



Restoring Individual Success in Education

Family and Student Handbook

[7-12 Campus:](#)

Trinity County Office of Education

201 Memorial Drive

Weaverville, CA 96093

530-623-2861 ext. 267

Welcome to R.I.S.E. Academy! Our staff is dedicated to working with parents and students to help develop the academic and behavioral skills that will ensure a successful future for your scholar. We use a positively oriented behavioral program with a strong academic approach that helps students learn to achieve success and view themselves as important, worthy, and competent. R.I.S.E. Academy is a dynamic, vibrant, and nurturing environment. We value diversity and recognize that every student has a unique voice, developmental rate, and learning modalities. Though we are all from different backgrounds, we share a common capacity to be challenged and to learn.

We value any questions or comments you may have. Please feel free to call or stop by and speak with us at any time! We are here to listen and serve you.

Our Vision	5
Our Mission	5
School Composition	5
R.I.S.E. Academy Basics	6
Thinking	6
Doing	6
Being	7
Behavior Management	7
Behavior Level System	7
Level 1	7
Level 2	7
Level 3	7
Level 4	7
Level 5	7
Using the DPR to Determine a Student’s Level/Day	8
Dress Code	10
Parent Responsibility	11
Release of Student to Peace Officer	11
Safe Place to Learn Act	11
Student Searches	12
Daily Operations	12
Campus Hours	12
Campus Visitors	12
Supervision Before and After School	12
Security Cameras	12
Field Trips and Reward Trips	12
Parent Responsibility & Involvement	13
Councils and Committees	13
Volunteering	13

Classroom Visits	13
Support Services	14
Food Services	14
Parent-Teacher Conferences	14
Student Study Team (SST)	14
Student Counseling	14
Attendance	15
Student Absence	15
5 or more Days Absent at One Time	15
Leaving Early	16
Arriving Late	16
Unexcused Absences	16
Graduation	17
High School Diploma Requirements	17
Exiting R.I.S.E. Academy	18
Transportation & School Bus Safety	18
Transportation	18
Bus Transportation	18
Bus Rules	19
Inappropriate Behavior Consequences	19
Instruction	20
Textbooks & Library Books	20
Prospectus of School Curriculum	20
Teachers	20
Grading Scale	20
Student Use of Technology	21
Student Obligations & Responsibilities	21
Privacy	23
Personally-Owned Devices	23
Reporting	23

Impersonation on the Internet	23
Consequences for Violation	24
Special Education Services	24
Special Education (IDEA)	24
Special Education/Child Find System	24
Special Education Complaints	24
Section 504/Disabled Pupils	24
Health Services	25
If Your Child is ill?	25
Immunizations	25
Medication	26
Continuing Medication Regimen	26
Guidelines for Management of Life-Threatening Allergies	26
Guidelines for use of Emergency Epinephrine Auto Injectors/ Management of Undiagnosed anaphylaxis	27
Sun Protection	27
Medical and Hospital Insurance for Students	27
Confidential Medical Services	27
School Records	28
Pupil Records	28
Release of Pupil Directory Information	28
Release of Student Records/Compliance with Subpoena or Court Order	29
Release of Student Records/School Officials, District Employees & County Employees	29
Individual Student Reports on Statewide Assessments	29
Complaints and Due Process	29

Our Vision

“Changing Lives and Renewing Hope”

Our Mission

The mission of the R.I.S.E. Academy is to be a one-of-a-kind, trauma sensitive, alternative school serving at-risk students who need a second chance to succeed. Our vision is “Changing Lives and Renewing Hope.”

We are committed to serving a population of students who have struggled in the traditional school setting. We specialize in serving students affected by the School Attendance Review Board (SARB), expulsion, probation, homeless, foster youth, and any student that needs extra support and love to be successful. We can and will make a lifelong impact in the lives of students that will not only make a difference to them personally, but also leave a positive impression on the community as a whole.

Building relationships is key to all that we do at R.I.S.E. Academy. We believe that once you capture a student’s heart, you are then able to capture his/her mind. Our students come to us with a wide range of social and emotional needs so we will employ an emphasis on trauma-based practices and instruction. Each student at R.I.S.E. will have his/her own personal educational plan tailored to meet their specific academic and social/emotional needs. A strong character foundation is emphasized through various community outreach efforts, such as working with the homeless, building community gardens, cleaning up neighborhood parks and streets, etc. Programs such as Love and Logic, Capturing Kids Hearts and other state-adopted curriculum will be implemented to help all of our students succeed.

