

*Home of the Bulldogs*

# **Rio Del Oro**



# **Elementary School**

*Family Handbook*

1220 Zanes Drive, Plumas Lake, CA 95961  
Phone: (530) 749-0690 Fax: (530) 749-9765

Dear Families,

Welcome to Rio Del Oro Elementary School, home of the BULLDOGS! Our commitment to student safety, and the academic and emotional success of all students, make our school an ideal place for learning. As a staff, we are eager to build relationships and partner with you as we build a culture of communication and collaboration.

This handbook is for your family to reference throughout the year. It aims to be a resource regarding our school's procedures and policies. If you are still seeking the answer, do not hesitate to contact your child's teacher or the front office.

Sincerely,

Kim Toledo  
Principal

## **Rio Del Oro Elementary School Mission Statement**

Plumas Lake Elementary School District is an inclusive environment that cultivates creative, curious, resourceful, and inspiring learners who will positively contribute to their local, national, and global communities.

At Rio Del Oro, we provide students with a safe and caring learning community where they gain the knowledge, skills, and core values necessary for personal success.

## **School-Wide Expectations**

We will work together to teach and model the following school-wide expectations:

- Be Safe
- Be Respectful
- Be Responsible

We have organized our family handbook around our school-wide expectations.

## **WE ARE SAFE**

During the first weeks of school and at intervals throughout the year, all staff will teach and model the following school-wide expectations:

- Be Safe
- Be Respectful
- Be Responsible

Rio Del Oro Elementary School has a school-wide discipline policy that supports each teacher's classroom plan. It provides a safe and orderly environment where students can study, learn, and grow. If your child has any problems, you or your child should contact your child's teacher or a school staff member so that we may help.

We appreciate the cooperation and support of parents during the often tricky process of student discipline. A positive and effective home/school partnership helps bring about the best possible outcome for everyone involved. Students will adhere to school expectations when supervised by any staff member; aides, bus drivers, yard duty supervisors, specialty staff, substitute teachers, or volunteer workers.

### **Emergency Contacts**

Parents are required to fill out emergency contact information for each child enrolled. These contacts must be kept current. Parents/guardians must complete the data confirmation before receiving their student's teacher assignment.

Report any changes of the following to the school office immediately:

- Cell or home phone number and physical address
- Parents' work phone number or email address
- Doctor's name
- Name and phone number of child care provider, friend, or relative designated as an alternate or emergency contact

If you are out of town at any time, please send a note to the office that includes the name, address, and phone number of the person we can contact in an emergency.

### **Medication Policy**

The Board of Trustees recognizes that students may need to take prescribed medication daily to attend school without jeopardizing their health. When the school has received written statements from the student physician, designated personnel shall assist the student in taking the medication. Medication must be in the original prescription container. ALL MEDICATION, INCLUDING NON-PRESCRIPTION DRUGS, requires a signed release by the attending physician.

## **Food Allergies**

Families must submit a physician's written authorization to the Health Office and the Nutrition Services Director to accommodate dietary modifications at school.

## **Student Misconduct**

School discipline consequences strive to be fair, consistent, age-appropriate, and responsive to the severity of the behavior. Students may be suspended for assault, battery, theft, vandalism, obscene acts, fighting, abusing, insulting, threatening, or harassing behavior; theft, leaving the campus without permission, profanity/obscene gestures, possession or use of tobacco, slurs, willful disobedience, disrupting school activities, gambling or forging. Suspensions may be from one to five days. A student is not to be on campus nor attend or participate in any school-sponsored activity for the duration of their suspension.

The California Educational Code and board regulation require an expulsion recommendation if a student commits any of the following:

- Severe physical injury to another person or a fight involving weapon use.
- Possession of a firearm, knife, explosive, or other dangerous objects of no reasonable use to the pupil at school.
- Intent to sell any controlled substance.
- Robbery or extortion.
- Possession of, or under the influence of, any controlled substance, including alcohol, drugs, cough syrups, inhalants, paint thinner, glue, etc.
- Multiple suspensions may also be grounds for an expulsion recommendation.

Section 48900 (r) states that a pupil may be suspended or expelled for acts that are related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off campus.
4. During, or while attending, or coming from a school-sponsored activity.

## **Safety Drills**

Our school and district have a comprehensive safety plan reviewed annually, and drills are scheduled and practiced per Board policy.

