

*River Islands Technology Academy*  
**“COLLEGE BOUND”**



**STUDENT and FAMILY HANDBOOK**  
**2018-2019**

**River Islands Technology Academy**  
**1175 Marina Drive**  
**Lathrop, CA 95330**  
**209-229-4700**

**Office Hours: 8:00 AM – 4:30 PM**

**Executive Director**  
**Brenda L. Scholl**

**Board of Trustees**  
**Susan Dell'Oso, President**  
**Gene Neely, Vice President**  
**Telka Walser**

**7/18/2018**

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## A word from the Executive Director...

It is so exciting working with you and your children at River Islands Technology Academy. We are preparing our students to be successful in the world they live in by using technology as a tool to enhance their learning experiences. It is a priority at River Islands Technology Academy to support and enrich the lives of all students. As individuals we are all very unique. As a result, if we are not meeting the needs of your child, please let us know so that we can work together to resolve the situation. This is a very special journey that we are on together! Let's make it GREAT!

Welcome to our school!

Brenda L. Scholl, Executive Director

## Staff Roster

Last Name	First Name	Position	E-mail
Hahn	Becky	Kindergarten	<a href="mailto:bhahn@riverislandsacademy.net">bhahn@riverislandsacademy.net</a>
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Radke	Julie	Kindergarten	<a href="mailto:jradke@riverislandsacademy.net">jradke@riverislandsacademy.net</a>
McBride	Sarah	First	<a href="mailto:smebride@riverislandsacademy.net">smebride@riverislandsacademy.net</a>
Reeves	Alexandria	First	<a href="mailto:areeves@riverislandsacademy.net">areeves@riverislandsacademy.net</a>
Simon	Summer	First	<a href="mailto:ssimon@riverislandsacademy.net">ssimon@riverislandsacademy.net</a>
Williams	Cierra	First	<a href="mailto:cwilliams@riverislandsacademy.net">cwilliams@riverislandsacademy.net</a>
Brasfield	Dina	Second	<a href="mailto:dbrasfield@riverislandsacademy.net">dbrasfield@riverislandsacademy.net</a>
Chapple	Christine	Second	<a href="mailto:cchapple@riverislandsacademy.net">cchapple@riverislandsacademy.net</a>
Dettman	Ellen	Second	<a href="mailto:edettman@riverislandsacademy.net">edettman@riverislandsacademy.net</a>
Kelley	Amy	Second	<a href="mailto:amkelley@riverislandsacademy.net">amkelley@riverislandsacademy.net</a>
Abney	Jillian	Third	<a href="mailto:jabney@riverislandsacademy.net">jabney@riverislandsacademy.net</a>
Cook	Stephanie	Third	<a href="mailto:stcook@riverislandsacademy.net">stcook@riverislandsacademy.net</a>
Lindsey	Kellie	Third	<a href="mailto:klindsev@riverislandsacademy.net">klindsev@riverislandsacademy.net</a>
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Cutter	April	Fourth	<a href="mailto:acutter@riverislandsacademy.net">acutter@riverislandsacademy.net</a>
Damm	Amanda	Fourth	<a href="mailto:adamm@riverislandsacademy.net">adamm@riverislandsacademy.net</a>
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Ynda	Deborah	Fourth	<a href="mailto:dynda@riverislandsacademy.net">dynda@riverislandsacademy.net</a>
Casillas	Erika	Fifth	<a href="mailto:ecasillas@riverislandsacademy.net">ecasillas@riverislandsacademy.net</a>
Homen	Hailey	Fifth	<a href="mailto:hhomen@riverislandsacademy.net">hhomen@riverislandsacademy.net</a>
Lake	Breanna	Fifth	<a href="mailto:blake@riverislandsacademy.net">blake@riverislandsacademy.net</a>
Marquez	Belinda	Fifth	<a href="mailto:bmarquez@riverislandsacademy.net">bmarquez@riverislandsacademy.net</a>

