

RINCON VALLEY



CHARTER SCHOOL

Handbook

2019-2020

Purpose Statement

The purpose of Rincon Valley Charter School is to provide an excellent core academic program in a small school setting. We provide a student-centered, project-based learning environment in which technology, fine arts, inquiry, and service learning are the foundational components. We differentiate our instruction to meet the academic needs of all students. We strive to develop a 21st century learner by building relationships, using critical thinking, and engaging curriculum to meet academic standards. To ensure the success of our purpose, we will measure and evaluate our efforts using state, district, and school standards. We are here to inspire students to be self-motivated, competent, lifelong learners, and exemplary citizens with the help and guidance of the entire school community.



Dear Parents and Students,

Welcome to the 2019-2020 school year!

Please take some time to carefully read the entire Rincon Valley Charter School Handbook. The Handbook includes very important information regarding RVCS's policies and procedures, including the Technology Acceptable Use Agreement. You can also use this handbook as your reference guide throughout the year for questions that may arise.

Rincon Valley Charter School strives to create a safe, thriving, positive school culture of achievement and belonging where students learn to hold themselves to high academic and personal standards. We know that through working together as a community we can provide the most supportive and rewarding middle school experience possible for our students and families.

Being familiar with and following the guidelines in the Rincon Valley Charter School Handbook will ensure a safe, positive, and successful year for us all. We're looking forward to a great year!

Warm regards,

Hannah Bates
Principal

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Rincon Valley Charter School

Rincon Valley Union School District, Granting District

The Rincon Valley Union School District (RVUSD) furthered its educational vision in August of 2004 with the establishment of the Rincon Valley Charter School (RVCS), located on the Sequoia Elementary campus. In August of 2013, the district expanded RVCS to a second campus, located on the Matanzas Elementary Campus. The vision of RVCS is to provide an educational program for a small number of students who are interested and committed to participating in a rigorous core academic program, based upon the California state content standards and local key standards. The educational experience includes technology, fine arts, and service-learning to support the intellectual, physical, social, and emotional development of a student of the 21st century. RVCS is currently open to 7th and 8th graders throughout Sonoma County, with admission priority given to students graduating from the RVUSD schools.

Executive Committee

RVCS has an Executive Committee comprising members of the school and district community. Members may include parents of Charter School students, parents of children within the Rincon Valley School District, teachers, and representatives from the community. Board terms are staggered from one to three years. If you are interested in serving on the Executive Committee, please contact Hannah Bates, hbates@rvusd.org. The RVCS Executive Committee meets quarterly at 4:00PM on the RVCS Sequoia or RVCS Matanzas campus. Executive Committee meetings are open to the public, and the parents are encouraged to attend.

Rincon Valley Union School District
1000 Yulupa Avenue, Santa Rosa, CA 95405
Telephone: (707) 542-7375
Fax: (707) 542-9802

District Administration

Superintendent	Tracy Smith	tsmith@rvusd.org
Assist. Supt. Curriculum	Michael Herfurth	mherfurth@rvusd.org
Deputy Supt. Business	Dr. Joe Pandolfo	jpandolfo@rvusd.org
Assistant to the Supt.	Cindy Mendenhall	cmendenhall@rvusd.org

RVUSD Board of Trustees

A Board of Trustees governs RVUSD. Regular meetings of the Board are open to the public and are held at the District Office the first Tuesday of each month at 7:00PM. Minutes and agendas for these meetings are posted at each school. Parents are invited to attend these meetings.

President	Cynthia Evers
Clerk	Jeff Gospe
Trustee	Shelby Moeller
Trustee	Carol Lynn Wood
Trustee	Mike Cook

RVCS Sequoia Faculty and Staff

Principal	Hannah Bates	hbates@rvusd.org
Assistant Principal	Erin Conrad	econrad@rvusd.org
Office Manager	Iris Lovelace	ilovelace@rvusd.org

RVCS Sequoia Teachers

History, Science	Heidi Newton	hnewton@rvusd.org
PE/Health, FLEX	Melanie Teieb	mteieb@rvusd.org
Language Arts, PE, Yearbook	Julie Jaeger	jjjaeger@rvusd.org
Math, Technology	Chris Lister	clister@rvusd.org
History, PE/Health, Tech	Justin Kornfein	jkornfein@rvusd.org
Math, History	Ethan Cosgrove	ecosgrove@rvusd.org
Science	Erin Conrad	econrad@rvusd.org
Language Arts, PE	Kristen Matthiessen	kmatthiessen@rvusd.org
Science	Rachael Mohr	rmohr@rvusd.org
Resource Specialist	Meggan Rains	mrains@rvusd.org
Art	Sarah Friedman	sfriedman@rvusd.org
Band	Ken Gadbury	kgadbury@rvusd.org
Orchestra	Laura Haupt	lhaupt@rvusd.org
Choir	Rebecca Royer	rroyer@rvusd.org

