

# Rescue Elementary School



2017-2018

## Parent and Student Handbook

3880 Green Valley Road, Rescue CA 95672

(530) 677-2720 / (530) 677-9705 Fax

[www.rescueelementary.org](http://www.rescueelementary.org)

<https://www.facebook.com/RescueElementaryPTC>

**DISTRICT ADMINISTRATION**

2390 Bass Lake Rd., Rescue, CA 95672  
(530) 677-4461

Cheryl Olson .....Superintendent  
.....Assistant Superintendent of Business Services  
Dave Scroggins.....Assistant Superintendent of Curriculum  
.....Director of Human Resources  
Laura Hendrix .....Student Support Services  
Larry Garcia ..... District Information Technology Manager

**BOARD OF TRUSTEES**

Nancy Brownell  
Suzanna George  
Stephanie Kent  
Tagg Neal  
Kim White

**RESCUE SCHOOL**

3880 Green Valley Road  
Rescue, CA 95672  
(530) 677-2720

Dustin Haley – Principal  
Joan Pulling – Secretary  
April Horciza – Student Services Secretary  
– Health Office

## Table of Contents

	<u>Page</u>
Welcome Letter	5
Rescue Core Beliefs	6
A Message to Families	7
General Information	8 - 13
<ul style="list-style-type: none"><li>• Office Hours</li><li>• Bell Schedule</li><li>• Attendance and Absences</li><li>• Tardiness</li><li>• Arrival and Departure Times</li><li>• Articles From Home</li><li>• Change of Address, E-Mail, Telephone or Cell Phone Numbers</li><li>• Emergency Cards</li><li>• Emergency Procedures</li><li>• Early Release &amp; Minimum Day</li><li>• Lost and Found</li><li>• Right of Access to Student Records</li><li>• School Meals</li><li>• Student Medication</li><li>• Emergency Anaphylaxis Treatment Annual Notification to Parents</li><li>• Substitute Teachers</li><li>• Telephone Usage</li><li>• Visiting the School / Classroom Interruptions</li><li>• Yard Duty Supervisors</li></ul>	
Academic Programs	13 - 15
<ul style="list-style-type: none"><li>• Curriculum and Instruction</li><li>• Instructional Materials</li><li>• Assessment Strategies and Testing</li><li>• Grading and Report Cards</li><li>• Homework</li><li>• Field Trips</li><li>• Program Priorities and Budgeting Process</li></ul>	
How to Support Rescue School	16
Drop Off and Pick-Up Procedures	16
<ul style="list-style-type: none"><li>• Bus Procedures</li><li>• Drop Off Procedures</li><li>• Pick-Up Procedures</li></ul>	
Dress Standards	17

Parent Involvement Opportunities	18 - 19
<ul style="list-style-type: none"> <li>• Various District Committees</li> <li>• Intel Volunteer Matching Gifts</li> <li>• Parent / Teacher Committee</li> <li>• School Site Council</li> <li>• GATE Advisory Committee</li> <li>• WATCH D.O.G.S.</li> </ul>	
Home / School Communication	19 - 20
<ul style="list-style-type: none"> <li>• If An Issue Arises Regarding Your Child</li> <li>• Messages for Student During School</li> <li>• Newsletter</li> <li>• Parents Communication with the School</li> <li>• Parental Custody</li> <li>• School Information System</li> </ul>	
School Rules	21 - 22
<ul style="list-style-type: none"> <li>• General Rules</li> <li>• Playground Rules</li> <li>• Lunch Rules</li> <li>• Bicycles / Skateboards</li> <li>• Heelys / Rollerblades</li> <li>• Scooters</li> </ul>	
Nondiscrimination/Harassment	23
Guidelines for Success	24
Behavior Expectations	24 -26
<ul style="list-style-type: none"> <li>• Reinforcement</li> <li>• Discipline</li> <li>• Consequences</li> <li>• Rescue Elementary School Expectations Matrix</li> </ul>	
Student Recognition	27
<ul style="list-style-type: none"> <li>• Student Recognition</li> <li>• Room Parties and Birthdays</li> </ul>	
Uniform Complaint Procedures	28



## RESCUE ELEMENTARY SCHOOL

3880 Green Valley Road • Rescue, CA 95672  
(530) 677-2720 • (FAX (530) 677-9705  
[www.rescueelementary.org](http://www.rescueelementary.org)

Dear Families:

On behalf of the entire staff of Rescue Elementary School, we're delighted to welcome you to the 2017-2018 school year. Whether you're a new or a returning family to our school, every school year begins exciting new opportunities and new prospects for success.

We encourage you to familiarize yourself with this handbook. This handbook was designed to help answer your questions and give suggestions to make this a safe and productive year. Keep it handy for reference throughout the school year. We believe this handbook to be an important tool for families.

Please check our school website ([www.rescueelementary.org](http://www.rescueelementary.org)) as well as the district website ([www.rescueusd.org](http://www.rescueusd.org)) for updated information throughout the year. You can also follow our PTC on Facebook at <https://www.facebook.com/RescueElementaryPTC>.