School Composition

R.I.S.E. Academy is a 7-12 school consisting of one high school classroom and one office. R.I.S.E. has one certificated teacher, a principal, one classroom aide, one wellness liaison, and office support provided by the Trinity County Office of Education. The classroom is equipped with supplies to support various teaching techniques and differentiated instruction. The classroom has a low pupil-to-teacher ratio which enables the students to receive more individual attention, thereby increasing their chances of academic, behavioral and social success.

Restoring Lives



and Renewing Hope

R.I.S.E. Academy Basics

R.I.S.E. Academy believes that students are our most precious resource and we seek to explore every opportunity that allows us to build caring and supportive relationships with students and families. Students, teachers, and families team together to create learning and behavior plans supported by a variety of resources to meet each student where they are. As a result of this team approach, a personalized education can be realized. We keep adjusting instruction as needed, nurture student interests, and employ different learning strategies. In order to realize this vision, we focus on three areas:

Thinking

Thinking goes way beyond knowledge! Knowing things is important, but it is even more important to understand how to process that information, problem solve and apply knowledge to unknown situations. At R.I.S.E., we blend traditional instructional styles with cutting edge styles in order to create a unique learning environment designed to empower each student in their thinking process. Our premise is that learning should be tailored to fit the individual needs of each scholar. Students demonstrate mastery in their academics in small classes, flexible-grade classrooms, and by a variety of other means. By communicating with the student and his/her family about how to best meet the student's needs, teachers are able to create learning opportunities to excite, educate, and empower. As a school within the Trinity County Office of Education, we follow the same curriculum and testing procedures as the two county high schools and local elementary schools. Report cards are sent home at the end of each semester.

Doing

Our actions communicate what we truly believe and value! For this reason, we model and teach appropriate choices, which is the key to success at R.I.S.E.. The classroom is staffed with a classroom aide to help students with their behavioral goals. This is often a one-on-one process, but is also taught in small and large groups with direct instruction of research-based practices to help students maintain control over their choices in and out of the classroom. This is accomplished within a positive, safe and supportive learning environment.

Being

At R.I.S.E., we foster, develop and grow our inner being! Who are we as individuals? What TYPE of person are we going to be? How do we ensure that we become who we want to be? These are just some of the questions we grapple with throughout our lessons and discussions. R.I.S.E. believes that what we think about and the actions we take will ultimately define who we are. Creating a plan, having self-control and believing in a broader purpose will ensure that we are being who we really want to be. R.I.S.E. does this through character education which is integrated in every classroom activity including regular classroom meetings and community service projects. This character education transforms our classrooms into a family. With this nurturing and supporting environment, students are held to a higher standard for their words and actions as citizens of the school, community and country.

Behavior Management

The Behavior Management System at R.I.S.E. Academy is built around the **Level System** and the **Daily Progress Report (DPR)**. Both pieces reflect the behavioral and academic choices that students make and ensure that parents/guardians are informed EVERY day.

Behavior Level System

Level 1

Unsatisfactory- little to no effort

Level 2

Minimal Success- Little effort that results in minimum requirement completion

Level 3

Independent-Completes all requirements and is self directed.

Level 4

Collaborative- Works effectively with others.

Level 5

Interdependent- Transitions smoothly between independent work, collaborative and team work.

Using the DPR to Determine a Student's Level/Day

The Daily Progress Report (DPR) reflects **both behavior and academics** and is sent home with the student at the end of each school day. The DPR is the primary daily communication tool between school and home. If parents have questions or comments, we encourage notes on the back or a call to schedule a meeting.

The student's level is calculated through the DPR based on the **100-point scale** wherein points are deducted for infractions and added for commendations.

The 100-point scale is the main component of the DPR and helps determine if the student met the requirement to ascend to the next level/day. Students start off each day with 100 points. If they choose poorly, points are deducted from the total. R.I.S.E. calls these poor choices "infractions."

Levels advance sequentially in this fashion: 1.0, 2.1, 2.2, 2.3, 2.4, 2.5; 3.1, 3.2, 3.3, 3.4, 3.5; 4.1, 4.2, 4.3, 4.4, 4.5; 5.1, 5.2, 5.3, 5.4, and 5.5. There is no level "0". The first number is the level and the second number is the amount of days that the student has been on that level. A student could theoretically progress from level 1 to level 5.5 in 21 days.

Students must successfully pass 5 days on each level to move up to the next level. If a student does not successfully meet each level's point criteria, the student "freezes" in place and tries again the following day. A student can be frozen on a level and day for up to 3 days. If still unsuccessful, the student moves back one day (such as 3.5 to 3.4 or 3.1 to 2.5)

New students to the classroom always start at level 3.1. This means that the student is on level 3, day 1. Students continuing from the previous school year or summer program will start at the level/day that they earned at the end.

