



## Mission

The mission of Rocky Point Charter School (RPCS) is to equip K-8 students with the ability to read, write, speak and calculate with clarity and precision and the ability to participate passionately and ethically in the life of the community. RPCS will encourage students to become self-motivated, lifelong learners by educating the whole child and providing a standards-based, hands-on educational experience emphasizing high expectations, learning by doing, character growth, teamwork and literacy.

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### Charter School:

A charter school is a free public school initiated by teachers, parents, and community members. It is sponsored by a public-school district but is largely independent. Charter schools are generally exempt from most laws that apply to regular public schools, so administrators, faculty, staff and parents have considerable autonomy in designing an educational program, facilities and budget that meet the needs of their students. In exchange for this increased autonomy, charter schools are held much more strictly accountable than most non-charter public schools. We are sponsored by Gateway Unified School District but operate under the guidance of our own school board and administration. Our charter document determines the academic and fiscal accountability and governance of RPCS. The emphasis of our school is based on the experiential learning, hands on approach.

We provide a model that challenges students – even those starting with low skill levels – with high-level tasks and active roles in the classroom. Our instructional practices emphasize student inquiry, critical thinking, and craftsmanship. Students engage in original research and create high-quality academic products to share with outside audiences. Learning expeditions - deep, interdisciplinary investigations of rich academic topics are an integral part of our daily instructional model.

### Student Service Learning Information:

Service Learning is a method of teaching and learning that integrates practical life experience with service to the community. Rather than presenting information to students in the isolated environment of a classroom, students see and experience the practical application of knowledge they have gained. While service learning strives to reinforce classroom academics, it also provides opportunities for character building and personal growth. Working within the community can teach students more about the diverse world in which we live, help them develop compassion and understanding, and provide a sense of civic responsibility.

Students nine years of age and older are expected to volunteer 20 hours of independent service learning per school year to community groups or agencies (outside of school projects). This service learning can include any volunteer activity in our community that results in making a positive impact on others. Primarily, these activities will be outside of the classroom, but initially they may be an extension of a classroom assignment.

### Rights and Responsibilities:

As a student, you have the right to learn in a safe and academically challenging environment. At RPCS, we expect all students to participate in the school community in a way that allows themselves and others to learn the best. We have three main “norms” or rules at the school:

- Be Respectful

Respect others and their property.

Treat all school property: chrome books, iPads, books, desks, etc....with care.

- Be Responsible

Attend school regularly and be on time.

Do your best to complete all school assignments and turn them in on time.

Communicate with your teacher for help when you don't understand a lesson or have a problem.

Follow dress code.

- Be Kind

Be kind to others.

Do not harm anyone including yourself. Do not touch others in an unkind way.

Be a good citizen, play fair and follow the rules.

### Closed Campus

Rocky Point Charter School is a closed campus. This means that students may not leave at any time during the school day without being signed out by a parent or other identified adult indicated on the emergency card. Being a closed campus also means that all visitors must sign in at the office before proceeding onto school grounds. Each family is encouraged to participate in the school program by volunteering 20 hours per school year. When signing in at the office for volunteer time, please list duties, times and wear a badge from the office. Parent volunteers are what make our program great!

### School Hours

The regular school day for grades 1<sup>st</sup> – 8<sup>th</sup> is from 8:00-2:30 T. - Th. Monday's hours are 8:00 – 1:30. The regular school day for Kindergarten is 8:00-1:30 M-Fri. Supervising staff members will be available for early drop off at 7:30 for your convenience. During school hours or when participating in activities, students are to be under the supervision of RPCS staff. This includes before school and after school activities. Students and/or siblings are not permitted to be on school grounds without adult supervision so as to ensure safety. Non-RPCS siblings are to remain under the supervision of their parents at all times

### Safe School Policy – Drop Off and Pickup

If you plan to stay on campus or walk your child to their classroom, please park in the designated parking areas. Parking in the designated parking areas ensures that traffic will continue to flow smoothly and safely in the drive way. Please do not park in the red zone. In order to maintain a safe and orderly learning environment for the students of RPCS, parents are expected to check in at the office and display a RPCS visitors pass whenever on campus. In order to maintain a safe routine for student pick up and drop off, drivers should enter the Rocky Point parking lot from the north driveway and exit through the west driveway. Students should be dropped off at the entrance to the school. Students who arrive late to school or leave before the end of the school day

must register in the office. Only a responsible adult listed on the emergency card may sign their student out of school.