Anderson	Joshua	Middle School (Sixth)	<a href="mailto:janderson@riverislandsacademy.net">janderson@riverislandsacademy.net</a>
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Hansen	Cynthia	Middle School (Sixth)	<a href="mailto:chansen@riverislandsacademy.net">chansen@riverislandsacademy.net</a>
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Brown	Jeremy	Music	<a href="mailto:jbrown@riverislandsacademy.net">jbrown@riverislandsacademy.net</a>
Reis	Jennie	Education Specialist	<a href="mailto:jreis@riverislandsacademy.net">jreis@riverislandsacademy.net</a>
Darbee	Melissa	Intervention Support	<a href="mailto:mdarbee@riverislandsacademy.net">mdarbee@riverislandsacademy.net</a>
Scholl	Brenda	Executive Director	<a href="mailto:bscholl@riverislandsacademy.net">bscholl@riverislandsacademy.net</a>
Crippen	Michelle	Assistant Principal	<a href="mailto:mcrippen@riverislandsacademy.net">mcrippen@riverislandsacademy.net</a>
Mendoza	Angel	Assistant Principal	<a href="mailto:anmendoza@riverislandsacademy.net">anmendoza@riverislandsacademy.net</a>
Condit	Kristen	School Support Coordinator	<a href="mailto:kwcondit@riverislandsacademy.net">kwcondit@riverislandsacademy.net</a>
Vidosh	Dawn	Business and Operations Manager	<a href="mailto:dvidosh@riverislandsacademy.net">dvidosh@riverislandsacademy.net</a>
Johnson	Krista	Office/Computer Technician	<a href="mailto:kjohnson@riverislandsacademy.net">kjohnson@riverislandsacademy.net</a>
Smith	Ashley	Office Assistant	<a href="mailto:asmith@riverislandsacademy.net">asmith@riverislandsacademy.net</a>
Silva	Veronica	Office Assistant	<a href="mailto:vsilva@riverislandsacademy.net">vsilva@riverislandsacademy.net</a>
Reyes	Tammy	Food Services	<a href="mailto:treyes@riverislandsacademy.net">treyes@riverislandsacademy.net</a>

### **Mission Statement and Vision**

**Our MISSION:** The school will provide each student with a safe, supportive, character building, orderly educational environment in which each student can achieve his/her potential through integrated technology-based curriculum and experiential learning opportunities in order to have future success in high school, college, and careers.

**Our VISION:** River Islands Technology Academy will develop a high quality educational program for all students. The school will educate the whole student through a curriculum that integrates technology with core academics and Career and Technical Education (CTE) opportunities in a positive learning environment. Students will complete a rigorous course of study

enabling them to have educational and career choices beyond high school. Our student motto will be- COLLEGE BOUND!

- Successful integration of technology into all aspects of the educational processes administratively, pedagogically, and scholastically;
- Mastery of academic standards via enhanced education through technology applications; and
- Universal adoption of technology into the culture of the community
- Fostering the development of skills needed to enable staff and students to address, use, and process information using the most up-to-date technologies available
- Facilitating development of the skills needed to install and maintain up-to-date technologies
  - Involving staff and students in the development of technology is a win-win situation. It enables the school to get more out of each technical skill
- Encourage and support the use of technology to develop efficient communications for interactions: a) within our school; b) between school and home; and c) between our school and community
- Long term planning that will take into account the most cost-effective means of introducing new technologies and developing plans for upgrading into newer technologies as they unfold
- Supporting teacher's use of technology to improve teaching and enhance student learning
- Administrative use of technology to improve management functions, support decision making and increase organizational efficiency
- To pioneer technology education that enables students to meet and surpass state-approved academic standards



### **DESCRIPTION OF THE EDUCATIONAL PROGRAM:**

Students will learn in an educational environment that provides real life opportunities to explore, understand, and apply the concepts and skills necessary to become independent problem solvers. The learning environment is physically and emotionally safe; the teachers are compassionate, supportive, knowledgeable, and trustworthy; the curriculum is robust with a combination of teacher designed and/or selected supplementary materials from publishers, and state-adopted curriculum with technology integration. Instruction will be presented in one-on-one, small group, and whole class settings. The subject matter is appropriate, relevant, and intellectually stimulating. Devices, iPads, or Chromebooks are provided to students and teachers; in addition, students and teachers have access to a fully networked computer lab, 3D printers, robotics lab, and Promethean

boards. Data is reflected upon to ensure that students are making progress and instruction is effective.

### **CALIFORNIA COMMON CORE STATE STANDARDS:**

Teachers will employ a variety of research-based strategies for classroom instruction. These instructional methods include, but are not limited to: project-based, cooperative, integrated, and independent performance projects. The teachers will collaborate in grade-spans to develop an integrated curriculum aligned with the Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), and become effective Professional Learning Communities (PLCs). Technology will be an integral part of the learning process at River Islands Technology Academy. Teachers will use technology for classroom instruction, homework instruction, and management; and students will use technology for classwork, homework, research assignments, and projects. Teachers will demonstrate effective instructional strategies and use elements of the curriculum to support all students, including, English Learners, Underperforming, Advanced Students, and Students with Disabilities. Appropriate accommodations and modifications will be made to the curriculum to ensure the success of all students. Using a variety of authentic assessment methods, curriculum embedded assessments, and standardized tests, students will be evaluated to determine levels of competency and to measure progress. Data will continually be used as a tool for adjusting and informing instruction to ensure student success.