In order to pass to the next day (such as from 4.1 to 4.2) students must earn the amount of points assigned to their current level in the chart below. However, in order to pass to the next level, students must earn the next level's required points. Example: A student having earned a level of 2.5 must fulfill level 3's requirements in order to move up to 3.1 the next day, which would be 75 points:

Level 5	90 points
Level 4	80 points
Level 3	75 points
Level 2	70 points

Normally, a student may advance only one day at a time. However, there are some exceptions when students will have the opportunity to jump 2 days in the level system in a single school day. This is called a “double day.” For example, if the Learning Specialist is out of class and there is a substitute, students that make the choice to be successful are rewarded with a double day.

Infractions are calculated at the following rates:

- **No Signed DPR:** (-5 points per day)
- **No Homework:** (-5 points per day) The bottom right of the DPR includes a homework box. Please note what kind of homework the student did and put your initials as the parent, guardian, or other designated homework signer. If the student did not do the required amount of homework, the student will lose 5 points.
- **Infractions:** (-3 points each) Examples include: profanity, horseplay, off-task, disrespect, not following directions, etc. Students will continue to receive infractions until the offense has been corrected.

***If a student is not advancing behaviorally after multiple days, **different** disciplinary steps will be considered including a meeting with the student, parent, teacher, and principal.

Dress Code

The following are the dress code guidelines at RISE Academy:

1. Title V of the CA Administrative Code states that students must be neat and clean and schools have a right and responsibility to reasonably enforce this standard.
2. For purposes of health and safety, shoes or comparable footwear with rubber or leather soles shall be worn.
3. Students with long hair shall be required, for reasons of safety, to provide and wear a hair net or head band in those classes where long hair might be a hazard or detrimental to the required performance of the class.
4. Students, whose appearance is so unusual as to cause obvious distraction to other students from the educational process, shall be required to correct their appearance.
5. Any headwear that prohibits eye contact with a staff member is prohibited.
6. Shorts must have a 4 inch inseam or longer (longer than hanging arm finger tips). Skirts must NOT be more than 6 inches above the knees when standing.
7. Excessively baggy or sagging pants, which allow undergarments to be exposed, are unacceptable.

8. Regardless of gender, tops must include sleeves. Tops must be long enough to cover the top of pants when standing with arms outstretched. Any top that staff deem suggestive or inappropriate is unacceptable.
9. Clothing may not have suggestive, drug-related or otherwise inappropriate wording or images printed thereon. This includes but is not limited to marijuana leaves, Cookies-brand clothing, and Backwoods-brand clothing.
10. Reasonable rules for appearance for those who participate in extracurricular activities may be established and enforced. These rules may not supersede the dress code.

Any student not meeting the above standard or who goes to school without proper attention having been given to personal cleanliness and neatness of dress is choosing to receive Dress Code (DC) violations every period until the violation is corrected.

Parent Responsibility

Parents are liable for damages caused by the willful misconduct of their student that result in death or injury to other students, school personnel or damage to school property as well as for any school property loaned to the student and willfully not returned. A parent's liability may be as much as \$10,000 in damages and an additional \$10,000 for payment of a reward, if any. The school may withhold grades, diplomas or transcripts of the student responsible until such damages are paid or the property is returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, you may be required to attend a portion of the school day in your student's classroom. (EC 48900.1, 48904, CC 1714.1, GC 53069.5)

Release of Student to Peace Officer

A school official will promptly notify you or a responsible relative if your student is released from school to a peace officer. However, if a student is taken into custody as a victim of suspected child abuse, the peace officer will notify the parent or guardian. (EC 48906, PC 11165.6)

Safe Place to Learn Act

The school is committed to maintaining a learning and working environment that is free from bullying. Any student that engages in bullying of another student in or from the school may be subject to disciplinary action up to and including expulsion. To report incidences of bullying, please contact the school principal. (EC 234.1)

Student Searches

The school principal or designee may search a student, the student's locker, backpack, or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. *US Supreme Court Case: New Jersey V. T.L.O (1985) 469 U.S.325*

Daily Operations

Campus Hours

Classroom/Office is open from 8:00-4:00 p.m. daily

Campus Visitors

Visitors MUST check-in at the prospective schools before talking with students or participating in classroom activities. For teacher/parent conferences, it is always best to make arrangements in advance. Teachers frequently have meetings, duties and other conferences after school.