### Attendance

It is the policy of RPCS that students attend school each day and arrive on time. The morning bell rings at 7:55 a.m. for the start of our 8:00 bell ring to begin Morning Stretch, daily announcements and Pledge of Allegiance. If students are not in the gym, ready for Morning Stretch by the 8:00 bell then students are considered tardy.

If you are late for school, please report to the office and get a tardy slip.

### Attendance Policy

It is the policy of RPCS that students attend school each day and arrive on time. Students that attend school regularly benefit from the structure and regularity of the instructional program. Excessive absences and tardies are detrimental to any student's academic progress. There is no adequate way for students to recover missed lessons, class discussion, and expeditions. If absences and/or tardies become excessive, a parent meeting will be held to discuss the problem and to identify potential solutions.

The following are considered to be valid excuses for absences:

- Personal illness or illness in the family.
- Death in the family.
- Appointment with doctor or dentist.
- Religious holidays.

Excused absences should be called in to the school office phone (225-0456) on or before 8:30 a.m. on the morning of the day the student is to be absent. Calls will only be accepted from parents/guardians or designated caregivers.

### Student Medication Procedures

Students sometimes may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the district has received written statements from the student's physician and parent/guardian as required by law, designated personnel shall assist the student in taking the medication.

Some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. Parents/guardians who are aware of this foreseeable need may ask the district to provide such injections in accordance with administrative regulations.

School staff who may be required to administer anaphylactic injections shall receive training from qualified medical personnel. They will be authorized to administer an Epi-

Pen injection within the legal provisions of law and afforded appropriate liability protection.

Before a designated employee administers any prescribed or non-prescribed medication, (i.e., over-the-counter cough drops, Tylenol, aspirin, etc.) to any student during school hours, the district shall have received:

1. A written statement from the student's physician detailing the method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. (Education Code 49423)

Parents/guardians will secure from the physician a prescription for the medication to be kept at school. Prescriptions shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medications must be delivered to the school by the parent/guardian.

All medications shall be kept in a locked drawer or cabinet.

1. The parent/guardian of a student on a continuing medication regimen from a non-episodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage and the name of the student's physician. (Education Code 49480)
2. With the parent/guardian's consent, the school nurse may communicate with the student's physician regarding the medication and its effects. The school nurse may also counsel school personnel regarding the possible effects of the drug on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose. (Education Code 49480)

If a student becomes ill or has an accident at school, efforts will be made to contact the parents, guardians, or the emergency number listed on your emergency form.

#### Independent Study

Families are encouraged to request an independent study when a student is planning to be away from school for more than a day on a family trip, extended illness or other absence. Parents need to make arrangements with the office for the independent study. Please contact the office at least 1 day (24 hours) in advance of the planned absence for each day the student will be gone (i.e. two-day absence needs a two-day prior notice).

The independent study must be returned by the date indicated on the contract for your child to receive credit for the work.

### Homework Policy

Quality homework is designed to reinforce classroom lessons and is much more effective than large amounts of practice work. Quality homework will enhance a rigorous academic program. New concepts will not be introduced in assigned homework.

Students will be assigned approximately 10 minutes of homework four nights a week in kindergarten/first grade and an additional 10 minutes per grade level thereafter (e.g., second grade 20 minutes) not to exceed an hour of homework at the jr. high level. Rocky Point recognizes the importance of family time; therefore, regular homework assignments will be assigned on a weekly basis so that individual families may plan accordingly.

### Adventure Challenge / PE Program

All students will receive minimum physical education instruction every 10 school days (E.C. Sec 51222 and 51210). All middle school students will be required to participate in P.E. and engage in the activity being offered. Students may be excused from P.E up to 3 times per 9 trimesters for illness or injury with a written note from home. Students needing additional excused days will require a note from a doctor.

Adventure activities are coordinated on a daily schedule, across all grades from Kindergarten through 8<sup>th</sup> grade. They become progressively more challenging, building upon the previous years' experiences. In addition, activities are consistent by grade level. The adventure program is an important part of our curriculum. Through adventure, our students reach personal goals, build confidence, learn how to work as a team, and become more flexible learners and leaders.

### Field Studies/Field Trips

As part of our rigorous curriculum, Rocky Point Charter School extends on what is being taught in the classroom to reaching out in the community for a more extended lesson with a hands-on approach. Students go on studies that relate to what is being taught in the classroom.