### **River Islands Technology Academy School Calendar 2018 - 2019 on Website: (<http://www.RiverIslandsAcademy.net>)**

Please note: Every Wednesday is a minimum day for Teacher Professional Development and Planning. Please refer to the bell schedule for specific details regarding dismissal time.

### **River Islands Technology Academy Lottery Process for the 2018 - 2019 School Year**

Pursuant to California Education Code §47605 (2) (A) a charter school shall admit all pupils who wish to attend the school. However, if the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district except as provided for in Section 47614.5. Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law.

In the event that specific programs and/or grade levels have reached capacity, these groups will be exempt from the lottery pool in the following order:

1. Existing students of River Islands Technology Academy
2. Children of RiTechA teachers, staff, and founders
3. Residents of the District

4. Siblings of existing students of RiTechA
5. All other students

*\*During any period of the California Department of Education's Public Charter School Grant Program, the children of teachers and founding parents of the charter school will be capped and limited at 10% of the total enrollment.*

River Islands Technology Academy Governing Board shall be responsible for executing the lottery. However, the Governing Board reserves the right to delegate this task.

A lottery becomes necessary when the school is full and/or there are more requests for enrollment than space available. All names of students requesting a program that is full will be placed into grade specific envelopes. Names will be drawn as openings occur.

[1]Assembly Bill 544 provides the opportunity for founding parents of a charter school to be given first right for their children to attend the charter school. A founding member is defined as a parent who has signed the "interest petition" and who has students either enrolled in the school, or siblings of those students enrolled or enrolled in the past.



### **Parent Involvement**

Our school is dedicated to providing a quality and exceptional education, and in order to meet these expectations, it is essential for parents to support their child and the school in providing the quality education they deserve. It is paramount that parents become actively involved and aware of their child's learning process, as well as, partner with their child's teacher to help in achieving their full potential and capability. We invite and encourage parent participation at River Islands Technology Academy by providing opportunities for you to become involved through a variety of activities, such as booster club, assisting teachers, volunteering in classrooms, field trips, etc. River Islands Technology Academy parents are encouraged to volunteer 5 hours (per child) per month of service to the school. Parent donations of \$25.00 (per child) per month (or any amount) are helpful in supporting the enrichment programs at our school. If interested, you can arrange with your child's teacher or the Executive Director another method of support. Donations of time and money are optional.

### **Parent Volunteers**

Please refer to the Volunteer Process section found on the River Islands Technology Academy website under "[School Info](#)." Parents who volunteer on campus are required to be fingerprinted and have a current **negative** TB on file. Please note if you are volunteering or chaperoning, you may not bring siblings.

### **Parent/Teacher Communication**

Appointments can be made with your child's teacher before or after school to discuss assignments, progress, behavior, etc. Appointments can be made by contacting the teacher via e-mail, telephone, or sending a note. Conferences will be scheduled at the end of the first and second trimesters.

Note:

- Teacher presence at the dismissal gates is vital. All discussions must occur after dismissal is complete.
- Wednesday afternoons will be utilized for teacher training. Teachers will not be available to meet on those days.