Supervision Before and After School

Supervision of students begins at 8:00 a.m. and ends at 3:45 p.m.

Security Cameras

Please be aware that security cameras have been installed throughout R.I.S.E. to help ensure student and staff safety at all times.

Field Trips and Reward Trips

Reward trips are different from field trips. Students earn the privilege of participating in a reward trip by achieving and maintaining a level of at least 4. Both kinds of trips are planned by RISE and are not considered absences from school. When a teacher plans a trip, a permission slip must be signed by a parent or guardian and returned by the deadline. School rules apply at all times during all trips. Conduct on these trips will be such that a favorable impression of your school will be left with the people you meet. **R.I.S.E. reserves the right to exclude a student from participating on a trip. Such a decision would be determined on the basis of the student's conduct, academic progress, and/or attendance in school as reflected in the level system.** Students are required to ride the bus or van to and from the trip. All field trip chaperones are required to have valid clearances. Teachers will communicate to parents regarding chaperone selection.

Parent Responsibility & Involvement

Parent involvement is essential for student success. Our staff will work closely with parents and students to create a learning environment which promotes student achievement in academics and behavior. R.I.S.E. utilizes a unique approach to teacher/parent communication in that parents are notified daily concerning their child's behavior and academic progress via Daily Progress Reports (DPRs). This immediate feedback benefits parents and students alike.

The DPR is designed to be a communication tool between school and home. At the end of every day, students get a DPR to bring home to their parents or guardians which shows how they did for the day. Parents can also see the students current level and read any comments the teacher and/or aide write. Many times there are also important papers attached to the DPR like field trip permission slips and flyers. Students are required to have the DPR signed by a parent or guardian and return it to the school the following school day; there is a section for parent comments, if needed.

R.I.S.E. parents are also invited to participate in the school advisory board to make decisions on school goals and needs. This group is incredibly important as a guiding group for school planning.

******It is incredibly important to keep the Emergency Card up to date. We must have the ability to contact someone during an emergency******

Councils and Committees

Parents are encouraged to participate in the parent advisory committee, school site council and school based leadership committees. (EC 54444)

Volunteering

Parents have the right and are encouraged to volunteer time and/or resources in order to improve school facilities or programs. Please contact the school principal for more information.

Classroom Visits

Parents may visit the classroom in which their child is enrolled. The date and time for the visitation must be pre-arranged by contacting the school office.

Support Services

Food Services

The Trinity Alps Unified School District Food and Nutrition Department offers a variety of meals that meet the ever-changing needs of our students. We follow only the strictest USDA standards to maintain basic nutritional integrity in our meals. R.I.S.E. will provide all students with meals in accordance with the National School Lunch and Breakfast programs. Monthly menus are posted on the web page and in the classrooms. Students may have their lunch provided by the cafeteria or may bring lunch from home. We encourage healthy lunches; no sodas are permitted unless authorized by the school staff. There is nothing worse than being “hangry.” If you do not like school lunch, please bring large quantities of healthy food that you do like.

Parent-Teacher Conferences

A parent-teacher conference offers an opportunity to share information about a student. The best conferences end with both the parents and teacher feeling they have learned something about the child and with a clear action plan of how to best support the child going forward. Parents may schedule a conference anytime; however, twice throughout the school year, R.I.S.E. will schedule a conference for each student.

Student Study Team (SST)

When a parent, student, teacher or administrator is concerned about a student’s social, emotional, behavioral or academic progress and a parent-teacher conference was not successful, an SST meeting is held with the entire team. The teacher, administrator, school counselor, parent and additional support staff may attend this meeting. The goal of the meeting is to develop a team plan to assist the student as needed. This may involve a referral to outside community resources, a behavior plan and/or a follow-up SST meeting.

Student Counseling

R.I.S.E. will access available resources to promote students’ social, emotional and academic growth. TCS may do this on an individual basis or in small/large groups. Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.

Attendance

Every day counts in a student's education! Students that have outstanding attendance are proven to achieve better academic skills, grades and self-esteem. Regular attendance is one of the greatest contributing factors to success at R.I.S.E. Students are required to attend school on a daily basis and remain in school the entire instructional day. Students who are tardy or leave early miss important instruction, disrupt instruction for those students who arrive on time ready to learn and cause a loss of class time while instruction must be repeated.