RVCS Matanzas Faculty and Staff

Principal
Assistant Principal
Office Manager

Hannah Bates
Harmony Harvell
Colleen Ramirez

hbates@rvusd.org
hharvell@rvusd.org
cramirez@rvusd.org

RVCS Matanzas Teachers

History
Science, FLEX
Language Arts, Technology
Science, Math,
Language Arts, PE, Drama
Math, History
PE/Health
History, Science
Resource Specialist
Art
Band
Orchestra
Choir

Harmony Gooch
Dina McCarthy
Michael Futch
Melissa Kibler
Samantha Tuor
Tim Hite
Molly Winslow
Erin Stoll
Harriet Buckwalter
Sarah Friedman
Isaac Vandever
Laura Haupt
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lhaupt@rvusd.org
rroyer@rvusd.org

School Office

The school office is a place of business. The RVCS Matanzas office phone number is 308-3600 and the RVCS Sequoia office phone number is 537-8640. The office staff is available to answer questions about school procedures or policies. **To contact a student, please use the office phone, not student cell phones.** Please refrain from attempting to relay messages to students via the office, except in case of emergency. Phones will be answered from 7:30 to 4:00. The answering machine will be available for messages when office personnel are not available.

Lost and Found

Students are responsible for loss or damage to any personal property brought to school or school property that has been issued, such as textbooks, computers, or musical instruments. Unclaimed personal items will be donated to charity at Thanksgiving, Winter, and Spring Break. Items that are lost and/or found should be given to the homeroom teacher. If an item, either personal or school property, is kept it will be considered stolen property.

Attendance

One of the most important factors for school success is regular attendance. It is critical that your child attend school on time every day; we are here to help support you in making sure your child attends school. Also, the California Education Code requires school attendance for minors.

Daily Schedule

The regular school day consists of daily scheduled classes, a break, and lunch. Students must be in class and seated by 8:45 am. Students will be dismissed from their last class of the day at 3:10PM and at 2:10PM on early release days.

Reporting Absences

For convenience, the attendance phone can take calls regarding student absences. The machine is on 24 hours a day, so that parents may leave a message regarding absences at any time. All absences must be verified either by a telephone message or a note. Absences not verified by parent or guardian become unexcused and are subject to school/district action.

Excused Absences

A student receives an excused absence for the following reasons:

- Illness.
- Medical/dental appointment.
- Bereavement for immediate family member or close relative.
- Court subpoena/appearance.

Unexcused Absences (Truancy)

A student who is absent for any reason other than those mentioned above, including family trip/vacation, will receive an unexcused absence. An unexcused absence will result in truancy letters. The Sonoma County District Attorney's office receives copies of all truancy letters and documents truanancies.

Tardy Policy

Arriving to school and classes on time is expected, as it lessens the disruptions to the classroom and the education of other students. Students are responsible for arriving to school on time. If a student is late to school, they must report directly to the office and obtain a tardy slip before going to class. Oversleeping and chronic ride difficulties are not valid excuses for arriving late to school and 3 unexcused tardies of any kind (morning or during the day) will result in an after school detention. During school hours, a warning bell will sound 3 minutes prior to the start of class, and students must be at the door of their classroom when the bell rings, or they will be considered tardy. If a student arrives late from break or lunch, they will be sent to the

office for a tardy slip. Unexcused tardiness is considered truancy and may result in referral the School Attendance Review Board.

School Arrival and Departure

Students may not arrive to school earlier than 8:15 am unless they are in a music program or instructed to do so by a staff member. After school, students are to leave campus immediately. Students who are on campus 30 minutes after the end of the school day will be required to contact their parents or other adult on their emergency card for pick up. Students are to be picked up immediately following any after-school activity. Students are not to remain on campus after school unless given permission from a staff member. Because of supervisory and liability concerns, students are not to return to the school grounds unless under supervision.