## 2018-19 River Islands Technology Academy Bell Schedule

Regular Schedule	
<i>Kindergarten (310 Minutes)</i>	
8:20 - 9:40	Class (90 Min.)
9:40 - 9:55	Recess (15 Min.)
9:55 - 11:25	Class (90 Min.)
11:25 - 12:05	Lunch (40 Min.)
12:05 - 1:10	Class (65 Min.)
1:10 - 1:25	Recess (15 Min.)
1:25 - 2:05	Class (40 Min.)
2:05 - 2:15	Recess (10 Min.)
2:15 - 2:50	Class (35 Min.)
<i>Grade 1 (320 Minutes)</i>	
8:20 - 9:45	Class (85 Min.)
9:45 - 10:00	Recess (15 Min.)
10:00 - 11:25	Class (85 Min.)
11:25 - 12:05	Lunch (40 Min.)
12:05 - 1:30	Class (85 Min.)
1:30 - 1:45	Recess (15 Min.)
1:45 - 2:50	Class (65 Min.)
<i>Grade 2 (320 Minutes)</i>	
8:20 - 9:45	Class (85 Min.)
9:45 - 10:00	Recess (15 Min.)
10:00 - 11:55	Class (115 Min.)
11:55 - 12:35	Lunch (40 Min.)
12:35 - 1:30	Class (55 Min.)
1:30 - 1:45	Recess (15 Min.)
1:45 - 2:50	Class (65 Min.)
<i>Grade 3 (320 Minutes)</i>	
8:20 - 10:05	Class (105 Min.)
10:05 - 10:20	Recess (15 Min.)
10:20 - 11:55	Class (95 Min.)
11:55 - 12:35	Lunch (40 Min.)
12:35 - 1:50	Class (75 Min.)
1:50 - 2:05	Recess (15 Min.)
2:05 - 2:50	Class (45 Min.)
<i>Grade 4 (330 Minutes)</i>	
8:20 - 10:05	Class (105 Min.)
10:05 - 10:20	Recess (15 Min.)
10:20 - 12:20	Class (120 Min.)
12:20 - 1:00	Lunch (40 Min.)
1:00 - 1:50	Class (50 Min.)
1:50 - 2:05	Recess (15 Min.)
2:05 - 3:00	Class (55 Min.)
<i>Grade 5 (330 Minutes)</i>	
8:20 - 10:05	Class (105 Min.)
10:05 - 10:20	Recess (15 Min.)
10:20 - 12:20	Class (120 Min.)
12:20 - 1:00	Lunch (40 Min.)
1:00 - 1:50	Class (50 Min.)
1:50 - 2:05	Recess (15 Min.)
2:05 - 3:00	Class (55 Min.)
<i>Grade 6/7/8 (343 Minutes)</i>	
8:20 - 9:05	Class (45 Min.)
9:05 - 9:45	Class (40 Min.)
9:45 - 10:25	Class (40 Min.)
10:25 - 10:40	Recess (15 Min.)
10:40 - 11:20	Class (40 Min.)
11:20 - 12:00	Class (40 Min.)
12:00 - 12:40	Class (40 Min.)
12:40 - 1:20	Lunch (40 Min.)
1:20 - 2:15	Class (55 Min.)
2:15 - 2:17	Passing Period (2 Min.)
2:17 - 3:00	Class (43 Min.)

Minimum Day Schedule	
<i>Kindergarten (192 Minutes)</i>	
8:20 - 9:20	Class (60 Min.)
9:20 - 9:35	Recess (15 Min.)
9:35 - 10:50	Class (75 Min.)
10:50 - 11:03	Recess (13 Min.)
11:03 - 12:00	Class (57 Min.)
<i>Grade 1 (202 Minutes)</i>	
8:20 - 9:30	Class (80 Min.)
9:30 - 9:45	Recess (15 Min.)
9:45 - 10:55	Class (70 Min.)
10:55 - 11:08	Recess (13 Min.)
11:08 - 12:00	Class (52 Min.)
<i>Grade 2 (202 Minutes)</i>	
8:20 - 9:30	Class (80 Min.)
9:30 - 9:45	Recess (15 Min.)
9:45 - 10:55	Class (70 Min.)
10:55 - 11:08	Recess (13 Min.)
11:08 - 12:00	Class (52 Min.)
<i>Grade 3 (205 Minutes)</i>	
8:20 - 9:50	Class (90 Min.)
9:50 - 10:05	Recess (15 Min.)
10:05 - 12:00	Class (115 Min.)
<i>Grade 4 (215 Minutes)</i>	
8:20 - 9:50	Class (90 Min.)
9:50 - 10:05	Recess (15 Min.)
10:05 - 12:10	Class (125 Min.)
<i>Grade 5 (215 Minutes)</i>	
8:20 - 9:50	Class (90 Min.)
9:50 - 10:05	Recess (15 Min.)
10:05 - 12:10	Class (125 Min.)
<i>Grade 6/7/8 (220 Minutes)</i>	
8:20 - 10:15	Class (115 Min.)
10:15 - 10:25	Recess (10 Min.)
10:25 - 12:10	Class (105 Min.)



### Attendance

Your child will be receiving high-quality instruction every day in school; therefore, we believe it is imperative that your child attends school regularly to achieve success. Regular attendance is a preparation for entry into the world of college and employment. As a school, we strive to work with all students to help them succeed; students and parents are accountable for regular class attendance. Students will be in class by 8:20 AM everyday (Monday-Friday) and remain at school until dismissal. Participation in school events including, but not limited to, music programs, sports, dances, academic teams, etc., requires attendance in class that day. Exceptions include funerals and religious holidays.

