

# Richman School Parent & Student Handbook

2022-2023

700 S. Richman Avenue, Fullerton, CA 92832  
(714) 447-7745



RICHMAN RACERS  
**Our Connection is Strong!**  
SCHOOL COLORS: Blue and Gold

Dear Parents:

As we begin a new school year we ask that you read the Richman handbook and discuss the school rules with your child. Our goal is to provide a safe learning environment where every student can succeed. With your support and assistance we are confident that every student at Richman will experience academic success! Please keep the handbook for future reference.

Thank you,  
The Richman Staff

**FULLERTON SCHOOL DISTRICT**

1401 W. Valencia Dr.  
Fullerton, CA 92833  
(714) 447-7400

Dr. Robert Pletka, Ed.D, Superintendent

Dr. Julienne Lee, Assistant Superintendent of Educational Services  
Dr. Robert Coghlan, Assistant Superintendent of Business Services  
Dr. Chad Hammitt, Assistant Superintendent of Personnel Services  
Jeremy Davis, Assistant Superintendent of Innovation & Instructional Support

Board of Trustees:

Beverly Berryman, President  
Aaruni Thakur, Vice President  
Leonel Talavera, Clerk  
Hilda Sugarman, Member  
Janny Meyer, Member

Regular Board meetings are typically held on 2<sup>nd</sup> Tuesday of each month in the Board Room of the Administrative Office, 1401 W. Valencia Drive, Fullerton, California 92833 & begin at 5:00 p.m. (or later as needed) with Closed Session, 6:00 p.m. Open Session

Dear Richman Family,

Welcome to the 2022-23 school year. I am truly honored to continue leading the Richman school community, along with my Assistant Principal, Ruth Gaer, for the 22-23 school year. Over the last five years, we have accomplished so much in such a short amount of time. This year, I am very much looking forward to working together to create programs that will engage, motivate, and provide experience for lifelong success!

Whether you are returning to Richman from your summer break, or if you are new to our area and school, we are pleased to welcome you to our community of learners. Though this school year is forecast to be different from any other, I know that, together, we will continue our tradition of providing a rigorous education to our students and quality service to our families.

Our staff and teachers have been busy making preparations over the past several weeks, and we are thrilled and excited to kick off another great school year. We are dedicated to helping your children reach their fullest academic potential, and we look forward to working with our families to provide the high-quality education that your children deserve.

Richman Elementary is a gem of a school that is known for its outstanding STEAM program, its innovative staff and its supportive parents and community. This year will be no exception; I am certain with your support Richman will continue to prosper and shine! We are fortunate at Richman to be a 1:1 iPad school TK- 6<sup>th</sup> grade which puts us above the rest in providing an exceptional education for your child. Every student at Richman will receive an iPad, headphones, school supplies, and curriculum to be successful during the school year.

Richman Elementary is prepared to open our school safely. In the meantime, please see the district's [COVID-19 Updates](#) webpage.

The foundation for student success is based on a partnership between students, staff, and parents. Active parent participation is very important. I ask all of our families to help me in three small ways. First, show your appreciation to our wonderful teachers and staff whenever you can. Second, make the commitment to become involved in at least ONE activity or event this school year. Multiple studies show that the more committed parents are to their child's school, the higher achieving their children become. Over the next few weeks, I will be reaching out to our families, explaining more about how you can become involved and continue to enrich our community. And lastly, join the PTA and add your voice to this powerful student advocacy group. The teachers and I are all members of this organization and your support of PTA supports us.

Though we are intentionally apart, we are deeply connected. Let's choose connectedness, continue practicing kindness, and find joy and gratitude in these times. With your support, we can build on the last four years' successes to take Richman School to the next level. Remember my door is always open and I value your input.

This handbook will provide you with the general information about Richman School however, please feel free to contact the school at any time if you have any questions or concerns.

Our Connection is Strong!