RVCS Bell Schedules

RVCS Sequoia Bell Schedule 2019-2020

Monday/Thursday, Tuesday/Friday Bell Schedule - 325 Minutes

8:45 – 8:50	Homeroom (roll)	(5 minutes)
8:50 – 10:25	Period 1 or 4	(95 minutes)
10:25 – 10:40	Break	(15 minutes)
10:40 – 12:15	Period 2 or 5	(95 minutes)
12:15 – 12:50	Boost	(35 minutes)
12:50 – 1:35	Lunch	(45 minutes)
1:35 – 3:10	Period 3 or 6	(95 minutes)

Wednesday Bell Schedule – 280 Minutes

8:45 – 9:15	HR/Assembly	(30 minutes)
9:15 – 9:17	Passing	(2 minutes)
9:17 – 9:57	Period 1	(40 minutes)
9:57 – 9:59	Passing	(2 minutes)
9:59 – 10:39	Period 2	(40 minutes)
10:39 – 10:41	Passing	(2 minutes)
10:41 – 11:21	Period 3	(40 minutes)
11:21 – 12:06	Lunch	(45 minutes)
12:06 – 12:46	Period 4	(40 minutes)
12:46 – 12:48	Passing	(2 minutes)
12:48 – 1:28	Period 5	(40 minutes)
1:28 – 1:30	Passing	(2 minutes)
1:30 – 2:10	Period 6	(40 minutes)

RVCS Matanzas Bell Schedule 2019-2020

Monday/Thursday, Tuesday/Friday Bell Schedule - 325 Minutes

8:45 – 8:50	Homeroom (roll)	(5 minutes)
8:50 – 9:25	Boost	(35 minutes)
9:25 – 11:00	Period 1 or 4	(95 minutes)
11:00 – 11:15	Break	(15 minutes)
11:15 – 12:50	Period 2 or 5	(95 minutes)
12:50 – 1:35	Lunch	(45 minutes)
1:35 – 3:10	Period 3 or 6	(95 minutes)

Wednesday Bell Schedule – 280 Minutes

8:45 – 8:52	Homeroom	(7 minutes)
8:52 – 8:55	Passing	(3 minutes)
8:55 – 9:38	Period 1	(43 minutes)
9:38 – 9:41	Passing	(3 minutes)
9:41 – 10:24	Period 2	(43 minutes)
10:24 – 10:27	Passing	(3 minutes)
10:27 – 11:10	Period 3	(43 minutes)
11:10 – 11:55	Lunch	(45 minutes)
11:55 – 12:38	Period 4	(43 minutes)
12:38 – 12:41	Passing	(3 minutes)
12:41 – 1:24	Period 5	(40 minutes)
1:24 – 1:27	Passing	(3 minutes)
1:27 – 2:10	Period 6	(43 minutes)

Discipline Plan

Behavior Expectations

In the appendix you will find the Griffin Honor Code. The Honor Code is the expectation that RVCS has for the successful student. The Honor Code is a document that covers student behavior and student care and use of technology.

Consequences

A violation of any rule may result in disciplinary action including, but not limited to:

- *Behavior or Academic Detention* – Detention may be assigned as a consequence for behavior or academic problems. Detentions are served for one hour after school. Parents will be notified.
- *Community Service* – Students are assigned a campus clean up or other service activity during lunch.
- *In-School Suspension* – Students will be removed from their regular classroom and placed in an alternative setting for the remainder of the school day. Parents will be notified.
- *Loss of School Privileges* – A student who loses school privileges may be excluded from participating in sports, field trips or other school related activities, including school dances/game nights.
- *Out-of-School Suspension* – A student may be suspended from attending school and school activities for a period of time from one (1) to five (5) school days. Both student and parents are informed (by phone, letter, and/or conference) of the reasons and terms of the suspension.
- *Expulsion* – If all other attempts to modify student behavior are unsuccessful, or a serious violation of the State of California Education Code is committed, the student may be recommended for expulsion from school.
- *Compensatory Payment of Damages* – Students may be asked to reimburse the school for the repair of damages caused by the student or the student's actions, including damages or loss of school owned items (computers, uniforms)
- *Loss of bus privileges* – Students who are issued a bus citation may lose bus privileges for up to a month.

Loss of Privilege List

Students are required to follow the rules of the school and complete their classwork to participate in some school privileges and events. Students may be placed on an LOP List at various times during the year, in which case they will not be able to attend dances, game nights, participate in sports, or other activities.

Reasons students may be placed on the LOP list are:

- Incomplete work in any class that puts the student at risk of receiving an IE in that class, to be determined by their teacher
- Three or more referrals in one trimester
- Incomplete portfolio (third trimester)
- Suspension

If your child is at risk of being placed on the LOP list for incomplete or missing assignments, you will receive a notification letter and your child will be given the opportunity to make up assignments within one week. Students may be removed from the LOP list only when they have completed and turned in satisfactory work, and turned in the letter signed by their parent and their teacher to the office.

Dress Code

The way in which students look and dress can make a difference in how they and others feel. State law prohibits any form of attire that is obscene, offensive, dangerous or disruptive to the instructional program. Proper attire is the responsibility of the student and his/her parent/guardian. The following guidelines help assure a safe, healthy and respectful learning environment for students, staff and parents.