Information will be sent home throughout the school year via e-mail. Please check your e-mail regularly as well as your child's backpack each week for forms and notes. We welcome your notes, phone calls, e-mails and visits as an important part of home to school communication. With school staff, parents and students working together, we know this year will be a success!

We encourage all parent volunteers to be fingerprinted. If you plan on chaperoning on a field trip, you must have fingerprint clearance on file at Rescue. See our office staff if you have any questions.

As always, we're here to answer your questions, so please don't hesitate to contact our school office at (530) 677-2720 for clarification of this handbook.

Have a wonderful year.

Sincerely,

Rescue Elementary School Staff

---

***Educating for the Future Together"***

Cheryl Olson, Superintendent

Board of Trustees

Nancy Brownell • Suzanna George • Stephanie Kent • Tagg Neal • Kim White

# Rescue Core Beliefs

- Rescue is unique because of our **families**. Many generations have attended our school which gives Rescue a real sense of **community** and **ownership**.
- All members of the Rescue Community are expected to be **respectful, responsible, and safe**.
- We have **pride** in ourselves, our colleagues, our students, and our families!
- We are **professionals** who are **committed** to developing children to be **successful**.
- We treat each other with **dignity, courtesy** and **respect** regardless of our position or assignment
- We work together as a **team** in and outside the classroom to help children learn and be successful.
- We **advocate** on behalf of each child in our care to ensure that their needs are met **academically, physically, socially, and emotionally**.
- We are **responsive** to the families that we serve and work to assist each child through the support of the family as a whole.
- We continually strive to improve our performance through **training, education, and commitment** to our profession.
- We believe that **EVERY child** can learn.

## **A Message to All Families: Improving Home/School Communication**

We believe that productive home-school communication is one of the most important variables in guaranteeing school success. As parents, you can help keep communication open and productive by:

- Taking a minute to read the monthly parent bulletin. The bulletin is available electronically (see Rescue's website under *Parents*) on our website. It contains timely information about school programs and events.
- Making a commitment to attend Back-to-School Night, parent conferences, and Open House.
- Returning correspondence in a timely fashion. You may need to work with your son or daughter to ensure they return notes on time.
- Talking with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- Discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication. They also appreciate knowing that parents realize there are two sides to every story, and
- Discussing concerns not resolved at the classroom level with the Administration. Bringing unresolved issues to the attention of the Administration will usually result in a satisfactory resolution.

### **Ways to be Involved:**

- Read the monthly newsletter
- Make sure Parent Portal is updated
- Check Friday folders
- Visit Rescue School's website
- Read classroom newsletters
- Volunteer in classrooms
- Call the teacher if you have questions or concerns
- Attend school functions

**Thank you for being a part of your child's educational experience!**

## General Information

Office Hours

Monday – Friday

8:00 a.m. – 4:00 p.m.

Office Phone:

530-677-2720

Office Fax:

530-677-9705

Website: [www.rescueelementary.org](http://www.rescueelementary.org)

<https://www.facebook.com/RescueElementaryPtc>

[www.rescueusd.org](http://www.rescueusd.org)

Breakfast 2 <sup>nd</sup> Chance Breakfast	8:20 – 8:40 A.M. Recess	8:20 – 8:40 ---
---	----------------------------	--------------------

**Regular Day**

**Early Release & Minimum  
Day**

<b>Transitional Kindergarten</b>	8:45 – 12:05	8:45 – 12:05
Lunch	12:05 – 12:25	12:05 – 12:25
<b>Kindergarten</b> Aug. 9 <sup>th</sup> – Sept. 15 <sup>th</sup>	8:45 – 12:45 A.M. Recess 10:00 – 10:15 Lunch 12:05 – 12:45	8:45 – 12:45 12:05 – 12:45
<b>Kindergarten</b> Sept. 18 <sup>th</sup> – May 25 <sup>th</sup>	8:45 – 3:00 A.M. Recess 10:00 – 10:15 Lunch 11:40 – 12:25 P.M. Recess 2:15 – 2:30	8:45 – 12:45 12:05-12:45 Lunch
<b>1<sup>st</sup> Grade</b>	8:45 – 3:00 A.M. Recess 10:35 – 10:50 Lunch 12:00 – 12:23 Eat 12:23 – 12:45 Recess P.M. Recess 1:35 – 1:50	8:45 – 12:45 --- 10:30 – 10:50 Eat 10:50 – 11:10 Recess ---
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Grades</b>	8:45 – 3:00 A.M. Recess 10:15 – 10:30 Lunch 12:00 – 12:23 Recess 12:23 – 12:45 Eat P.M. Recess 1:55 – 2:10	8:45 – 12:45 --- 10:30 – 10:50 Recess 10:50 – 11:10 Eat ---
<b>4<sup>th</sup> Grade</b>	8:45 – 3:00 A.M. Recess 10:55 – 11:10 Lunch 12:50 – 1:10 Eat 1:10 – 1:30 Recess	8:45 – 12:45 --- 11:15 – 11:35 Eat 11:35 – 11:55 Recess
<b>5<sup>th</sup> Grade</b>	8:45 – 3:00 A.M. Recess 10:55 – 11:10 Lunch 12:50 – 1:10 Recess 1:10 – 1:30 Eat	8:45 – 12:45 --- 11:15 – 11:35 Recess 11:35 – 11:55 Eat