Ms. Kristen Holm

<b>School Office</b>	
Phone Number: (714) 447-7745 Fax: (714) 447-7769	
Ms. Kristen Holm	Principal
Mrs. Ruth Gaer	Assistant Principal
Ms. Elizabeth Juarez	Office Manager
Mrs. Kriston Curiel	Office Clerk (interim)
Mrs. Kathleen Cornejo	Health Assistant (interim)

**SCHOOL HOURS**

**Special Education PreSchool**

Students in AM 8:00 a.m. to 11:00 a.m. Monday, Tuesday, Thursday, Friday  
 Students in PM 12:00 p.m. . to 3:00 p.m. Monday, Tuesday, Thursday, Friday  
 (No school for AM & PM students every Wednesday)

**State Preschool**

8:00 a.m. to 3:00 p.m.

**TK/Kinder**

8:00 a.m. to 2:15 p.m. Monday, Tuesday, Thursday & Friday  
 8:00 a.m. to 12:30 p.m. every Wednesday

**1st and 2nd grade**

8:00 a.m. to 2:15 p.m. Monday, Tuesday, Thursday & Friday  
 8:00 a.m. to 12:30 p.m. every Wednesday

**3rd through 6th grade**

8:00 a.m. to 2:29 p.m. Monday, Tuesday, Thursday & Friday  
 8:00 a.m. to 12:30 p.m. every Wednesday

Gates open at 7:30 a.m. Upon entering, students will be directed to go directly to their classrooms. If a child wants to get breakfast they will have to go to the cafeteria to pick up the breakfast. Students will eat breakfast in front of their classroom. The school gates will close promptly at 8:00 a.m. and remain locked during school hours.

**ARRIVAL/DEPARTURE**

Students may not arrive at school before 7:30 a.m. as there is no adult supervision. They must go directly home when dismissed unless otherwise directed to do so by the school staff or unless they are a part of an after school program. Children should not wait at the playground equipment area as there is no adult supervision available after school.

Gates will re-open at 2:15/ 2:29 p.m. following the dismissal bell. On days when students are picked up from school (especially on rainy days), parents should not park cars in the parking lot, honk the horn or motion children to the car. Please park on Richman Avenue or drive through the curved loading zone to pick up your child. Please make pick up arrangements with your child(ren) before school since our office phone is used for emergencies only.

**Please DO NOT use the staff parking lot to drop off children. Use the loading zone provided for you. DO NOT PARK OR LEAVE YOUR VEHICLE UNATTENDED IN LOADING ZONE as this is illegal and citations will be issued on a random basis by law enforcement officials. Also, do not double park in the loading zone and motion your child to come to you as this is extremely dangerous to have your child walk or run in between the cars.**

### **CLOSED CAMPUS**

In order to ensure the safety of our students and to maximize morning instructional time, Richman School will continue its closed campus policy. Gates will close promptly at 8:00 a.m. and remain locked during school hours. Students will need to enter campus at their designated gate.

- Grades TK/K will enter school at the Kinder gate. A school staff member will take your child's temperature when entering.
- Grades 1st -3rd: will enter through the gate to the left of the Kindergarten yard next to the big tree.
- Grades 4th -6th will enter thru the gate by the front office
- State preschool will enter through the preschool gate off of the parking lot. Please keep your child on the grass by the preschool yard
- The back gate will be open for students in grades 1st - 6th grade. TK/Kinder students need to enter through the Kinder gate in the front.

### **EARLY RELEASE FROM SCHOOL**

In the event that a child must be picked up during school hours, an authorized adult listed on the child's emergency card must first come to the office to sign the student out. Please note that the school office staff may only release students to their parents or adults listed on the emergency card. **Adults picking up students will be asked to show current California Identification in order to ensure the student is being released to the appropriate adult.**

### **BREAKFAST AND LUNCH PROGRAM**

Breakfast and lunch is FREE to ALL students for the 22-23 school year. Breakfast hours are 7:30 a.m. to 7:55 a.m. daily. Your child is welcome to bring his/her own lunch or eat for free in the cafeteria. We are asking all families to fill out the free/reduced lunch program application.

### **VOLUNTEERS/VISITORS**

We are appreciative of those who are able to donate their time and energy to volunteer in our school. Parent contributions in the classrooms directly benefit the students. If you are interested in volunteering at Richman please contact the Richman Front Office for an application and guidelines.