- Hats and hoods may only be worn outside buildings. It is common courtesy to remove hats and hoods when indoors.
- Strapless tops, strapless dresses, and tube tops are not allowed unless worn with another shirt or cardigan on top. Tops must not show cleavage or bare midriff.
- Leggings and yoga pants are allowed as long as the fabric is not see through.
- Shoes must be worn at all times. Closed toes shoes must be worn for all physical education classes.
- Pajamas, slippers and blankets are not allowed, except for specified school spirit days.
- Clothing accessories of any kind that are deemed to have gang affiliation are not allowed. This includes, but is not limited to, bandanas, hairnets, hanging fabric belts, colored shoelaces and shoes, men's tank tops etc.
- Wallet chains/hanging attachments, "dog collar," or safety pins used as adornment are not allowed.
- Any clothing that permits any undergarments to be visible is not allowed, (i.e., clothing not allowed includes, but is not limited to, spaghetti straps, see-through blouses, low-arm tanks, short-shorts, major holes and tears. Undergarments include, but are not limited to, boxers, bra straps, and briefs.)
- All skirts and shorts must be mid thigh in length (past extended fingertips). Holes in pants must be below mid thigh.
- Make-up is allowed as long as it is not a distraction to learning and has been applied at home. Do not bring makeup to school. This includes fragrances, for example, spray perfumes, Axe, and mouthwashes.
- Clothing, binders, backpacks, or other personal items may not have pictures or symbols that include, but are not limited to: Drugs, drug-related paraphernalia, gangs, alcohol, violence, obscene acts, suggestive words or activities, vulgar or sexual pictures, or other offensive visuals.

In accordance with this policy, administration and teachers will make the determination of the appropriateness of the clothing or adornment at school. The administration may ask that an item be removed, request that more appropriate clothing be brought from home, schedule a student-parent conference, or take any necessary disciplinary action if student learning is negatively impacted due to the apparel or appearance of any student.

Curriculum

Course of Study

All students receive year long courses in English, Mathematics, History, Science, and Physical Education/Health. 7th grade students will participate in an enrichment wheel, experiencing three exploratory electives. 8th grade students will also receive a choice of electives that are offered as yearlong or trimester. Students will have the opportunity to participate in choir, yearbook, leadership and spirit commission, journalism, STEM, art club and band.

Student Expectations

The staff at RVCS expects middle school students to:

- Come to class prepared. **Students must always have pencils, pens, lined paper, binder, computer, and textbook(s) when arriving for class.** Repeated failure to bring required materials to school may be cause for disciplinary action.
- Come to school with a fully charged computer every morning.
- Turn in assignments completed and on time. ZAP will be assigned to students who fail to turn in work or turn in assignments incomplete.
- Participate! Be involved in group assignments and discussions. A positive contribution in group assignments and discussions will demonstrate student learning.
- Demonstrate appropriate behavior and etiquette.
- Respect all staff and students.

Field Trips

Throughout the year, RVCS will offer field trips or special activities to support the curriculum. These activities enrich the curriculum, build school spirit, and improve students' social skills and foster positive working relationships between students and staff. Students may be ineligible to attend field trips as a consequence of behavior (see disciplinary rubric).

Homework Policy

RVCS believes that appropriate homework:

- Reinforces and enriches school learning by providing necessary practice and application.
- Develops self-discipline and responsibility.
- Allows teachers to make the best use of instructional time.
- Is assigned to support the curriculum.

Homework may consist of assignments specifically designated as homework, or students may be directed to complete work begun in class. Also, projects may be assigned with the expectation that students will work at school and at home to complete them on time. Students are expected to communicate directly with their teacher regarding any questions on homework in advanced of the due date.

ZAP (Zeros Aren't Permitted)

The staff of RVCS is dedicated to making sure that all students are successful. Homework is an important part of a student's ability to succeed in class. If a student fails to complete their homework (or project) by the indicated due date and turn it in to their teacher in the assigned format, they will be ZAPped. This means they will be required to come to the ZAP room at lunch to complete the assignment in order to turn it in for credit. Students will have one week to attend ZAP at any lunch period they choose, until the assignment is complete. In order to get credit for a late assignment, their ZAP slip must be signed and submitted with the late work. Repeated ZAPs will result in lost privileges and a conference with parents to determine a course of action.

Absences and Missing Work

When a student is absent from school it is the student's responsibility to find out what was missed. Students will be given extra days to finish work with teacher discretion. If a student will be absent for more than 1 day,

the parent/guardian should contact the school office to get an independent study contract. Please give no fewer than 5 days notice of the need for independent study, as multiple teachers must organize the assignments for the contract. Upon returning to school, students must meet with their homeroom teacher to discuss the independent study contract to ensure completion of the work assigned.

Grading System

Each student is graded by the teacher in relation to established State and District standards. Please see information on the district website for detailed information regarding the report card and district grading practices.