## **Attendance and Absences**

Daily school attendance is critical for a student's success. By law, parents are obligated to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. **Should your child be absent, please call the school (677-2720) by 9:00a.m. to report the absence.** Upon advanced written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons for absences include but are not limited to: observation of a holiday or ceremony of his/her religion, attendance at religious retreats not to exceed four hours per semester, participation in religious instruction or exercises in accordance with district policy. All other absences are considered unexcused. Whenever possible, a student who is absent for a reason other than illness should attend at least the minimum school day. When a student who has been absent returns to school, the parent needs to provide a written note or contact the school office to verify the reason for the absence. School absences are monitored carefully throughout the year.

Students that are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. There is a specific set of criteria for independent study. The criteria for approval include an acceptable reason for requesting the independent study and it is evident that the student will work independently to complete assignments. Student's school attendance will be reviewed prior to the approval of an independent study contract. Independent study requires a contract signed by the parent, student, teacher, and administrator. The contract specifies the amount of work to be completed and will need to be turned in when the date of the contract ends in order to be fulfilled. Contracts must be requested ***at least 5 school days prior*** to a planned absence so that teachers can prepare materials for the student.

Excessive absences and/or tardies may also require notification to the School Attendance Review Board (SARB). A student absent from school without a valid excuse or tardy in excess of thirty minutes (30) or more on three (3) or more days in one (1) school year is considered truant. Parents will receive written notification in the event their child is truant. Students who continue to have unexcused absences or tardies of thirty minutes (30) or more may also require notification to the School Attendance Review Board (SARB). This is a requirement of the California Education Code.

## **Tardiness**

A student is tardy if he or she arrives to school after after 8:45 a.m. All students arriving late must check into the office before going into class. Since the teacher carefully structures each class period, when a student is late, not only is important instruction missed, but class is also disrupted.

## **Arrival and Departure Times**

Children should not arrive at school prior to 8:30 a.m. unless they are participating in our breakfast program. Our breakfast program begins at 8:20 a.m. Children are not to remain at school after their regular departure time of 3:00 p.m. on a regular day, 12:45 p.m. on a minimum day. Supervision is not available unless a student is participating in a scheduled after-school activity. During school hours, students are not permitted to leave the school grounds at any time (lunch or recess included) unless signed out at the office by an adult.

## **Articles from Home**

Electronic devices, games, any type of playing or trading cards, toys, jewelry, radios, IPODS, and money should not be brought to school. We cannot be responsible for any loss.

## **Changes of Address, E-Mail, Telephone or Cell Phone Numbers**

The school must be notified immediately of a change of home address, e-mail address, home telephone number, cell phone numbers, and work phone numbers. This will facilitate us in locating an emergency contact in case of an emergency.

## **Emergency Cards**

The Rescue Union School District has implemented an online access for parents to be able to change their student's data at their convenience via the Aeries parent portal site. This process allows parents to obtain access, set up account information, change information, i.e. medical, contacts, address, etc., of which parents will need to set their student's account with the password and verification code provided for each student from the Rescue Technology Department. Kindergarten/New Enrollees should anticipate receiving a letter of instruction in the beginning of June. **REGISTRATION FOR YOUR STUDENT IS NOT COMPLETE** until this process has been done. Every account activation confirmation is sent to our office and we are made aware of all changes that have been made. It is vital for you to set up your students account as the school year approaches.

## **Emergency Procedures**

If school closure is necessary during school hours, Rescue Union School District will:

- Activate radio/television information network
- Alert transportation department regarding any necessary transportation modifications

PLEASE NOTE: If school closure is necessary and your children must return home early, please discuss with them any procedures they should follow once they arrive at home.

## **Minimum Day**

Minimum days are scheduled to provide time for teachers to conference with parents, complete report cards, or to collaborate. All students in grades 1-5 are dismissed at 12:45 p.m. on minimum days. The regular school day has been lengthened to compensate for the lost time on minimum days. Advanced notice is announced in the school newsletter and website, District calendar, and posted on the school marquee.

## **Lost and Found**

Parents are strongly encouraged to label jackets, sweaters, lunch boxes, and other items with their owner's name for proper and quick identification. When articles are not claimed after a reasonable time, they are donated to an agency for the needy. Lost and found is located inside the gym.

## **Right of Access to Student Records**

To inspect, review or obtain copies of student records, authorized persons shall submit a request to the school. Within five days following the date of request, an authorized person shall be granted access to inspect, review and obtain copies of student records during regular school hours. (EC 49069) All records must be viewed inside the principal's office. They may not leave the building.

## **School Meals**

A nutritionally balanced breakfast and lunch is available daily in the school cafeteria. Breakfast is \$2.00. Student lunches are \$3.00. Those who bring lunches from home may purchase milk or chocolate milk for \$.50.