R.I.S.E. appreciates it when you are able to limit appointments to before or after school hours. For SARB purposes, absences are excused only for health reasons, attendance at an immediate family member's funeral, court appearance, attendance at a naturalization ceremony and observance of religious holidays. If your student has three unexcused absences or tardies in excess of thirty minutes, they are considered truant. California Education Code 48260 requires that a student who is absent from school more than 3 days without a valid excuse or who is tardy in excess of 3 days in a school year shall be reported to the school administrator. The R.I.S.E. principal will work with you to develop a plan to assist your student. Excessive unexcused absences and tardies will be reported to the Student Attendance Review Board (SARB).

Student Absence

If your student is absent from school, you must call the classroom, **530-623-2861**, with the reason for the absence. For the well-being of all students, please keep your student home if he/she has a fever, is throwing up, or has a communicable disease. **If your student is absent for a medical or dental appointment or a mandatory court appearance, students must bring a note to the TCOE office from the doctor, dentist or court stating the reason for their tardiness/absence.** We appreciate your help in getting your student to school on time each and every day. For students who have been expelled from their mainstream schools, absences, whether excused or unexcused, count against the attendance rehabilitation requirement. However, only unexcused absences trigger the Student Absence Review Board process.

5 or more Days Absent at One Time

If your student will be absent from school for 5 days or more for reasons other than illness, please inform the teacher and complete an independent study request. The request must be submitted to the teacher **72 hours prior** to the absence to be valid. If the request is valid, the student will be provided educational activities which your student can complete during his/her absence. If the assigned work is completed and turned in **ON THE DATE OF RETURN**, this will provide a continuous educational program for your child and avoid unexcused Absences.

Leaving Early

If your student is to leave school during the day, please send a signed note to the teacher indicating when your student must leave class. If someone other than a parent/guardian is going to pick up the student, please include that information in your note. The adult will be asked for identification and the student will not be released without parent/guardian approval. **Before the student leaves, the parent or guardian is required to sign the student out of school. If the student leaves campus for more than 30 minutes without parent/guardian knowledge, peace officers will be called.**

Arriving Late

If your student is late to school for any reason, he/she must go directly to the classroom. **If a student is more than 30 minutes tardy and does not have a documented excuse, it will count against their attendance record and will contribute to a SARB meeting/hearing.**

Graduation

High School Diploma Requirements

R.I.S.E does not confer a diploma. Before graduation, students will be transferred to AlpsView for diploma conferral purposes under Trinity Alps Unified School District. Students will receive their TAUSD diploma.

Exiting R.I.S.E. Academy

The criteria for exiting will be determined for each student on an individual basis. The R.I.S.E. staff will review the student's DPR level, attendance, academics (grades/credits/progress), and expulsion/probation criteria (if applicable) to decide when each student is ready to exit the program. When the student reaches a 5.5 level: staff, parents, and the student will meet and develop an exit plan. It is very important that each student be completely ready to transition before exiting to the general education program.

Transportation & School Bus Safety

Transportation

Students are expected to ride the school bus to/from school. A parent can choose to drop off and pick-up their child in-lieu of the bus. **Students are not allowed to ride a bike, scooter, skateboard, or other personal transportation device to and from school or on school grounds.**

Bus Transportation

While transportation to/from school is the responsibility of the parent, the Trinity county districts will provide bus transportation to and from school for eligible students. Eligibility is as follows: Students in grades 7-12 must reside more than 1.5 miles from school.

A list of bus stops is available for review at the school. Our stops are approved for safe boarding and drop off for our students. When arriving at the bus stop, park on the same side of the street as the bus stop location, eliminating the danger to children crossing the street. Make sure students are at the bus stop at least 5 minutes before scheduled pickup times. Students who walk to the bus stop are to use sidewalks or the shoulder of the road. Wait for the bus in a safe place well off the roadway until the bus is stopped and the bus driver has opened the door. Students are to enter the bus in an orderly manner, quickly find a seat, and remain seated while the bus is in motion. Students should be reminded to check-in at home after they exit the school bus.

The primary responsibility of the driver is to operate the bus in a safe manner, so each student must assume responsibility for his/her conduct while on the bus. Parents are liable for all misbehavior of their children at the neighborhood bus stop and on the bus. **Students at the bus stop or on the bus are subject to the discipline policies of the school for their behavior.**

Bus Rules

1. Pupils must be seated, may not change seats while riding a bus and must appropriately wear a seatbelt if the bus is so equipped.
2. Fighting, pushing, throwing objects or other unruly conduct is not allowed
3. All parts of the body are to be kept inside the bus.
4. Pets, glass or other dangerous objects which in the judgment of the bus driver pose a danger, may not be transported on the bus.
5. No eating or drinking is allowed

6. No loud or distracting radios or other electronic devices will be allowed on the bus.
7. All student projects, crafts and other personal property shall be safely secured in backpacks and shall not be played with during transportation.
8. Student who do not normally ride the bus will not be permitted to ride even with parent/guardian request, unless there is sufficient seating capacity for the regular riders.
9. Students are not allowed to get off the bus at a stop other than their own without a written request from his/her parent/guardian. Neither bus drivers nor parents may alter the designated school bus stops. ALL written requests must be submitted to the school who will then convey the information to the transportation department. Drivers will not accept requests.