Teachers use PowerSchool Learning and/or Illuminate, both web based systems, to post marks for assignment completion:

T-turned in, complete, on time

L-turned in, complete, late

I-turned in, incomplete, on time (teacher may require completion)

IL-turned in, incomplete, late (teacher may require completion)

X-not turned in

E-excused

A-absent when assignment was due (teacher may require completion)

Once assignments are graded, letter grades will appear in PowerSchool Learning or Illuminate. You can see your child's grades in your parent portal. You can also see your child's cumulative grade for each class in their home page on PSL.

Grading Periods and Report Cards

Rincon Valley Charter School has three grading periods. Report cards are mailed home at the end of each trimester. Parents have the opportunity to monitor their child's progress on PowerSchool Learning or Illuminate. Parents who need more frequent updates can email staff as needed. The RVCS report card also includes an attributes grade. These are qualities that help students achieve success. Your child will be evaluated on these attributes every trimester by each of their teachers.

Promotion Criteria

To earn a *Clear Promotion* to 9th grade, students must complete 3 of the following 4 requirements:

- GPA of 2.0 or above.
- Completion of Portfolio in third trimester of 8th grade.
- Completion of Standards Assessments with a score of 70% or better.

Students who do not earn a Clear Promotion may earn a *Provisional Promotion*. These students may be promoted to the 9th grade if they meet the following requirements:

- GPA of 1.0 to 1.99.
- Completion of a portfolio *or* Standards Assessment with a score of 60% or better.

Students who earn a GPA of less than 1.0 may be promoted to high school upon review by the Academic Review Team, consisting of an administrator, teacher, parent/guardian, and student. Exception to the above requirements will be made only for students who have an Individual Education Plan (IEP) that specifically exempts them from the promotion standards.

Student Recognition

Students who show outstanding academic achievement, good attendance, or improvement will be recognized monthly. Trimester recognition activities are available to students who show consistent effort and achievement, as well as good attendance. GRIT tickets are used as an incentive campus-wide, and students can use GRIT tickets to trade for prizes and privileges.

Technology

Chromebook Laptop Computers

Chromebooks and their contents, including student data files, e-mail messages, images and other multimedia content, are the property of Rincon Valley Charter School. Students are expected to care for the Chromebooks according to instructions. Students who have purchased insurance and have agreed to pay a \$50 deductible are permitted to take the Chromebook home; families who chose not to purchase insurance must sign a liability waiver and pay for any loss or damages incurred should their child choose to take their Chromebook home. Chromebooks will be collected at the end of the school year and redistributed in the fall. Students who violate the Technology Acceptable Use Agreement (located in the back of this handbook), may lose computer privileges. RVCS reserves the right to keep laptops on campus for any student for any reason.

Personal Electronics

Cell phones may not be used on campus at any time. Phones must be turned off and stored in backpacks while students are on campus. Phones may be confiscated by school staff for use on campus. Students may use the phone in the office at any time outside of class time, and may also get permission to use their cell phone in the office under supervision. Please refer to the Cell Phone Use Guidelines and Agreement form for more detailed information.

MP3 players, iPods, gaming electronics, and other similar devices are not permitted at school. The school cannot be held responsible for electronic items brought to school.

Confiscated items may be picked up from the school office by adults only.

School Safety

Closed Campus

RVCS is a closed campus. If a student needs to leave school for any reason during the day, he/she MUST be signed out by an authorized adult. Students may be signed out in the RVCS office. Students may NOT leave campus during the day without following this checkout procedure. Cutting school or cutting class may result in detention or loss of privileges. Leaving campus after school, while waiting for a school event, is also not allowed unless the student leaves with a parent or guardian or an adult with written permission.

Emergency Information and Procedures

All students must have an Emergency Information Card on file in the school office. It is the parent or guardian's responsibility to make sure it is always updated with the most current information, i.e. a change of address, phone number, or other contact information.

The staff understands that in an emergency situation, parents or guardian will be concerned about student welfare. However, to ensure the safety of ALL students, the following procedures must be followed:

- Students will be released only to parents or guardian, or someone listed on the Emergency Information Card. Identification may be required when picking up a student.
- Parents or guardian must check in at the School Office or other identified location for information and directions concerning the emergency situation before going on campus.
- Parents or guardians must sign out students when leaving campus, so that staff can accurately account for all students.
- The school will make every effort to notify parents or guardian in the event of an emergency. Sources of information include Rincon Valley's "one call now" system or personal email. Please listen to the radio or television for updated news or for school closures.
- Students should arrange with parents or guardian how and where they can be reached in case of an emergency. It is the parents' or guardians' responsibility to provide students with current contact information.