### **Morning Drop Off**

Students may arrive at school between 7:40 and 8:00 a.m. Do not drop students off before 7:40 a.m. because there is no teacher supervision. Follow safe driving procedures. Pull into the circle drop-off area, wait your turn, and stop for pedestrians in the crosswalk. Be courteous. Do not stop in parking lot areas to have your children walk through the parking lot.

Students should report to the cafeteria. Parents must park if they want to walk them to the multipurpose room doors to say goodbye. Only staff and students are allowed in the multipurpose room and on school grounds.

Students should report to the designated area for their grade level. Breakfast is served in the cafeteria between 7:40 am and 7:55 am. At 7:40 am, we dismiss students to the playground, where our staff supervises them.

### **End-of-the-Day Procedures Pick-Up**

Students will walk with their classes to their designated pick-up area. Drivers will be safe and courteous. You must stay in your car and continue moving forward.

Students who ride the bus, walk, or ride a bike will be dismissed by their teacher.

### **Bike Procedures**

If you ride your bike to school, you must wear a helmet (California State Law). Cyclists who do not wear helmets may need a parent to pick up the bike.

- Bike riders must always walk their bike, skateboard, or scooter on school grounds.
- All bicycles, skateboards, and scooters must be parked and locked in the bike area.
- Students riding a bike, skateboard, or scooter to school must obey regular traffic rules, or the school could revoke the privilege.
- All students who ride their bikes or walk to and from school must check out with their teacher, walk directly to the bike rack area, and go home.

### **Field Trip Permission Slips**

Students are provided Parent Permission Slips before a scheduled field trip. These slips must be signed and returned to the teacher for the student to participate in the field trip. Students unable to attend their class field trip for any reason will remain at school and be supervised by a neighboring teacher. Students unable to follow the behavior code on field trips may be returned to the school to be picked up by a parent/guardian.

## **Pets**

Please keep your pets at home. As a safety precaution, dogs (except for a guide dog and their trainer) are prohibited on campus. If you are walking your dog while picking up your child, please stand clear of the traffic of students. Please be empathetic; we have students allergic to or fearful of animals.

## **WE ARE RESPECTFUL**

### **Addressing a Concern**

If you have a concern regarding your child's performance or a specific event at school, your child's teacher has the most direct contact with your child and is probably the person most aware of the situation and can be most helpful. If there continues to be a concern, reach out to the principal. The principal will have information about school-wide or district issues and can assist if you cannot resolve a problem with the teacher.

Please call the office if you have a question or concern about school policies or your child's progress beyond the teacher's response. Your call will be returned as soon as possible, within 24 business hours.

### **Success Skills**

We focus on and celebrate students who demonstrate specific success skills to help students develop relationship skills, self-management, self-awareness, social awareness, and responsible decision-making.

August	Being Safe, Respectful, and Responsible
September	Attentive Listening
October	Managing Emotions
November	Adaptability
December	Kindness
January	Collaboration
February	Inclusion
March	Empathy
April	Problem Solving
May	Friendship Skills

### **Bulldog Pride**

At Rio, we recognize the importance of praise and recognition. All adults are encouraged to identify positive and improving behavior. We celebrate students demonstrating positive character and success skills throughout the year by giving

“Bulldog Pride” slips. If your student comes home with a Pride slip, someone noticed them doing something extraordinary.

### **Volunteering, Chaperones, or Visiting Campus**

We are proud of the educational program offered at Rio Del Oro Elementary School. Parents are always welcome to visit the school, chaperone a school trip, or volunteer in their child’s classroom with mutual agreement between the teacher and parent. Please report to the office and obtain a visitor’s pass when visiting. While volunteering in the classroom allows the teacher to continue instructional activities, all volunteers must complete the proper paperwork in the office, be fingerprinted, and show documentation of a current negative TB test and any other requirements before volunteering.

### **Parent-Teacher Conference**

If you have a question about your child, please call your child’s teacher to prearrange a private time to visit. We ask that you give our teacher at least 24 hours before you wish to meet.

### **Student Recognition and Celebrations**

Each month, Rio Del Oro hosts the P.A.W.S Assembly. This is a time to recognize students for accomplishments throughout the month. Teachers will notify parents if their child is receiving an award. We welcome parents to join us.

**P-** Perfect Attendance

**A-** Academic Success

**W-** Wonderful Citizenship

**S-** Success Skills

### **Perfect Attendance**

Students demonstrating perfect attendance for the trimester are recognized at the end-of-the-year awards ceremony.