For field studies, teachers will send home a specific permission slip for each field study that is organized. All students are required to turn in a permission slip signed by a parent or guardian prior days before the field study. No student will be allowed to go on a field study without a signed permission slip. Only students who are in good standing with the school in their conduct will be allowed to go on field studies. Parents who want to drive additional students for field studies must turn in the necessary driver's application, finger print clearance and associated paperwork to be approved prior to driving for a field study. If you are not on the pre-approved drivers list you will not be

able to drive other students for the event. Parents who are driving and/or chaperoning please remember that you are liaisons of RPCS. As such, alcohol, tobacco, foul language, and crude humor / music is unacceptable. Volunteers who participate in these activities will be removed from the field study and asked not to volunteer. When you volunteer for these experiences student safety should be your priority.

### Dress Code

Student dress should not be a distraction to the educational program and school-sponsored events. Listed below are basic guidelines to help students dress appropriately for their school setting. Students dressed inappropriately will be required to change into more appropriate attire and immediately return to class.

- All clothing should be clean, neat and free from tears and holes.
- Shoes need to be worn at all times while on campus. Shoes need to be comfortable, protective and safe enough for students to participate in adventure challenge and outside activities. Open toe shoes are acceptable if there is a back strap to keep the shoes safely on the feet. Flip flops are not acceptable.
- Shorts and skirts shall be of appropriate length and not designed for swimming, jogging, sunbathing, exercise or other recreational activities. An appropriate length has an inseam length that provides modesty while seated or participating in any activity.
- Tops and shirts shall have shoulder straps and cover the mid-section, back and sides of the body. No spaghetti straps, halter tops or tube tops. A tank top may only be worn if the straps completely cover all under garments through a full range of motion (straps usually need to be at least 2 inches wide) and it is form fitting around the arm. All tops must overlap pants or shorts at the bottom. Shirts, hats and other clothing shall not have profane slogans or advertising of illegal substances, refer to beer, tobacco, alcohol, violence, sex, or have double meanings.
- Under-garments shall not be worn as outer-garments or be visible. Pajamas or sleep wear may not be worn to school.
- Hats and head coverings shall be worn forward, may not be altered and may not be worn in buildings.
- Pants or shorts may not sag. All pants, shorts, skirts, etc. must be worn at the waist and overlap with the top. We ask your cooperation to ensure that all clothing be of an appropriate size and style for in-class wear.
- No pant or wallet chains
- Students wearing distracting decorations on the face or hair will be instructed to remove them.

Due to the rapid changes in styles, it may become necessary at the judgment of the staff to modify the dress code and personal property code in order to promote safety and to

eliminate any distractions to the educational process. All changes or additions will be addressed with individuals or through school-wide announcements.

Students wearing inappropriate attire will be provided with a cover-up or the possibility of parents being asked to bring a change of clothing.

#### Computer/Chromebook/iPad

Computers, Chromebooks and iPads are intended for use at school each day. Students and staff are expected to understand and practice ethical use of RPCS technology resources. Individuals who violate use will not be allowed to use the source for a determined period of time.

RPCS has the authority to determine appropriate use and may deny, revoke, or suspend a user based upon its determination of inappropriate use which may include:

- Vandalizing or misuse of equipment that cause physical damages.
- Use of the network connections to access inappropriate material or unsafe files.
- Sharing any personal information about another person without permission.
- Use of technology resources for any non-academic activity including any games, music, etc. not assigned by a staff member.
- Performing any action that is against the law.
- Downloading, copying, or sharing copyrighted materials without the specific written permission of the copyright owner.
- Establishing network connections to live communications which includes text, voice or video unless specifically authorized by a teacher or staff member.

#### Cell Phones

Student may bring cell phones to school if they have completed and returned a Cell Phone Contract (available in the school office) signed annually by the student & parent. Cell phones are NOT to be on in classrooms and may ONLY be used to communicate with parents or guardians before and after school. If it is absolutely necessary to use their phone during any other time they must ask permission to do so. Using cell phones at other times for other reasons will result in loss of privilege of having a cell phone at school.

#### Food Services

A breakfast and lunch program is available for students. Students may bring their own breakfast and/or lunch and eat in the cafeteria.

It is your responsibility to clean up your own area after you have eaten. For safety reasons, students may not bring any glass bottles or containers to school. State law also prohibits caffeinated drinks on the school campus.

### Student Wellness

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity in Rocky Point Charter School students. Significant research indicates a positive relationship between adequate nutrition, physical activity and learning, resulting in academic success.

All employees of the Rocky Point Charter School are encouraged to be a positive healthy lifestyle role model for students by following, at a minimum this Wellness Policy and by modeling good nutrition and fitness for their students.