Clean Campus and Recycling

The appearance of our campus has a great deal to do with RVCS school pride. It is the responsibility of all to keep our campus neat and clean. Recycling used paper, plastic bottles, and aluminum cans is an ongoing service project. Each classroom has receptacles in them to recycle as well as a large recycling can outside. RVCS students need to take care of the campus and protect the environment. Please help by following these guidelines:

- Eat only in the outdoor eating area, or in the MPR during rainy day lunch.
- Place all trash in containers and recycling products in recycling cans.
- Respect and follow the directions of adult supervisors and staff.
- Clean up trash, even if it's not yours.

Bicycles, Skateboards, and In-Line Skates

Students may transport themselves to and from school by bicycle, skateboard, scooters, or other similar items. Students are required to follow California helmet laws. Once the student arrives at school, these items must be put away and not used on campus. Students should lock up bicycles at the bike rack. Skateboards and scooters should be kept in homeroom or the office until the end of the school day. Bicycles, etc. should be walked on and off campus during school hours and school events.

Student Health

Medication

Written permission signed by parents AND physician must be on file in the office for ALL medicine, including over-the-counter products. Medical Permission forms are available in the office. All medicine given at school must be kept in the office and dispensed by the principal, vice principal, office manager, or school nurse. The only exception to this is for asthma inhalers. Students may carry and use the inhaler themselves as long as the appropriate paperwork is in the office.

Food Services

Snack Bar

RVCS has a snack bar that is open during break. A complete nutritious breakfast can be purchased at the snack bar. Students can also purchase a variety of snacks and drinks. Lunch accounts can only be used for breakfast items at the snack bar; other items must be purchased separately.

Cafeteria Lunch

Lunches can be paid for in advance, and a lunch charge account will be set up for students. Students can bring in money to add to their account or add money to their account online. Lunches will be deducted from the balance on a daily basis. When there is no longer a balance in the account, a letter will be sent home as a reminder to send in another payment. Please submit lunch money to the office or to the snack bar clearly labeled with the student's name. Lunches can also be purchased daily. Menus are available on the district website and are posted in the office monthly.

Extra-Curricular Activities and After-School Athletics

Students are encouraged to become involved in a variety of school activities that are offered at RVCS. A student's involvement in the community benefits them socially, physically, emotionally, and intellectually. It is important to remember, however, that these are not part of the core curriculum. Students must maintain good behavior in order to participate in extracurricular activities.

After-School Sports

In order to participate in extracurricular athletics, students must have acceptable Griffin behavior; students with 3 or more referrals in a trimester may not participate in after-school sports that trimester. Student athletes must stay off the LOP list in order to play. Students not in attendance on the day of a game are ineligible to play. Students may NOT try out, participate in practice or play in competitions until a parent permission packet is on file with the Athletic Director and/or the school office. The following sports are scheduled through the school year: Cross Country, Volleyball, Basketball, and Track.

Dances and Special Events

School dances and special events are held throughout the school year. All dances are open to current RVCS students ONLY. Students are to be picked up immediately after the dance. Admission is charged to cover the costs and raise funds for student activities. Students who are ineligible may not attend dances or participate in other special events.

Eligibility for After-School Activities

The following are reasons, but are not limited to, why a student may not be eligible to attend a school dance or special event:

- Absent from school the day of the event, for example, dance or sports activity.
- Currently on the LOP list (see LOP section)
- Owes money for any school-related item.

Student Leadership

Student leadership is an important part of the RVCS program. Student leadership has been designed to facilitate communication between the students, teachers, and administrators. The Leadership Class will plan activities, social events, community service projects, maintain a positive school spirit, a healthy school environment and many other elements of school life.

Appendix

Acceptable Use Agreement

Technology and Telecommunications Resources

In exchange for the use of the Rincon Valley Charter School (RVCS) computer systems, either at school or away from school, the following agreement will apply. **Please read this document carefully.** It becomes a legally binding agreement when signed. The guardian/parent must also sign when the user is under 18 years of age.

Access is a privilege, not a right. Access requires responsibility.

The school computers are to be used for **school-related projects only**, and then only when it is appropriate to do so during class time. The use of the RVCS computer system is a privilege for which all registered users and those who supervise them (students, staff, parents, and community members) accept responsibility. The computer system is intended to provide:

- support for learning
- increased opportunity for communication
- additional resources for general information
- increased opportunities for personal growth

The RVCS computer system is available to all registered users. Therefore, the computer system may not be used in such a way as to disrupt or interfere with its use by others. **The following applies both ON AND OFF CAMPUS.** Inappropriate conduct in the use of the system may include, but is not limited to:

- leaving laptop unattended on school grounds.
- using laptop in any outside space at any time without **specific teacher permission.**
- improper carrying, storing, or otherwise mishandling the laptop.
- cyberbullying
- damage, vandalism, or theft of equipment.
- theft, piracy, or altering of software.
- theft of services.
- use of the system to communicate unlawful information or to transmit computer viruses.
- accessing or communicating information that is pornographic, obscene, sexist, racist, or abusive.
- **using online chat rooms, social networking sites, or “personal web page” services.**
- access or communication of “harmful matter” as defined by California Penal Code 313.
- violation of copyright law and plagiarism of ideas or information (see Copyright section below).
- copying or downloading personal music files to the laptop.
- making purchases on the internet.
- use of the system for anonymous access or communication of information.
- use of the system for commercial purposes or for political campaigning.
- other conduct deemed objectionable by Rincon Valley Charter School.
- any violations of the classroom rules, school and district conduct code, California Education Code, or penal code.

RVCS’s computer system is intended for the exclusive use of its registered users who are responsible for their password and their accounts. Any problems that arise from the use of the account are the responsibility of the account holder. **Any misuse of the account or system will result in disciplinary action and/or the suspension or cancellation of privileges.** Use of the account by someone other than the registered user will be grounds for cancellation and/or may result in disciplinary action.

Internet Use

One of the services available through the RVCS computer system is telecommunication, including the Internet. The Internet, a community of network systems, is not governed by any entity. Being connected to the Internet means that we are connected to millions of other computers and share resources with millions of other people and organizations throughout the world. ***Some material on the Internet is not suitable to the educational purpose of the school, and everyone must understand and accept that access to such material using RVCS computers is strictly forbidden at all times and in all places.***

RVCS believes that the benefits to students of access to its technology systems and the Internet exceed the disadvantages. To this end, RVCS utilizes an Internet filter and computer monitoring software while students are on campus; this system is tied to the student ID login, and stays active when the students is using the computer in other locations. However, students may find ways to access material parents consider inappropriate while using their school computer. ***Therefore, when students are not on the RVCS campus, it is up to parents to monitor their student's online behavior and ensure that this behavior adheres to this agreement.***

Inappropriate Use

The RVCS faculty and administration will determine what is appropriate use of technology resources and their decision is final. RVCS and Rincon Valley Union School District reserve the rights to any materials stored in files, which are generally accessible to others, and will remove any material which the staff believes to be unlawful, obscene, pornographic, abusive, in violation of our Acceptable Uses, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such materials. To help ensure compliance with this provision, students may not clear their web browser history or cookie files. Violations of this agreement will be treated as disciplinary matters. The RVCS staff will refer for disciplinary action any individual who does not comply with its provisions. Specific consequences for inappropriate use will follow the RVCS Griffin Honor Code and Discipline Rubric may include the following:

- detention, suspension, and other standard disciplinary actions.
- loss of internet access for specified periods of time.
- loss of laptop privileges.

Suspension or cancellation of user privileges will be at the discretion of the staff after application of due process.

Internet Filtering

The Children's Internet Protection Action requires that school Internet connections be filtered. The RVCS Internet access is filtered by its Internet service provider, the Sonoma County Office of Education. A B.E.S.S. server running N2H2 software, one of the most effective systems available, accomplishes the filtering. **Internet connections away from the school campus, however, may not be filtered. If the RVCS computer is connected to the Internet when it is off campus, supervision and filtering of that connection is the sole responsibility of the students and the parents.** RVCS is not responsible for access to inappropriate web content (obscene, pornographic, violent, abusive, sexist, or racist) when the computer is connected to the Internet off campus. Parents are urged to supervise student Internet use closely by taking steps such as:

- requiring students to be in the open living areas of the home when accessing the Internet.
- checking the web browser history often.
- subscribing to a home Internet service that includes parental controls.
- restricting Internet use away from home.
- ensuring that the laptop is not allowed in the child's bedroom or other unsupervised area, especially after bedtime.

Rules of Internet Use and Etiquette

Use of the RVCS computer system for telecommunications requires that all users abide by the following rules:

- Be polite. Do not send abusive messages or content to anyone.

- Do not respond to abusive, harassing, or suggestive messages. You must report such messages immediately.
- Use appropriate language. Do not swear, use vulgarities, or express yourself in any other inappropriate language.
- Communication advocating, encouraging or supporting illegal activities is strictly forbidden.
- Respect the privacy of all users. Do not reveal the personal address or phone numbers of yourself or anyone else.
- Nothing on the school-issued laptop is private. School and district staff can read what you type into your computer!
- Respect the originator of e-mail and do not forward e-mail messages or information without permission.
- Keep account passwords confidential.