Free and reduced lunch applications can be accessed at [www.rescueusd.org](http://www.rescueusd.org) and are available in the front office.

Parents who wish to eat in the cafeteria may do so by notifying the Rescue Office at the beginning of the school day on the day that you intend to join your child for lunch. The cost for an adult meal is \$3.25. Parents must also check in at the school office when they arrive for lunch.

## **Student Medication**

Written authorization by the healthcare provider and the parent/guardian is required for students to take medication at school. For your convenience, the Rescue District "Medication at School" form is available on the District website and is also at all the school sites.

Medication includes prescription and over-the-counter remedies, nutritional supplements, and herbal remedies.

All medication must be brought to the school in the original container or prescription bottle.

An adult must bring the medication directly to the school office. Medication may not be transported by a student, or be in the student's possession while at school. The only exception is emergency medication that the healthcare provider has authorized the student to carry.

Written authorization by the healthcare provider and the parent/guardian is required each school year or if the medication or dosage changes during the school year.

## **Emergency Anaphylaxis Treatment Annual Notification to Parents**

California Education Code 49414 authorizes Rescue Union School District to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to ensure the student's health and safety at school. Therefore, the Rescue Union School District has adopted a policy for standing orders or to provide life-saving epinephrine to students who are in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff under the direct or indirect supervision of the credential school nurse (or supervisor of health), may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

## **Substitute Teachers**

Substitute teachers are to be considered honored guests at Rescue School. To this end, it becomes the responsibility of students to see every courtesy and assistance is offered to substitutes in order that their visits to our school are pleasant and happy for them, as well as profitable for the students.

## **Telephone Usage**

The telephone is for emergency use only. Students will not be allowed to use the phone to make arrangements to visit friends or classmates. If a student has a cell phone, it must be turned off and remain in his or her backpack during school hours.

## Visiting the School/ Classroom Interruptions

It is important that we know who is on campus. **All visitors are required by State law to check in at the office and must wear a visitor badge while on campus.** If you are bringing a lunch or materials during the day for your child, please bring them to the office to avoid disruption of instruction in the classroom. Please be sure your child knows how he/she is getting home. **We understand emergencies occur, but classrooms will not be disrupted to relay messages to students.**

Parents are welcome and are encouraged to visit classrooms. The school requests that parents arrange visitations in advance by calling the teacher or school administrator. Due to District liability policies and school safety procedures, **please refrain from bringing non-school age siblings to school while volunteering on campus.** Please arrange to leave small children at home. Parents that wish to volunteer on a regular basis must be fingerprinted and receive TB clearance in accordance with District Policy.

## Yard Duty Supervisors

Yard Duty Supervisors and other supervisory duty are responsible for the conduct of the students while they are on duty. They really care about our Raiders. Respect and listen to them. Yard Duties can be identified by their orange vests.



# Academic Programs

## Curriculum and Instruction

The Common Core Standards and district-adopted curriculum guide the instructional program. A strong foundation in grade level skills is the cornerstone of instruction. Emphasis is placed on the development of reading, language, and mathematics skills.

## Instructional Materials

State approved textbooks are adopted by the Board of Trustees. The district has a process for the review and adoption of textbooks, which ensures adequate supply, and current, up-to-date materials. Additional funding is utilized to augment the basic program with support materials.

## **Academic Assessment**

Improving student achievement is the key goal of the Rescue Union School District. To monitor student learning, students are given classroom, district and state assessments. Assessments are used to recommend student placements in various school programs and to plan how to increase student achievement at the school and across the district. Following is a description of the different types of academic assessments.

- **Classroom Assessments**  
Teachers check for student understanding of grade level standards using classroom assessments. Each trimester teachers complete a series of standards based assessments in Reading and Math to report student progress on the standards-based report card.
- **District Assessments**  
Students are given a variety of district assessments throughout the school year in multiple subject areas. Teachers use information from these assessments to plan instruction and monitor student progress on meeting district standards.
- **State Assessments**  
In the spring, all students in grades three through five take the state-mandated SBAC online test. To help your child do well on this test, and in their daily school work, please ensure that your child gets plenty of sleep and has a healthy breakfast each day.

## **Grading and Report Cards**

The primary purpose of grades and report cards is to clearly communicate a student's areas of strength and areas needing improvement based on the state's grade level standards. To provide students and parents with specific information on student achievement, students receive standards-based report cards at the end of each trimester. The goal is for students to meet each grade level standard by the end of the school year. Teachers use a variety of common assessments to determine whether a student is meeting standards.

Report cards will include standards-based information. Grades 4 and 5 will also include letter grades related to the overall performance of students in subject areas. Narrative comments will be included to provide additional feedback. Based on grades, 4<sup>th</sup> and 5<sup>th</sup> grade students may be eligible for school honor roll and other academic awards. Parent conferences are held at least once per school year for all students. Parents are encouraged to contact their child's teacher if they have any questions.