### **Academic Success**

Students demonstrating academic growth on ELA and Math concepts will be recognized for their performance, in addition to students performing at the proficient or advanced levels.

### **Wonderful Citizenship**

Students will be recognized formally for their citizenship at school each month. To qualify for a Citizenship Award, a student must demonstrate the following attributes:

- Use time productively, be attentive, and participate in class activities
- Work independently, cooperatively, and accept responsibility

- Complete and turn in 95% of assignments and homework
- Demonstrate self-control and seek help if needed
- Show caring for self and others

### **Elective Awards**

Students showing work ethic and focus in the elective classes, VAPA, and physical education, will be recognized monthly.

## **WE ARE RESPONSIBLE**

### **Communication**

Communication between teachers and parents is critical to the educational process. Each teacher will communicate the best way to reach them. If you contact the teacher, they will contact you promptly.

We utilize Blackboard, Parent Square, and social media to share information:

Facebook    Rio Del Oro Elementary School

Instagram    @principaltoledo

Schoolwide events are listed on our webpage calendar as well as on Facebook.

### **School Attendance**

If children are not in school, they miss out. Arriving late, even a few minutes, or being checked out before the end of the day means your child needs to catch up on academics, social interaction, and learning.

The parents/guardian must ensure that students attend school promptly and regularly (Education Code, Article 6, Section 48290)—report absences promptly to our school attendance clerk at 530-634-9723. Any absence not cleared within three (3) school days will become truancy. Serious attendance problems will be referred to the administration for action, and we will make referrals to all appropriate agencies.

The law states explicitly that a pupil must be legally excused for compulsory attendance purposes for the following situations:

- Personal illness or injury
- Quarantine
- Medical, dental, optometry, or chiropractic service rendered
- Attendance at the funeral of an immediate family member



- Exclusion for failure to present evidence of immunizations
- Exclusion from school for a contagious disease

**Tardy Policy**

It is the responsibility of the parent and student to be on time each day for school. Instruction in classrooms starts at 8:00 am. Your child is tardy if they are not in class at 8:00 am. If students arrive late, they must go to the Attendance Office to be issued a Tardy Slip to enter their classroom. When students are late, it impacts the learning of your student and the other students at the school.

A parent/guardian must accompany the student to the office and submit the reason for the delay when arriving 30 minutes or more after school. Parents of students who are habitually late to school must meet with the administrator.

**Early Check-Out**

Individuals picking up students before the regular release time must pick up the student from the school office. If you cannot pick up your student from school, send a signed note to the school with the name of the person authorized to pick up your child that day. It is strongly suggested that this person be listed as a possible caregiver on the emergency card. If an emergency arises during the school day and you cannot send a note, please call the school office. All individuals must show identification when picking up a student early from school.

**School Hours**

	<b>Start</b>	<b>End</b>
Regular	8:00 a.m.	2:30 p.m.
Minimum Day	8:00 a.m.	12:00 p.m.
Modified Mondays	8:00 a.m.	1:30 p.m.

Modified Mondays are designed to provide necessary staff development training and an opportunity for teachers to articulate within and throughout the grade levels, to plan and implement effective instructional strategies, and a successful school-wide system of routines and procedures.

**Illnesses**

Notify the office at (530) 749-0690 on any school day that your child is ill on any school day. Please contact the office by 8:15 a.m. Parents should not send a child to school if their illness is contagious or detrimental to the health of the class, is fever free without medication, or has not vomited for 24 hours. If your child shows any signs of fever, vomiting, rashes, etc., please keep your child at home.

Notify the school immediately in case of contagious diseases such as measles, mumps, chicken pox, impetigo, Covid-19, or the like so that the school may notify the parents of children exposed. Any student with an infectious disease may be readmitted only by the school nurse or other designated school personnel with a doctor's note or a negative test. If a child becomes ill or injured at school, we will give first aid and notify the parent immediately.

### **Homework Policy**

The efficacy of homework, especially for PK-5 students, has been the subject of much research and debate. Teachers at Rio use the assignment as they see it is appropriate for the learning and the learner. Homework reinforces learning and will look different from grade to grade. Each teacher will communicate their homework policy. When homework is assigned, it should be done by the student within the time given.

### **Dress Code**

Title V of the California Education Code states that students must be neat and clean, and schools have the right and responsibility to enforce this standard reasonably. The focus of Rio Del Oro Elementary is to promote safety and decency on campus, with the intent of promoting the academic learning and functions of Rio Del Oro Elementary School, including, but not limited to, field trips, athletic events, after-school activities, etc.