### **LOST AND FOUND**

In the event your child loses an article of clothing, lunch box or school materials, please look in our "Lost and Found" barrel located in front of the school office. We suggest that you write your student's name on all of their belongings (sweaters, jackets, lunch boxes, notebooks, folders, etc.) for easy identification.

## HEALTH

We are asking families to assist in keeping all students and staff safe by monitoring the health of their child and those living in the home every day.

Please review the questions below and if you answer YES to any of the questions below your child needs to stay home.

1. Does your child or someone in your home have a high temperature (fever) now or in the last 10 days?
2. Does your child or someone in your home have a cough not related to an allergy or other known illness?
3. Does your child or someone in your home have shortness of breath or difficulty breathing?
4. Does your child or someone in your home have repeated shaking with chills?
5. Does your child or someone in your home have muscle pain unrelated to physical exertion or injury?
6. Does your child or someone in your home have an unusual or unexplained headache?
7. Does your child or someone in your home have a sore throat?
8. Does your child or someone in your home have a new loss of taste or smell?
9. Has your child or someone in your home tested positive for COVID-19 in the past 14 days?
10. Has anyone in your home traveled to a state/country with a high-transmission rate of COVID-19?
11. Has anyone in your home been asked to quarantine by their employer or medical provider?

If your child has any of the following symptoms below please keep your child at home. If you send your child to school with any of these symptoms you will be called to pick up your child.

### Low Risk Symptoms

- Runny Nose/Congestion
- Sneezing
- Sore Throat
- Fever
- Headache
- Nausea/vomiting/diarrhea
- muscle aches/body aches

If your child comes to school with ONE of the symptoms above they will need to stay home for 24 hours. For example, if a child comes to school on Wednesday and is sent home with a runny nose, they may not return to campus until Friday as long as symptoms are no longer present and without the help of any medication.

If your child comes to school with TWO or more of the symptoms above they will need to get a doctor's note to return to Richman.

### High Risk Symptoms

- Coughing
- Loss of taste and smell
- Difficulty breathing
- Fever above 100.4

If your child comes to school with any of the symptoms above they need to get a doctor's note in order to

return.

If you have any questions please call our front office 714.447.7745 and ask to speak to our health clerk.

**A school district nurse is on call for emergencies, and is only available at Richman School on Tuesdays.**

If a student is to (1) take any medication at school, or (2) have restricted activity, a doctor's note is required. Forms for dispensing medication are available in the office. **At NO time are students allowed to carry medication with them.** This includes aspirin and cough drops. **Any changes in a student's medication must be submitted on a new form for dispensing medication and must be signed by the student's doctor and submitted to the office.**

Screening for vision and hearing is conducted for all students at designated grade levels. Growth and Development films are shown to fifth and sixth grade boys and girls in the Spring with written parent consent. A film on HIV/AIDS is also shown to sixth grade students with written parent consent.

### **BIKES**

Please be reminded that **children under 18 are required to wear bicycle helmets while riding.** Students in grades 4, 5 and 6 may ride a bicycle to school. Bikes are to be licensed and locked in the bicycle racks located south of the school office. While on school grounds, students must walk their bicycles and avoid walking or riding through the parking lot area. The school is not responsible for damaged or stolen bicycles.

**PLEASE BE REMINDED THAT SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, AND SCOOTERS OR MOTOR SCOOTERS ARE NOT PERMITTED AT SCHOOL AT ANY TIME. Shoes with "heel wheels" may only be worn without the wheels during school hours.**

### **DRESS CODE**

For safety reasons, students may not wear open-toed shoes or shoes with high heels (more than 1"). Students may not wear any clothing, dress or grooming style that denotes affiliation with a gang or a tagging group. Examples include: long T-shirts, baseball caps, baggy pants, oversized clothing, hanging belts, and hair nets. Students are not to wear makeup or jewelry to school.

Richman requires students to dress appropriately for school. The daily clothing/attire should be conducive to an educational environment and should not be disruptive of school operations. **In cases of questionable clothing choices, the school administration reserves the right to determine the appropriateness of the student's attire.** The following serves as a reference to appropriate clothing while at school:

All students must come to school dressed appropriately for all activities that will occur during the school day including P.E.