Inappropriate Behavior Consequences

Verbal Warning: The bus driver will inform the student that this is an office warning

1st Bus Referral: Student may be denied bus privileges

2nd Bus Referral: Student will be denied bus privileges for a minimum of one school day

3rd Bus Referral: Student will be denied bus privileges for a minimum of five school days and hold a conference with the parent/guardian, student, principal and transportation staff.

4th Bus Referral: Student will be denied bus privileges for a minimum of ten school days up to a maximum of the remainder of the school year.

Instruction

Textbooks & Library Books

Our school receives money from the state to purchase curriculum. Textbooks cost up to \$85 each and are expected to last until the next textbook adoption cycle. It is the student's and the parent's responsibility to ensure books are not lost or damaged. All students will be allowed to take textbooks and R.I.S.E. library books home and parents will be liable for their replacement costs if lost or damaged. However, if a parent wishes that their child NOT be permitted to take textbooks and/or library books home, the parent must write a letter indicating their wishes to the school.

Prospectus of School Curriculum

RISE uses a project based curriculum founded on the state standards for each subject area or course. Students use these standards to essentially build their own curriculum according to a clearly stipulated framework called Great Brain. [Click Here](#) for more information.

Teachers

Upon request, parents have a right to information regarding the professional qualifications of their student's teachers, paraprofessional and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subject s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified. (NCLB, 20 USC 6301)

Grading Scale

Completed assignments will be assessed based on the following scale:

90%-100%	A
80%-89.9%	B
70%-79.9%	C
60%-69.9%	D
0%-59.9%	F

Student Use of Technology

The Trinity County Office of Education authorizes students to use technology owned or otherwise provided by the school as necessary for instructional purposes. The use of this technology is a privilege permitted at the school's discretion and is subject to the conditions and restrictions set forth here. The school reserves the right to suspend access to any and all technology at any time, without notice, for any reason.

The school expects all students to use technology responsibly in order to avoid potential problems and liability. The school may place reasonable restrictions on the sites, material and/or information that students may access through the system.

Each student who is authorized to use school technology shall have on file at his/her school an acknowledgement of receipt of the Use Agreement and Release of District from Liability, signed by his/her parent/guardian and by the student as an indication that they have read and understood the agreement.

School technology includes, but is not limited to computers and chromebooks, the computer network including servers and wireless computer networking technology (Wi-Fi), the internet, email, USB devices, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios and/or future technological innovations, whether accessed on or off site or through school-owned or personally-owned equipment or devices.

Student Obligations & Responsibilities

Students are expected to use school and personal technology safely, responsibly, and for educational purposes ONLY. The school reserves the right to monitor all online communications for improper use. The student in whose name school technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords or other information used for identification and authorization purposes and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but no limited to, use of school technology to:

- Encourage the use of drugs, alcohol or tobacco.
- Promote unethical practices or any activity prohibited by law or school policy.
- Access, post, submit, publish or display harmful or inappropriate matter that is libelous, threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs. A special exception for access may be made for hate literature if both the teacher and the parent/guardian provide approval prior to the start of the project and the purpose of such access is conducive to research.
- Email using school technology unless it is for educational assignments as directed by the teacher to communicate with adults and other students regarding their learning activities. Students are expected to keep messages brief and use appropriate language and shall not read mail or files intended for other users; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail. School staff, administrators and parents have access to student email for monitoring purposes. No expectation of internet/email privacy is afforded to students.
- Disclose, use, disseminate or post personal contact information about themselves or other people. Personal contact information includes the student's name, address, telephone

number, social security number, school address or other individually identifiable information.

- Agree to meet with someone they have met online without their parent's or legal guardian's approval and participation.
- Attempt to gain unauthorized access to the school system or to any other computer system through the school system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- Intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy school equipment or materials or manipulate the data of any other user, including so-called "hacking." These actions are illegal. Vandalism will result in discipline and/or legal action and the cancellation of user privileges.
- Infringe on copyright, license, trademark, patent, or other intellectual property rights without the expressed consent of the creator. This includes the use of copyrighted materials for use in school assignments, trading with others or any publication.
- Plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and representing them as if they were original to the student.
- Alter any system settings, system network configurations or internet browser settings, which include the installations of add-ons and toolbars
- Download, install or copy computer software programs or other computer files. This includes copying audio or video CDs or DVDs or other copyrighted material to the computer or network resources.
- Engage in any illegal act, such as arranging for drug sales or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- Threaten, intimidate, harass, bully or ridicule other students or staff.