- Clothing and jewelry shall be free of writing, pictures, or any other symbols which: are crude, vulgar, profane, or sexually suggestive; advocate racial, ethnic, or religious prejudice; or the use of drugs or alcohol or gang affiliation.
- Clothes shall be sufficient to conceal undergarments. Shirts need to cover the torso completely. Skirts or shorts are to be an appropriate length (mid-thigh) and neither too tight nor too baggy.
- All students must wear footwear at all times. Backless shoes are unacceptable. Shoes with platforms or high heels may be unsafe. Students must wear appropriate athletic shoes during physical activity.
- Watches, bracelets, necklaces, rings, earrings, etc., should be safe for a regular school activity, which includes physical education and recess.

A student violating the Rio Del Oro School's Dress Code policy will call home. They will be allowed to return to class when they are appropriately dressed. If they cannot contact their parent, every effort will be made to loan them appropriate clothing. Repeated violations may be treated as misconduct.

## **Lost and Found**

It is recommended that name tags or inked names be placed in all coats, hats, sweaters, jackets, lunchpails, and backpacks. If you're missing an item, please visit the lost and found container in the multi-purpose room. Students can check the container before, at lunchtime, and after school. The school will donate unclaimed items to a charitable organization when the container is full.

## **Toys and Electronic Equipment**

Toys, electronic equipment, playing cards, and items distracting from the learning environment are prohibited at school. If a student brings one of these items to school, the school will contact a parent to pick up the item.

## **Devices**

Students should not have mobile phones or smart watches at school. Parents and families are encouraged to carefully weigh whether or not to bring electronic devices to school. They can disrupt the learning environment, get damaged or stolen, and often create discipline issues.

Once a student enters the campus, the student must silence all electronic devices (phones, smart watches, cameras, etc.). In class, the student must keep devices out of sight. The school is not responsible for the loss or theft of these items. Due to privacy concerns, students are prohibited from taking photos with their cell phones or cameras at school. If you need to reach your child in an emergency, please call the office at (530) 749-0690.

## **Food Services**

Plumas Lake Elementary School District participates in the National School Lunch and Breakfast Programs through Food Services. The USDA is an equal opportunity employer. Lunches are analyzed to ensure that meals meet the nutritional needs of students and the Dietary Guidelines for Americans, which can be found at <http://www.choosemyplate.gov>.

One breakfast and one lunch are complimentary for the 2023-24 academic year. All families need to complete a meal benefit form. They are on the district web page at [www.plusd.org](http://www.plusd.org) under Nutrition Services.

## **Computer Use**

Before using school computer resources, parents complete the online registration, including the Internet Acceptance form. This agreement aims to communicate expectations for student use of school technology resources and for the student and parent/guardian to agree to abide by the specified use obligations and responsibilities

described in the contract. Students who fail to comply with the policies and procedures for technology use will be subject to disciplinary action, including possible cancellation of network resource privileges.

### **Bus Riders**

Students riding the bus will check out with their teacher and walk to the bus loading area. All bus riders are expected to be on time for the bus. All students riding a district school bus are expected to follow Bus Rules and Regulations distributed to bus riders during the first week of school. Plumas Lake Elementary School District Bus Rules and Regulations are on the district website, [www.plusd.org](http://www.plusd.org), under the Department tab/Transportation Forms and Schedules.

Any student, who is not a regular bus rider, or is riding the bus to a different stop, must bring a note to the office in the morning from a parent or guardian. The office must approve the letter before the student can board the bus. The student must have an approved note from the office to ride the bus.

Bus passes can be purchased online at [www.plusd.org](http://www.plusd.org) or the district office.

### **PLESD Wellness Policy/Birthdays**

Board policy states, "Food items served to pupils during the school day must meet the nutritional guidelines of SB 12 and 965. Any food item that contains not more than 35 percent calories from fat, not more than 10 percent calories from saturated fat, not more than 35 percent sugar by weight, and not more than 175 calories per food item. Food items must be store made and packaged. Items are not to be prepared on school grounds."

Parents should give balloons and birthday gifts to their children at home. If the whole class is invited to a birthday party, please work with the teacher about how they wish invitations to go home.

### **Independent Study**

When students know they will be away from school for at least three consecutive days, the school can assign work through an Independent Study Program. Students will receive credit for being in school if the work is completed and the Independent Study Agreement is fulfilled. Parents must inform the office nine days before the day of departure.