## **Homework**

The Rescue staff considers homework to be an important part of the total instructional program. Proper use of homework allows students to develop self-directed study habits, expand knowledge, and increase their ability to explore projects with greater creativity. Students will gain more information than would be possible in the classroom situation alone. They will also learn to budget their time more effectively.

Content-rich experiences should occupy a substantial proportion of homework. Reading literature and non-fictional material related to history and natural science can extend knowledge acquired in these areas. Writing reports, poetry, stories, essays, and news stories provide good opportunities to develop the integration of skills and knowledge needed to prepare students for working at the higher-grade levels. The role of the parent must not be overlooked. Parents will be informed of homework policies and practices at Back to School Night which affect their children. Parents will also be encouraged to help their children develop good study habits. Occasional assignments, which involve parents, greatly help develop a strong sense of support for the students' learning efforts.

Homework for Elementary School:

Grades 1<sup>st</sup> – 3<sup>rd</sup> 10 - 30 minutes 4-5 times per week.

Grades 4<sup>th</sup> – 5<sup>th</sup> 40 - 50 minutes 4-5 times per week.

## **Field Trips**

Field trips are an enriching part of the instructional program at Rescue School. Since school bus transportation is used, it is necessary for a permission slip, with a parent or guardian's signature, to be returned to school prior to the field trip. Field trips are funded by individual donations. For field trips and other school-sponsored events, parents may only provide return transportation for their own child(ren) regardless of what parental agreements may exist. All field trip chaperones must have been cleared through the district finger printing process prior to the field trip day.

## **Program Priorities and Budgeting Process**

The Rescue School Site Council, composed of staff and parents, is the organization responsible for developing school program priorities and for allocating discretionary funds necessary for the successful operation of curricular programs. The Site Council listens to teachers, administrators and parents before making decisions at Rescue School regarding curriculum emphasis, instructional strategies, program evaluation, staff training, school safety plan, equipment and material purchase, as well as the allocation of corresponding funds. The recommendations are then presented to the School Board for approval. Discretionary funds for Rescue School come from many sources such as the school district, PTC and community donations. The Site Council, after establishing its program priorities and corresponding budget needs, allocates the funds derived from the sources listed above to meet the priorities. Budget requirements and funding sources will be published periodically in the school newsletter as a means of information for the school community.

# How to Support Rescue

PTC collects Box Tops. Please bring labels and Box Tops to your child's teacher.

We are also collecting new or gently used items for our Raider Buck Store, such as DVD's, stuffed animals, stickers, pens, pencils, etc. If you would like to make a donation, please send items to our office. If you are interested in volunteering to work in the Raider Buck store, please call the office to schedule a time.

## Drop off and Pick-Up Procedures

We are constantly reviewing the drop off and pick up procedures at Rescue in an effort to maximize safety while providing an efficient routine. We have developed a process, which is subject to change as needed.

### Bus Procedures

Students are dropped off and picked up on the bus lane near the 5<sup>th</sup> grade wing (F-Building). Kindergarten students go directly to the multi-purpose room. Once students in grades 1<sup>st</sup> through 5<sup>th</sup> arrive at school, they go directly to the multi-purpose room for breakfast or to the playground until class begins. Supervision is provided from 8:30 a.m. to 8:45 a.m. At dismissal, students are to go directly to the gym where they will wait in their bus line until their bus driver picks them up.

### Drop Off Procedures

- The drop off areas are located in front of the school office.
- When entering the drop off area, pull forward.
- Do not drop off your students before 8:30 a.m.

### Pick Up Procedures

- The pick-up areas are located in front of the school office. Please enter and exit the parking lot at the appropriate locations. Signs are provided.
- When entering the pick-up lane, pull forward.
- Staff members will direct students to their vehicles once the cars are in the designated pick up zone.
- Parents pulling up to the pick-up area in front of the school office must remain in their car.
- If it is necessary to exit the car, park in the parking spaces. Students are NOT allowed to cross the parking lot without an adult.

The drop off and pick up times are the busiest time of the school day. Please exercise patience and caution when entering the parking lot and approaching crosswalks. Please park in appropriate locations. Handicap spaces are reserved for those with placards.



# Dress Standards

“The Governing Board expects that students will represent themselves in a manner which will not disrupt the educational program of the school. Their appearance should be neat, clean and acceptable to the general society and in keeping with the activities at the school. The Governing Board considers this to be a judgment area of the site administrator of the school (BP 5132).”

The dress standard applies to all school days, and all school activities. Clothing should be comfortable, clean and appropriate. The following guidelines are based upon safety and the idea that grooming and clothing should not be distracting to others:

- Shirts with inappropriate language, logos or words that promote alcohol, drugs, gangs, violence, bigotry, tobacco, or sexual connotations are not permitted.
- The midsection and underclothing must remain covered. Pants must be worn at the waist.
- No student shall wear articles of clothing, shoes, jewelry or accessories, which, in the opinion of the administration, could pose a threat to the physical well-being, and safety of the student to others.
- Wearing apparel or makeup, which disrupts the classroom, is prohibited
- Hats may be worn out-of-doors; the hat is to face forward.
- No head scarves/ bandanas are to be worn on campus during the school day.