Privacy

Since the use of school technology is intended for educational purposes, students shall not have any expectation of privacy in any use of school technology. The school reserves the right to monitor and record all use of school technology, including, but not limited to, access to the internet or social media, communications sent or received from school technology, or other uses such as monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal or prohibited activity. Students should be aware that, in most instances, their use of school technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any school technology are the sole

property of the school. The creation or use of a password by a student on school technology does not create a reasonable expectation of privacy.

Personally-Owned Devices

Students who use personally-owned devices to access school technology must abide by all applicable policies outlined in the Acceptable Use Agreement. Any use of a personally-owned device, including cell phones, may subject the device's contents and any communications sent or received on it to disclosure pursuant to a lawful subpoena or public records request. Cell phones are permitted for educational use only and must be turned off, or on silent when not in use for educational purposes, as directed by RISE staff.

Reporting

A student who becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of school technology, shall immediately report such information to the teacher or other personnel. A student who receives any message that is inappropriate or makes them feel uncomfortable will promptly disclose the message to their teacher or other school employee.

Impersonation on the Internet

Pretending to be a real person other than yourself on the internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. (PC 528.5)

Consequences for Violation

Violations of the law or this agreement may result in revocation of a student's access to school technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law or this agreement may be reported to law enforcement agencies as appropriate.

Special Education Services

Special Education (IDEA)

State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards is available upon request.

Special Education/Child Find System

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to parents of their rights. (EC 56300, 56301)

Special Education Complaints

State regulations require the school to establish procedures to deal with complaints regarding special education. If you believe that the school is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint to the school. State regulations require the school to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from Trinity County Office of Education. (5 CCR 3080)

Section 504/Disabled Pupils

Federal law requires districts to annually notify disabled pupils and their parents of the schools non-discriminatory policy and duty under Section 504 of the Rehabilitation Act (Rehabilitation Act of 1973 504)

Health Services

The county office employs a registered nurse who evaluates students' health needs (including vision, hearing, dental, growth and development, scoliosis screening, etc.). The nurse provides direct health services to students and staff and serves as a resource for health care referrals to various community programs. Health-related concerns should be directed to the nurse. In addition, students can access the Trinity High School health clerk who provides first aid care, assists students with medication and maintains health records under the direction of the nurse. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

If Your Child is ill?

A student may be sent home if she/he is believed to be suffering from a contagious or infectious disease. Students will be sent home if they have a temperature of 100 degrees or higher and must stay home until they are symptom free for 24 hours without the use of fever-reducing medications such as Tylenol or Ibuprofen. A student with vomiting/diarrhea will be sent home and must stay home until they are symptom free for 24 hours without symptom reducing medications or with physician release. Students who develop an infection requiring antibiotics may not return to school until after being on the medication for 24 hours or if a student has a written release from a physician. If you keep your child home from

school due to symptoms of a contagious disease, please notify the school office as soon as possible. (EC 49451)

Immunizations

Your student may be immunized against certain diseases before being admitted to school, unless exempted for medical reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016, will be exempt from the immunization requirement until they complete the “grade span” they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade and (3) 7th through 12th grade. Students entering schools for the first time or advancing to 7th grade after July 1, 2016 are no longer exempt from immunization based on their religious or personal beliefs. Parents must provide documentation that their child has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella and varicella (chickenpox) (students must be immunized for varicella or provide proof from a doctor stating that the child has had the disease), or the child may not be admitted to school. In addition, all students entering 7th grade must provide proof of the T-dap booster immunization. The required immunizations are available from the County Health Department, a physician, or may be administered by a healthcare practitioner acting under the direction of a physician. If an outbreak of a communicable disease occurs at a school, any non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying the County Health Department. (HSC 120325, 120335, 120440; EC 48216, 49403)

Medication

Any student who must take prescribed medication at school and who desires the assistance of school personnel must annually submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may carry and self-administer prescription auto-injectable epinephrine and/or inhaled asthma medication upon the school’s receipt of specified written confirmation and authorization from the student’s parent and physician or surgeon. The parent/guardian shall provide for his/her student any and all specialized medical equipment and/or supplies related to their child as it relates to a specialized health condition or administration of medication (s). The school shall only provide specialized equipment that is used at school and that is needed to implement a student’s IEP or Section 504 plan. (EC 49423)