Safety

The RVCS network and connected information networks are public places. You must always remember that you share this space with many other users who may observe your actions. It is possible that outsiders are aware of all activities taking place while you are on the Internet. When using the Internet and communicating with others, keep in mind you cannot see the other users, so you do not know if they are who they claim to be. Remember to exercise caution. Do not give out your home phone number, your address, or any other personal information to anyone. Do not give out names, addresses, phone numbers, or information about any RVCS community members. If you feel there is a problem, or you are uncomfortable with information someone is giving you, immediately tell your teacher or another school official.

Harassment

You shall not use the resources of the school in a manner that is harassing to others. This includes, but is not limited to, posting images or electronic mail messages or postings of any kind that cause discomfort to others. Displaying images, sounds, or messages on a computer in a public area, which causes discomfort to others in that area is also prohibited. Users shall assume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

Copyright Infringement and Plagiarism

Much of the material available on the Internet is protected by copyright. You shall not access, store, reproduce, distribute, or display any material including graphics, sound clips, music and data CDs, pictures, or text in a manner which violates the copyright of the material. This includes plagiarism or unauthorized copying of electronic documents. Most software is protected by copyright law and contractual restrictions. You shall not use the school Internet system to create, store, transfer, or operate software in a manner that violates the rights of the holder of the copyright to the software.

No Expectation of Privacy

Authorized staff can monitor a student's computer activity at any time and take appropriate disciplinary action for the misuse of the computers. Users should not expect that files stored on school-based computers are ever private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Other Disclaimers

RVCS makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. RVCS will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on RVCS media or computers; nor for the accuracy, nature or quality of information gathered through RVCS Internet access. RVCS will not be responsible for personal property used to access RVCS

computers or networks or the RVCS Internet connection. RVCS will not be responsible for unauthorized financial obligations resulting from student misuse of RVCS-provided Internet access.

Laptop or Case Damage

Damage to the laptop is covered by insurance as long as it is due to “normal wear and tear”, and requires a deductible be paid for each incidence. After two deductibles, the district may limit computer use to prevent additional damage, at the district’s discretion. Damage to the laptop due to negligence and/or intentional mistreatment of the device may not be covered by insurance. Replacement of the case due to damage beyond “normal wear and tear” costs \$30; replacement of the charger due to loss costs \$20.

TECHNOLOGY AND TELECOMMUNICATIONS RESOURCES

The two following sections are for students and their parents.

STUDENT

I have read the Rincon Valley Charter School Acceptable Use Agreement “Technology and Telecommunications Resources” and understand its provisions. I understand the guidelines set in this policy and will abide by them. I understand that use of laptops at RVCS is intended for educational purposes in a manner consistent with the curriculum and goals of the school. I understand that any violations of the above policy may result in disciplinary action, such as loss of Internet access, detention, and/or the revoking of my laptop privilege. I, the student, accept responsibility if I violate any of the above policies and guidelines.

Student (print name) / Signature / Date

PARENT

As the parent or guardian of this student, I have reviewed Rincon Valley Charter School Acceptable Use Agreement “Technology and Telecommunications Resources” with my student and she/he agrees to abide by its provisions. I understand that student use of laptops at RVCS is intended for educational purposes in a manner consistent with the curriculum and goals of the school. I understand that it is impossible for RVCS to prevent access to inappropriate materials when the computer is off campus, and I will not hold the school responsible for materials acquired from the use of the laptop off campus. I accept responsibility for supervision when my student's use is not at a school setting. I agree to report any misuse of the system to the principal. I hereby give my permission for my student to use the laptop available to him/her while attending RVCS.

Parent or Guardian (print name) / Signature / Date

Students who wish to take their assigned laptops home may do so. We strongly recommend the purchase of insurance through the school. The policy covers loss, theft, and damage to the laptop. The insurance premium is \$35 for the full term of enrollment at RVCS Matanzas, and the deductible is \$50 per incident. The insurance premium is not refundable in the instance that your child is not enrolled for the full two years.

To purchase your laptop insurance, simply fill out and sign the form below, attach a check payable to “Rincon Valley Charter School,” and return them to the school office.

RVCS Laptop Insurance Agreement

Student Name: _____

Parent/Guardian Name: _____

_____ **Yes, we wish to purchase laptop insurance for the duration of our child’s enrollment at RVCS.** A check for \$35 made payable to “Rincon Valley Charter School” is attached. We understand that the policy requires a \$50 deductible for **each incidence** of loss, theft, or damage, and we agree to pay the deductible.

Parent or Guardian (print name)

Signature

Date

_____ **No, we do not wish to purchase laptop insurance for the duration of our child’s enrollment at RVCS.** We understand that in choosing not to purchase laptop insurance, we are financially liable for **each incidence** of loss, theft, or damage for the total cost of the repair/replacement in full.

Parent or Guardian (print name)

Signature

Date