Here are some examples of inappropriate attires:

- See-through, fishnet blouse/shirt or bare midriff, off the shoulder tops, spaghetti straps.
- Skirts or shorts shorter than mid-thigh (should not be shorter than the point where a student’s fingertip rests when extended beside the leg).
- Thongs, flip flops or backless shoes.
- Swim/ beach wear, exercise wear.
- Chain of any kind (such as wallet chains), clothing or jewelry with protrusions that could be considered dangerous or unsafe.

# Parent Involvement Opportunities

Following is a partial list of various programs in which parents can volunteer to participate:

## Various District Committees

There are a variety of committees such as the Calendar Committee and the Technology Committee. These committees include parents and staff members from all school sites and District personnel. Each committee examines various needs and makes recommendations to the superintendent.

## Intel Volunteer Matching Gifts (PC Pals)

Individuals who work for Intel are given incentives to volunteer at the school. For every twenty hours an employee volunteers, Intel makes a cash donation to Rescue. The volunteer time can be used in various ways; tutoring or mentoring for academic study, chaperoning field trips, in-class presentations, assisting with facilities improvements, or classroom volunteering.

## Parent/Teacher Committee (PTC)

The Rescue School PTC provides a great service to the students of Rescue School. Special programs such as the Harvest Festival, school assemblies, and classroom party coordination have all been part of the role that the PTC plays at Rescue School. We hope you become an active member this year.

## School Site Council

The School Site Council, a governing body within our school, is composed of parents, school employees (both certified and classified), and members of the community who are elected for a two-year term of office. The main purpose of the SSC is to monitor the progress of the School Plan and to modify it, if necessary, in order to provide the best education program possible for the students. The SSC also has the responsibility of helping to decide how the categorized budget will be spent. The SSC meets four to six times a year at the school. Although only elected members of the council may vote, all interested persons are invited to attend.

## Enrichment Committee

All schools in the Rescue Union School District provide Enrichment programs for identified students in grades 4-5. The core of the program is differentiation of the core curriculum within the regular classroom during the school day. Students are placed in cluster classrooms where they have the opportunity to work with equally gifted peers. In addition to differentiated instruction, students can also participate in enrichment opportunities such as after-school activities, special speakers or demonstrations, special projects or community involvement activities. Program offerings vary from site to site.

## **WATCH D.O.G.S.**

WATCH D.O.G.S. (Dads of Great Students) is an innovative program focusing on safety and education in schools by using the positive influence of fathers and father-figures for a two-fold purpose: (1) to provide an unobtrusive fathering presence, and (2) to provide a positive and active role-model for students at the school. Fathers, stepfathers, grandfathers and uncles are asked to spend at least one day volunteering at Rescue. They will support the school through monitoring the school property, working one-on-one or in small groups, reading, flashcards, homework, playing in sporting activities or for whatever needs to be done to plant seeds of success in the lives of the students. Male role models are given a schedule for the day. Rescue will be hosting a WATCH D.O.G.S. informational night, in the fall, where “dads” can learn more about the program and how they can become involved. Each WATCH D.O.G. must have fingerprint clearance on file in the office. For more information, you can go to [www.fathers.com](http://www.fathers.com).

## **Home/School Communication**

Rescue School depends on the cooperation and support of the home to make an ideal environment where children can grow and learn. Students, staff and parents all have responsibilities so that this can occur. Our expectations are that:

Students will respect the adults who supervise them and their classmates, maintain regular attendance, follow all school rules, and always strive to do the best work they can.

Staff will follow the goals, objectives and guidelines of the elementary program, supervise students to maintain the kind of school environment that contributes to a positive learning experience, and evaluate programs aimed at the improvement of education.

Parents will encourage their children to study, support school goals and programs and participate, whenever possible, in school activities.

### **If an Issue Arises Regarding Your Child**

Should a difficulty or problem arise regarding your child, we ask that you use the following process to solve it as expeditiously as possible. First, request a telephone or personal conference with your child’s teacher. Almost all issues and problems can be resolved at this level. If resolution of the problem or concern is not reached at this conference, or the concern does not involve the teacher, contact the principal regarding the situation. Parents may request a conference with any teacher by sending a written note or by leaving a telephone message indicating the nature of the concern and giving several available times and dates for the conference to take place. In like manner, parents are expected to reply to a teacher’s request for a conference. Immediate, effective communication fosters partnership between home and school and is one way of modeling similar home/school values to the students. Any

concerns, which are not related to the classroom, should be brought to the attention of the principal. Rescue Union School District has a formal complaint procedure. The information and forms can be obtained from the school office.

## **Messages for Students During School**

Parents are encouraged to send notes to the school with their children rather than calling to leave messages. Whenever possible, please pre-arrange doctor and dental appointments for before or after school hours. **Please finalize plans for your student's child care, transportation, lunch plans, etc., before your child leaves for school each day and make sure your child understands what to do on a daily basis.** It is understood that there will be times when an **emergency** makes it necessary for phone calls from parents with personal messages for their children. At such times, office staff will make every effort to make sure the student receives the message.