Continuing Medication Regimen

Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. (EC 49480)

Guidelines for Management of Life-Threatening Allergies

Anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically food, medicines, insects and latex. Before a student has a life-threatening allergy, it is the responsibility of the parent or guardian to inform the school staff of the student's allergic condition. The student's physician will establish specific treatment procedures and provide these to the school. School staff will be made aware of these procedures and be knowledgeable about the location of necessary medications and their administration. Staff members are trained to recognize the reactions, follow the written procedures and be aware of the school guidelines regarding life-threatening allergies. School staff will work with parents/guardians on an individual basis to accommodate the needs of the student with allergies/potential anaphylactic reactions. The goal for these students is to diminish the risk of accidental exposure to their specific allergens. (EC 49403, 49414, 49423, 49423.5, 4923.6, CCR 8:5193)

Guidelines for use of Emergency Epinephrine Auto Injectors/ Management of Undiagnosed anaphylaxis

Current law requires schools to provide emergency epinephrine for individuals who may be experiencing anaphylaxis. Anaphylaxis is a severe allergic reaction which can occur after exposure to an unknown food, an insect sting or even (rare) after exercise. School nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (EC 49414; SB 1266)

Sun Protection

When students are outdoors, they may wear sun protective clothing and may apply sunscreen and lip balm during the day without a doctor's note or prescription. Specific clothing and hats determined by the school to be inappropriate may be prohibited by the

dress code policy. No school personnel are required to assist pupils in applying sunscreen. (EC 35183.5)

Medical and Hospital Insurance for Students

Our School does not provide medical, accident or dental insurance for pupils injured on school premises or through school activities and the school assumes no liability for accidents to students at school. Information about no-cost or low-cost local, state or federally sponsored health insurance programs may be obtained by calling Healthy Families/Medi-Cal for Families at 888-747-1222. (EC 32221.5, 49472)

Confidential Medical Services

The state provides that schools may excuse students in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Schools are permitted to grant such excuses, but are not required to do so. If you have questions about this, contact your child's school. (EC 46010.1)

School Records

Pupil Records

Federal and state laws concerning student records grant certain rights of privacy and right of access to students and their parents. Parents have full access to all personally identifiable written records maintained by the school district, and may review records by making a request to the principal. The principal will provide explanation and interpretations if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents may receive a copy of any information in the records at a reasonable cost per page within 5 business days of the request. Policies and procedures relating to: location of, types of, kinds of information retained, persons responsible for records, directory information, access by other persons, review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records. If you believe that the school is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education. (EC49063, 49073, 34 CFR 99.30, 34 CFR 99.34, FERPA, 20 USC 1232(g))

Release of Pupil Directory Information

The office of education makes student directory information available in accordance with state and federal laws. This means that each student's name, birthdate, address, telephone

number, email address, major course of study, participation in officially recognized school activities, dates of attendance degrees and awards received, and most recent previous public or private school attendance may be released. Height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or the news media). You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sales or requests information about beliefs and practices and any instructional material to be used as part of your child's education curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument. Upon written request from the parent of a student age 17 or younger, the school will withhold directory information about the student. Requests must be submitted within 30 calendar days of the receipt of this notification. Written consent of the parent must be obtained before directory information pertaining to a homeless student may be released. (EC 49073, 20 USC 1232)

Release of Student Records/Compliance with Subpoena or Court Order

Schools are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order. (EC 49076, 49064)

Release of Student Records/School Officials, District Employees & County Employees

Schools may release education records, without obtaining prior written parental consent to any school official or employee, which would include accounts, consultants, contractors or other service providers, who have a legitimate educational interest in the educational record. (EC 49076, 49064)

Individual Student Reports on Statewide Assessments

Upon request, parents have a right to information on the level of achievement of their student on every state academic assessment administered to the student.

Complaints and Due Process

The school is committed to equal opportunity for all individuals in education and employment and does not discriminate on the basis of race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, ethnic background, age, religion (including all aspects of religious belief, observance and practice including agnosticism and atheism), marital or parental or family status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression. Discrimination, harassment, intimidation and bullying based on these actual or perceived characteristics or because a person is associated with a person or group with one or more of these actual or perceived characteristics is prohibited. The school is primarily responsible for complying with state and federal laws and regulations and has procedures in place to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties may file a complaint if they so desire. Privacy and confidentiality are respected in all complaint investigations. The Trinity County Office of Education's primary contact is the Assistant Superintendent.