### Absences

A student not present in class for any reason is considered absent. If a student is expected to be absent, parents/guardians must contact the school office by phone, or email, the night before the day of the expected absence. If a student becomes sick in the morning, the parents/guardians must contact the school office by the start of the school day.

If a student has been treated by a physician or dentist, a signed note by the physician or dentist should be provided to the school office with the date of treatment and reason for absence.

School funding is based on attendance, so accurate record keeping and state law requires parent confirmation of the reason for the absences. Keep in mind that if your child is ill, it is best for him or her to stay home to get the care needed and prevent the exposure of illness to others.

### Excused Absences

Education Code 48205

The following are considered excused absences:

- Personal illness
- Doctor, dental, or optometry appointments
- Funeral attendance
- Religious holiday observance (limited according to Ed. Code)

Students are considered **unexcused** if the parent does not contact the office.

### Excessive Absences

Parents/guardians are required to make arrangements for transportation to school each day. RiTechA is currently full with an extensive lottery list at most grade levels. It is imperative that your child attends school each day. If excessive unexcused absences occur, it will be necessary to provide an official medical or judicial verification in order to excuse an absence. Students with such an excess of absences will be notified in writing of the official verification requirement and may be dis-enrolled.

### Withdrawal due to Excessive Unverified Absences

In rare circumstances, students will be dis-enrolled from RiTechA for 10 consecutive days without attempting to notify the school of the absences or without responding to school inquiries (phone, email, and mail) about the student absences.

### Truancy

A student is considered truant when the student is:

1. Absent from school without a valid excuse three school days in one school year,
2. Tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or
3. Any combination thereof

The parent guardian of a student classified as truant shall be notified by letter containing the following information and requesting a conference with the parent, student, teacher, and Executive Director: (Education Code 48260.5)

1. The student is truant.
2. The parent guardian is obligated to compel the student to attend school.
3. The parent guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Educational Code 48263 et seq.
4. The right of the parent/guardian to meet with appropriate school personnel to discuss the solution to the student's truancy.

### Tardiness

Any student who arrives to school after the official start of the school day, yet less than 30 minutes into the instructional school day, will be considered "tardy." Tardy students are required to obtain a pass from the school office before proceeding to the classroom.

### "Make-Up" Assignments for Absent Students

A student absent from school will be allowed to complete all assignments and tests missed during the absence, and upon satisfactory completion within a reasonable period of time will be given full credit. The teacher of the absent student will determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (Education Code 48205)

### Independent Study

When a student will be missing school for 5 days, but not more than 20 days for vacation, an Independent Study contract may be approved. An application **must be requested two weeks** prior to the absence. If not submitted two weeks prior, your request will be denied. Student must have excellent attendance and grades to be considered for this contract. You may pick up the application at the office or from your child's teacher. Each ISP request is reviewed and approved on a case by case basis.

### Homework

Most homework for RiTechA students fall into the following categories:

- Nightly review of notes
- Studying past skills
- Studying for tests
- Completing assignments started in class, but not finished in class
- Reading books

- Independent research for a group project
- Daily math homework that should not take long but provides practice
- Next steps in the process of writing a report
- Instructional videos

### **Student Athletes**

In order to participate on school sponsored athletic teams:

- Students must have maintained good citizenship
- Maintain a 2.0 grade point average with no F's
- Have transportation for practices and games
- In order to play in a school sponsored game, student must attend school the same day as the game.

### **Medication**

Education Code 49423 prohibits medication being carried by students or for over the counter medication without a physician's order. For safety reasons, students are not allowed to have medicine in their classrooms, lunchboxes, or in their pockets. This includes all medication, pills, aspirin, cough drops or other medication.

In order for the school to distribute your child's medicine, you must have:

- 1) A doctor's written and signed note (Parent/Physician statement) detailing the method, amount, and time schedules for such medication, as well as the child's and prescriber's name.\*
- 2) A written and signed note (Parent/Physician Statement) from the parent indicating his/her desire that the school assist the student as set forth by the physician in his/her statement.\*

\* Forms are available in the office.

If there is cough medicine, Tylenol, Advil, sunscreen, or the like that needs to be administered to the child during school hours, the parent will need to come to school to administer it, or the parent will be required to obtain a prescription from the doctor with dosing instructions and the medication will only be accepted if it has a proper pharmacy label.

New forms must be completed with any changes in medication, dosage, or time to be given. The parent agrees to pick up expired or unused medication within one week of notification and/or prior to the end of the school year or it will be destroyed.