## **Newsletter**

The school newsletter is sent home each month by e-mail. A monthly calendar is available on our school website at [www.rescueelementary.org](http://www.rescueelementary.org).

## **Parents Communicating with the School**

Parents are urged to communicate with the school. When you are particularly pleased with the actions of a staff member, please send a short note or letter to that person and a copy to the principal. Conversely, if you have a problem, every effort should be made to resolve the problem directly with the staff member concerned. If the problem cannot be resolved, the matter should be referred to the principal.

## **Parental Custody**

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

## **School Information System**

Rescue Union School District's Web page provides parents with access to District and school information 24 hours a day. The website can be accessed at the following address: <http://rescueusd.org>.

# School Rules

We believe that children should be taught to be responsible students at school. They should realize that freedom and responsibility go hand in hand and that they have a responsibility to others in their school relationships. Good citizenship should be rewarded and poor citizenship should be discouraged.

Students must know the rules and regulations of the school, be responsible for their part in maintaining these regulations, and be aware of consequences when they are broken. They should be reinforced positively when they are conforming to the highest concepts of good citizenship. We believe that good citizenship is the responsibility of all adults and children at school at that citizenship and good academic performance are intrinsically related.

## General Rules:

As a responsible Rescue student, I will:

- Be on time.
- Follow the classroom and bus rules and procedures.
- Keep hands, feet, and objects to myself.
- Be polite, friendly, respectful and considerate of schoolmates and adults.
- Follow directions.
- Solve disputes constructively (without fighting).
- Help keep school clean.
- Not chew gum at school.

## Playground Rules:

- Walk on pavement, except fields or basketball courts where I may run.
- Observe game rules.
- Line up quietly at the given signal.
- Use bathrooms quickly and return to the playground.

## Lunch Rules:

- Remain seated until a Yard Duty Supervisor excuses me.
- Talk quietly.
- Keep eating areas clean.
- Walk to the playground after my eating area is dismissed.
- Use forks, spoons, milk cartons and straws as intended.
- Raise hand to be recognized.

### **Bicycles/Skateboards:**

- Bicycles must be walked at all times on the school campus.
- Walk your bicycle across crosswalks.
- Stay out of the bicycle rack area after you park your bike.
- Lock your bicycle.
- No bicycle riding, skateboarding, or skating on the school ground before, during or after school.
- Helmets are required by state law.

### **Heelys/Rollerblades:**

- Remove wheels before entering school grounds.
- Remove rollerblades before entering school grounds.
- Rollerblades may be kept in classrooms and taken home each day.

### **Scooters:**

- Fold up and carry and/or walk scooters on school grounds.
- Scooters may be kept in classrooms and taken home each day.






# Nondiscrimination/Harassment

At Rescue School, we practice and maintain a no bullying campus. Visual reminders encourage students to be respectful of their peers, teachers and adults. We discourage disrespect and commit to no bullying. We encourage students to report any acts of bullying to a staff member so that it can be addressed immediately.

The following visual poster is in every classroom and the Administration Office:

## NO BULLYING AT RESCUE SCHOOL

RESPECT	DISRESPECT	BULLYING
		

### If you experience bullying, remember ABCD!

**Awareness** – Is this grumpy behavior, disrespect or bullying?

**Back off and breathe** – Take a breath and a brain break

**Choices** – Use your words

- Ignore and walk away
- Show a sense of humor
- Tell an adult

**Do it!** - Follow through with your choice!

- Show good character!
- Don't let a bully have the power to bring you down!

**Rescue Union School District offers many websites from the Parent Resources Tab:**

StopBullying.gov – [www.stopbullying.gov/](http://www.stopbullying.gov/)

Bullying at School and Inline – [www.education.com/topic/school-bullying-teasing/](http://www.education.com/topic/school-bullying-teasing/)

Bully Free Program – [www.bullyfree.com/free-resources/tips-for-parents](http://www.bullyfree.com/free-resources/tips-for-parents)

Common Sense Media – [www.common sense media.org/educators/parent](http://www.common sense media.org/educators/parent)

# Guidelines for Success

**R**espect self & others

**E**xpect effort

**S**tay safe

**C**ooperate

**U**se self-control

**E**ncourage excellence

## Behavior Expectations

### Behavior Expectations

A program of positive reinforcement is used to encourage, reward and recognize good citizenship. It is important that students understand the connection between demonstrating self-discipline and the positive results of following the rules. It is also important for students to realize that consequences result when rules are broken. Teachers and Staff will work to intervene in conflicts, as necessary, and help students to resolve conflicts positively where learning takes place.

### Reinforcement

- **Raider Bucks**

It is our goal to reinforce appropriate behavior by giving positive recognition to students who display good citizenship and make good choices. Staff will issue Raider Bucks when students are observed following expectations. Children that are seen doing good deeds that benefit the school, help their classmates, or assist the Rescue School staff can earn a Raider Buck. These Raider Bucks can be exchanged for rewards at the Raider Buck Store.