### Nutrition Education

All students, K – 8, will receive nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors and shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms.

### Nutrition Standards

Healthy food choices (fresh fruits and vegetables, whole grains, low fat dairy products and lean protein) are promoted in school activities involving staff, students and community. All foods and beverages available to students on the school campus during school hours, including food sold or served by the Food Service Department, through vending machines and by student sales, will meet or exceed nutritional standards established by Rocky Point Charter School.

Food sales by school-related groups and the use of vending machines are following Rocky Point Charter School, state and federal guidelines and do not impair student participation in the school's food service program.

Celebration snacks (including birthday treats) must be pre-approved by the classroom teacher. Classroom teachers are aware of the specific dietary needs and allergies of students. All celebration snacks need to be delivered to the front office to reduce the interruption of classroom instruction and the food service program.

### Discipline Philosophy and Procedures

RPCS will maintain a comprehensive set of student discipline policies. The school administration may, pursuant to the school's adopted policies, suspend students who fail to comply with these policies at any time. Students who habitually fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and later dismissed by the school's governing board upon recommendation of the administrator. The policies will conform to applicable federal law regarding students with exceptional needs. Prior to dismissal, students will be

accorded due process unless the student's conduct presents an immediate threat to the health or safety of self or others.

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending on the behavior problem of the student, one or more of the following actions may be taken by the school officials (according to Board policies and State law). The frequency and severity of student behaviors will determine the level of intervention/discipline administered. In all cases, guidelines laid out in Section 48900 of the California Education Code will be followed.

A range of consequences exist and will be determined by the Teacher and/or Director based on the nature and severity of the offense, the age of the student, and the students' previous discipline record:

- Verbal Warning
- Lunch Detention
- Loss of a Privilege
- Counseling
- Conflict Management
- Time Out
- Parent Notified
- Parent Conference
- Work Detail
- Office Referral
- Behavior Contract
- SARB Referral
- In-School Suspension
- Home Suspension
- Expulsion

#### Grounds for Suspension and/or Expulsion

California Ed Code 48900

Students may be suspended or expelled for any of the following acts when it is determined that the pupil:

Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.

Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object 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 Director/Administrator or designee's concurrence.

Unlawfully possessed, used, sold 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.

Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 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 controlled substance, alcoholic beverage or intoxicant.

Committed or attempted to commit robbery or extortion.

Caused or attempted to cause damage to school property or private property.

Stole or attempted to steal school property or private property.

Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets.

Committed an obscene act or engaged in habitual profanity or vulgarity.

Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5

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.

Knowingly received stolen school property or private property.

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.

Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

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.

Made terrorist threats against school officials and/or school property.

Committed sexual harassment.

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Intentionally harassed, threatened or intimidated 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 student rights by creating an intimidating or hostile educational environment.

A pupil may be suspended or expelled for acts which are enumerated in the section and related to school activity or attendance which occur at any time, including but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off campus
- During or while going to or coming from, a school sponsored activity

The above list is not exhaustive and depending upon the offense, a pupil may be suspended or expelled for misconduct not specified above. When appropriate, less punitive alternatives to suspension or expulsion will first be attempted with students.

#### Suspension Information

Depending on the violation and situation, suspensions may be served in school or at home. The school will call the contact numbers you have provided to notify you of either an at-home or in-school suspension. If a child is suspended at home, the parent/guardian will receive a follow-up letter in the mail stating the nature of the violation and the number of days the student is suspended from school. For an in-school suspension, the student will report to school the next day, but the student will remain in the office or a designated classroom for the day.

Upon a student's third suspension in one year, the student may be referred to the Student Study Team. The Student Study Team, made up of the director, the student's teacher, the referring teacher (if applicable), and any outside consultants necessary (school psychologist, etc.) will meet to devise an intervention plan for the student.

Student behavior records will be reviewed semi-annually to determine that school behavior standards are being met. Students failing to meet behavior standards will be referred to the RPCS review committee for appropriate consequences.

#### Expulsion Information

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 Director or designee determines that the Pupil has committed an expellable offense. Please contact the office to request a copy of our Expulsion Procedures.

#### Protocol for Handling Conflicts and Complaints

Parents should first take their concerns to the staff person most directly involved in the conflict. If this does not resolve the conflict, please take the concern to the principal or designee. Parents are encouraged to contact the administration to articulate their concern and move toward a solution. In such cases the procedure will be as follows:

- discussion and identification of concern;
- investigation of concern; and
- within 15 school days the administration shall respond to the parent(s)/guardian(s) regarding the investigation and decision.