### **Uniforms**

River Islands Technology Academy is a school of **choice** and requires that all students must comply with the school's uniform policy. Students who are not in uniform may be excluded from recess and parents will be notified. The staff does not want to spend time monitoring uniforms.

- Pullover jackets and sweatshirts are not allowed, except on Friday

- Jackets with any writing over 2 inches (examples; Abercrombie, Old Navy, and/or Nike are not allowed
- Uniform colors consist of Burgundy, Black, Grey and White ONLY. Please consult the River Islands Technology Academy website for details.
- All uniforms (including shoes, sock, shoelaces, hats and jackets) are to be school colors, clean, maintained, and appropriately sized. Uniforms are required Monday-Thursday.
- Leggings must be in school color and worn under a uniform skirt. Leggings are not approved uniform pants.
- Uniforms must be purchased through a school-approved vendor, and the specific clothing must be school approved as well.
- If an item of clothing, hair, or accessory becomes a safety issue or a distraction from learning, the student may be asked to remove the article, or substitute with something more appropriate.
- Administration reserves the right to determine which clothing is inappropriate and update the dress code as needed at any time.
- Rolling backpacks are NOT allowed without medical documentation
- Please put your child's name on backpacks, coats, sweaters, etc.

### **School Spirit Day - Friday**

Fridays will be the day River Islands Technology shows their school spirit.

On Friday's students may wear:

- 1) Uniform
- 2) Spirit wear t-shirt and RiTechA sweatshirts
- 3) College shirts and college sweatshirts
- 4) Jeans at the waist, no holes. Acceptable jean colors are: blue, white, black, grey and RiTechA burgandy
- 5) Pull over hoodie RiTechA/college sweatshirts are only allowed on Fridays – **No other pull-over hoodies are allowed**
- 6) Shorts must be of the longer length, similar to the length of the uniform shorts
- 7) Shoes must have a heel strap, and be appropriate for daily school activity. Shoe color is optional as long as it does not distract from the educational environment.

Note: No logos (Nike, Abercrombie, etc.) larger than 2 inches.

*Administration reserves the right to update the dress code as needed at any time.*

### **Student Personal Property**

The school does not assume responsibility for personal property belonging to individual students. Students should limit their personal property to school supplies and items needed for a medical condition (i.e. glasses).

### **Cellphones**

Cellphones are allowed on campus and may be used after dismissal if necessary. From 8AM to dismissal, they may be used for the sole purpose of enhancing the instructional environment, under direct teacher supervision. Cellphones must be used appropriately at all times. If a student is using their cellphone without permission, their phone will be confiscated until the end of the school day. A parent may be required to pick up the confiscated cell phone. *All electronics brought to school are the sole responsibility of the owner. The school will not accept responsibility for stolen, lost, or broken items.*

### **Prohibited Items**

- Weapons (real or “look-alike”)
- Alcohol, tobacco, vape pens or any illegal substance
- Games, toys, trading cards (unless approved by a teacher)
- Electronic gaming devices
- Vulgar/inappropriate stickers and logos
- Inappropriate magazines/books
- Gum or sunflower seeds
- Energy drinks or other caffeinated sodas
- Shoes with wheels
- Water pistols, water balloons etc.
- Lasers
- Stun guns
- Aerosol sprays of any type including pepper spray, hair spray, etc.
- Bandanas
- Lighters

Prohibited items will immediately be confiscated and may only be retrieved by the parent. Administration will take further action for possession of illegal items.

### **Student Conduct**

Students must conduct themselves in a respectful manner and are responsible for their own behavior. Students are expected to work hard, and treat classmates, staff, visitors, and property with kindness, courtesy, and respect. School administrators, teachers, and staff will treat the students in the same manner. Consequences for inappropriate conduct are strictly applied and enforced.

Students will learn to be effective decision makers and problem solvers who demonstrate elements of self-direction, responsibility, and self-discipline. This entire process is built on respect and kindness with every adult and student viewed as a person who has dignity and worth as an individual.

Our school will be a safe and orderly place for our students to receive a quality education. Students, parents, and school staff must share equal responsibility for creating the best possible educational

setting. Open, honest communication with students, parents, and school staff is the best way to achieve this goal.

### **Character Counts!**

River Islands Technology Academy students and staff use the character counts program. This is a framework centered on the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. Students are recognized for positive choices and good character with character tickets and brag tags. To learn more, visit the website [Character Counts](#).