- **Awards Assemblies**

During monthly assemblies, we take the opportunity to recognize students for their outstanding achievements and behaviors. Each month there is a focus on a specific character trait and awards and recognition are given to students who demonstrate those traits in and out of the classroom.



## **Discipline**

Since discipline is essential to academic progress, the teachers and staff of the Rescue Union School District work together to encourage productive behavior in a firm, fair, consistent manner. Our school discipline plan is based on the premise that teachers are here to teach and students desire to learn. Therefore, it is our expectation that all students will behave in such a way that will not interfere with the learning of other students. An overview of Rescue Elementary's values and expectations explains the expectations for student behavior to operate in a respectful, responsible and safe manner on campus in accordance with our guidelines for success.

## **Consequences**

There are times when students may make poor choices and disobey an established rule. When students choose to behave inappropriately, their decisions may lead to one or more consequences at teacher and/or administration discretion. The following consequences are intended to help students develop self-discipline and learn effective problem-solving skills:

- **Rescue Behavior Plan**

1. Warning
2. Loss of Recess (Oops Card)
3. "Time Out" and student calls home
4. Referral and Administrator issued consequence
5. Conference
6. Suspension

- **Referral Slips**

At all times, our students are expected to be **respectful**, **responsible** and **safe**. During aspects of the day, Rescue School has a referral system in place to allow yard supervisors to communicate behavior concerns with the classroom teachers, the office, and parents. Occasionally, a teacher may need to send a student to the office regarding their behavior. If your child receives a referral, he/she will meet with the Principal, and a copy of the referral form will be sent home for your signature. Please return the signed copy to your child's teacher.

# Rescue Elementary School Expectations Matrix

	Bathroom	Office	Cafeteria	Arrival & Departure	Hallways	Recess	Classrooms	Library	Computer Lab
Be Respectful	Clean up after yourself. Respect other's privacy.	Say "please" and "thank you." Wait quietly.	Use your inside voice. Use good manners. Use appropriate language.	Use appropriate language. Follow all staff directions.	Talk quietly when necessary. Do not disturb classrooms. Use appropriate language. Respect other people's property.	Follow adult directions. Use positive and appropriate language. Use equipment as instructed.	Use appropriate language. Speak only when it is your turn. Use supplies and materials as instructed.	Use your library voice and follow Library procedures. Use supplies and materials as instructed.	Talk quietly as allowed. Hands in your workspace only. Use equipment as instructed.
Be Responsible	Flush the toilet. Report graffiti, damage, or disturbances to a staff member. Clean up after yourself.	Tell the truth. Go to the counter with your pass and address the staff politely.	Cleanup after yourself. Do not take food out of the cafeteria. Know your lunch number. Do not trade food with others.	Arrive between 8:30am-8:45am. Report straight to your assigned waiting area (arrival). Follow established procedures.	Get to class on time.	Report disturbances, accidents, and injuries to a staff member. Enter/exit in orderly lines. Follow established procedures.	Follow directions the first time they are given. Turn in your best work on time.	Have your books when it is time to renew or return them.	Log on and off. Save documents correctly. Stay on task. Use headphones and computers as instructed.
Be Safe	Wash hands with soap. Get in and out quickly.	Wait patiently. Walk while in the office.	Raise your hand for permission to leave your seat. Keep your hands and feet to yourself. Always walk to and from lunch lines and tables.	Wait for an adult to pick you up (departure). Stay on the sidewalk. Keep your hands and feet to yourself. Walk at all times.	Walk on the right side of the hall. Walk at a safe pace. Keep your hands and feet to yourself.	Take turns. Use playground equipment properly. Keep your hands and feet to yourself.	Keep your hands, feet and objects to yourself. Sit correctly in your seat with your feet on the ground.	Keep your hands, feet and objects to yourself. Sit in chairs properly and straighten and push them in when you are leaving.	Stay seated. Do not spin in your chairs. Push in chairs.

# Student Recognition

*Honor roll*- Two types of honor roll exist at Rescue School for upper (4<sup>th</sup>-5<sup>th</sup>) grade students:

Principal's Honor Roll	4.0 GPA
Honor Roll	3.0-3.9 GPA

Other awards given each month include:

Character Counts Award  
Reading Award  
Achievement Award  
Reading Counts Award  
Reflex Math Award

## Room Parties and Birthdays

Celebrations are a memorable part of a child's school experience. Classroom parties are at the teachers' discretion. Here are some party guidelines:

- Room parents organize parties with input from teachers.
- Healthy snacks should be encouraged, keeping sugary treats to a minimum.
- Be aware of allergies
- Food should be store bought.
- Avoid colored drinks, especially red beverages – water is a healthy alternative.
- The classroom should be cleaned up before dismissal.
- If bringing in snacks for your child's birthday, prearrange this with your child's teacher. Outside snacks are at the teachers' discretion. Balloons, flowers etc. are not allowed in the classroom.
- Food should not take the place of the school-sponsored lunch program.

# Uniform Complaint Procedures

## **Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630) A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the complaint first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the Superintendent or designee who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaint forms are available in the front office.