### **Searches**

A personal search of a student may be conducted if there is reasonable suspicion of prohibited contraband. All personal searches should be conducted only by a school administrator or designee. Searches of student backpacks, desks, and similar facilities may be conducted at the direction of the school administrator or designee, at any time, with or without suspicion, and with or without the consent of the student. Searches of outer garments such as jackets and coats, purses, wallets, book bags, backpacks, and similar items of personal property that are in a student's possession may be conducted in the same manner.

### **Internet Terms and Conditions**

Education Code 51870.5

1. Acceptable Use- the use of computing devices with internet access must be in support of education and research and consistent with the Mission and Vision of River Islands Technology Academy.
2. Unacceptable Use- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission reception or web search of pornographic material is also prohibited.
3. Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: a) be polite; b) use appropriate language; c) share resources; d) do not reveal personal information (address, phone numbers, or email); e) social networking site (i.e. facebook, myspace, twitter, etc.) is prohibited.
4. Use of any information obtained via the internet is at the students' own risk.
5. Security on any computer system is high priority, especially when the system involves many users. If you can identify a security problem, notify an administrator or teacher immediately. Do **not** use another individual's account information. Attempts to log-in to any network server as a system administrator is prohibited.
6. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another use, hardware, network or any of the above listed agencies or other networks that are connected to the INTERNET. This includes, but is not limited to, the uploading or creation of computer viruses or installation of software on school computers by students.

### **Lunch Programs**

Information will be posted on the school website.

### **Party Treats/Snack/Nutrition**

Any treats (food) that are brought to school to be shared with other students must be purchased and without nut products. **No** home cooked/baked snacks can be brought to school for birthdays, holiday celebrations, etc. Nutritional Snacks for your own children are encouraged and allowed to be brought from home and may be eaten during morning and/or afternoon recess. Snacks need to be eaten in designated areas only. Energy drinks, caffeinated drinks, and candy are not allowed at snack time. Please notify your child's teacher prior to bringing in any food items for the class.

### **Cafeteria Rules**

The cafeteria will be used during lunch-time for students, and in order to keep a safe and orderly environment, students are asked to use the time wisely for eating lunch. During lunch, students will want to:

- 1) Follow the directions of the campus monitors
- 2) Eat their own lunch and pick up after themselves
- 3) Stay seated and speak quietly
- 4) Refrain from taking food or drink outside the cafeteria

### **School/ Playground Rules**

***Be Kind! Use Good Judgment! Be Safe!***

- 1) Stay in designated, supervised areas
- 2) Follow the directions of campus monitors
- 3) Keep hands and feet to yourself. (i.e. no pushing, shoving, tripping)
- 4) Only say nice things, no name calling or harassing
- 5) Keep the campus clean, no littering- garbage from snack must be thrown away in receptacle
- 6) Play fair and take turns
- 7) Use restrooms and drinking fountains appropriately
- 8) Activity must stop right when the bell rings
- 9) After the bell rings, playground equipment must be carried from the playground back to its designated area
- 10) Line up in an organized manner

### **Behavior Management Cycle:**

- Teachers will establish classroom rules and the consequences for violating these rules
- Playground and Cafeteria rules will be enforced by staff
- Staff shall enforce disciplinary rules and procedures fairly and consistently among all students
- Continued disruptive behavior is to be documented and brought to the attention of a school administrator when appropriate

*Please note: Parents may not be notified of minor cases, if resolved.*



Disciplinary action includes but is not limited to advising and conferring with students, conferring with parent/guardians, writing assignments, detention during and after school hours, use of alternative educational environments, behavior contracts, suspension, or expulsion.

### **Grounds for Suspension and Expulsion**

A student may be suspended or expelled for prohibited misconduct if the act is 1) related to a RiTechA school activity, 2) school attendance occurring at RiTechA or at any other school, or 3) at a RiTechA sponsored event. In Education Code 48900 (a-w) offenses that constitute grounds for suspension and expulsion are listed.

### **Closed Campus**

River Islands Technology Academy is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including lunch period. It is unlawful for anyone to take a student away from school during the regular school day without parent/guardian permission and notification of the school office. Only a parent/guardian or individuals listed on the emergency contacts may sign the student out from school. Parents who have completed the volunteer process are welcome to have lunch in the multi-purpose room with their child.

### **Prohibition of Alcohol, Tobacco, Other Drugs, and Gang-Related Activity**

River Islands Technology Academy will follow the Education Code to the maximum extent as related to drugs, alcohol, tobacco, and gang activity. It is a safe and secure environment where students have the right to learn and be productive.

### **Harassment/Bullying**

Education Code 48900.2, 48900.3, 48900.4

River Islands Technology Academy is committed to providing a safe learning environment for students, employees, volunteer and patrons. Harassment of any student or staff member by another student or staff member is strictly prohibited and should be reported to a school authority. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Harassment occurs when an individual is subjected to a hostile treatment or environment because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following: 1) Verbal Harassment; 2) Cyber Harassment; 3) Physical Harassment; 4) Sexual Harassment.

### **Transportation**

Parents must provide transportation to and from school. Additionally, transportation arrangements for students need to be made prior to the start of the school day whenever possible. It is expected that all drivers are patient and respectful when dropping off and picking up students. Students must be picked up after school in a timely manner otherwise arrangements must be made for students to attend After-School Care.

To ensure student safety:

- Walking students-Need to use crosswalks
- Bicycle Riders-Need to wear helmets and park bikes in bike racks

At dismissal, parents who pick up students at the 2:50 may not remain in the pick-up line for a 3:00 dismissal student if they are holding up the line. The parent will be expected to circle and re-enter the moving vehicle line to meet the 4-8 student.

### **Non-discrimination Policy**

*River Islands Technology Academy* (RiTechA) shall not discriminate on the basis of the characteristics listed in Education Code 220 (actual or perceived disability, gender, nationality, race, or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Students, parents, guardians, or any other individuals having questions or concerns regarding RiTechA's "Discrimination Harassment Policy" or who wish to file a discrimination or harassment complaint should follow RiTechA's "Discrimination Harassment Complaint Procedure", and should contact the Executive Director at the school.

### **Grading**

Kindergarten through 8<sup>th</sup> grade will have Common Core and State Standards based report cards. 3<sup>rd</sup> grade through 8<sup>th</sup> grade will report letter grades. Progress Reports will be issued to all students during every mid-trimester.

### **Smoking**

State of California law prevents anyone from smoking on school premises. Please extinguish cigarettes, cigars, and pipes before entering our parking lot/driveways.

### **School Safety Plan**

On file in the office.

### **Suggestions and Complaint Process**

All suggestions and complaints should be of a constructive nature and be in line with the values, mission, and philosophy of the school. Staff members are open to the opinions of parents who would like to contribute in this positive way. Parents may approach appropriate staff members directly and

offer suggestions. If the suggestion cannot be dealt with at that level, the staff member will relay the suggestion to the school administration.

**Formal Complaint Process:**

- Put your complaint in writing
- To the best of your knowledge, make sure that all statements are true and accurate
- Return your written complaint to the school office

*Please note the content of formal complaints made against personnel will be shared with the employee as required by policy and law.*

**Uniform Complaint Procedure (UCP) Annual Notice**

**River Islands Technology Academy #2**

**For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties**

*River Islands Technology Academy #2* has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and American Indian Early Childhood Education Program Assessments
- Career Technical Education
- Child Care and Development Programs including state preschool

- Consolidated Categorical Programs
- Discrimination, Harassment, Intimidation, and Bullying
- Foster and Homeless Youth
- Local Control Funding Formula and Local Control Accountability Plans
- Migrant Education
- NCLB Titles I-VII
- Nutrition Services - USDA Civil Rights
- Regional Occupational Centers and Programs
- School Facilities
- Special Education
- Tobacco-Use Prevention Education Program
- Unlawful Pupil Fees and/or LCAP complaint may be filed anonymously if evidence or information is provided to support the complaint. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Complaints other than issues relating to pupil fees must be filed in writing with the following designee to receive complaints:

Name or title: Principal  
 Unit or office: River Islands Technology Academy #2  
 Address: 1175 Marina Dr. Lathrop, CA 95330  
 Phone: (209) 229-4700  
 E-mail address: [rainfo@riverislandsacademy.net](mailto:rainfo@riverislandsacademy.net)

A pupil fees complaint is filed with the Director of *River Islands Technology Academy #2*.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the

date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

### **Student Success**

If stakeholders (student, parent, or teacher) have concerns regarding social or academic progress:

#### **Stage One**

- Initiate discussion among stakeholders
- Develop a Student Improvement Plan to support the student
- Communicate plan to all stakeholders
- Give time for the strategies to work
- Re-meet with stakeholders to assess progress (if adequate progress is not achieved move to stage two)

#### **Stage Two**

- Teacher initiates Student Success Team (SST) paperwork
- Parent meets with SST
- SST plan is developed
- Monitor, adjust, and evaluate success of plan

*Education is the most powerful weapon which you can use to change the world –  
Nelson Mandela*

*Alone we can do so little, together we can do so much – Helen Keller*

*Wishing you a wonderful year of learning!*

*- RiTechA Staff*