1. An article of clothing is prohibited if it contains wording or images that are obscene, libelous, or incites substantial disruption at school.
2. Clothing promoting drugs, alcohol, or tobacco products or that includes sexual images or innuendo is not permitted.
3. Clothing should be clean and in good repair.
4. Pants must be worn at the waist and must fit the waist without a belt. Visible undergarments are not acceptable. Belts must be appropriate to a student's waist size with plain belt buckles. No excessively long belts are allowed. Jeans with tears/rips can only be from the knee down.
5. Clothing must entirely cover the front and back of the student. No bare-midriff, halter, off-the-shoulder or shoulder straps that are narrower than 1".

6. Clothing that is too revealing (i.e. low-cut tops, short shorts, or clothing which allows undergarments to show) is not allowed.
7. Students are only allowed to wear hoods and hats while outside for sun protection. They must remove hoods and hats anytime they are indoors.
8. Closed-toe shoes must be worn at all times on campus. Soft-soled shoes, slippers, slides, flip-flops, or any open toe shoes are not permitted. No Crocs or Crocs-like shoes are allowed.
9. Pocket chains (such as those that might be used to hold a wallet or keys) are not allowed.
10. Styles of clothing (jackets, shirts, hats, lettered belt or belt buckles, “sagging,” make-up, hair, etc.) which symbolize affiliation (as identified by the Fullerton Police Department) with negative youth groups are not allowed. No Raiders jerseys or hats.
11. Pajamas bottoms are not permitted. Except on designated spirit days.
12. Shorts and skirts must pass the “hand-rule,” meaning they must be longer than the student's hands when resting at their sides. Additionally, holes and/or rips in pants must also pass the “hand-rule.”
13. Students may not display writing or drawing on their bodies.
14. For safety reasons, long and/or acrylic finger nails are not allowed.
15. All students must come to school with proper attention to personal hygiene.

Richman staff members may use their discretion in deciding if a student’s dress is inappropriate. Any time a staff member believes a student’s clothing is inappropriate or causing a disruption, the student will be referred to the office where an administrator will make the decision. Students will be required to change into school-supplied garments and will have their original clothing returned at the end of the school day. Repeated dress code violations may result in progressive disciplinary consequences.

#### **HAT POLICY**

Students are allowed to wear hats to school in an effort to protect them from UV rays and other sun related conditions (SB 310). The Richman School hat policy is intended for outdoor use only as “sun protection.” Hats are to be worn properly, forward facing and need to be removed when entering a building. Hats must meet all other dress policy requirements regarding displays of appropriate illustration, language and symbols. Due to the potential spread of head lice, hats may not be shared.

#### **ABSENCES**

When your child returns to school after an absence, a note must be sent with him/her, or you may call the school office to report the reason for the absence at 714-447-7745. If a student is absent for three or more days, a doctor's note is required to excuse the absence. Please give the following information: child’s name, your name and the reason for the absence. **Our school office hours are 7:30 a.m. to 4:00 p.m.**

Teachers will work with students in making up missed work. If the student is able to complete written work, homework can be arranged. **Please allow a day for preparation.**



## **TARDIES**

Students are expected to be in their seats in the classroom at 8:00 am. Excused tardies are only considered for doctor's visits and visits to Operation School Bell. All other tardies are considered unexcused. **All students arriving tardy must check in at the school office before entering their classroom.**

## **TRUANCIES**

Unexcused absences or excessive absences affect the student's education and increase the chances for failure. If attendance does not improve immediately after verbal and written communication a formal petition with the Fullerton School Attendance Review Board (SARB) will be filed.

## **EMERGENCY INFORMATION**

**It is very important that the school has current addresses and phone numbers filed in the office for emergencies. The following must be current:**

1. Parent(s) or guardian(s) names
2. Complete and up-to-date address
3. Home phone and parent(s) work phone **numbers (connected and working)**
4. Emergency phone numbers **(connected and working)**
5. Relatives/friends that can be contacted when parents are unavailable.
6. Medical alert information
7. Authorized person(s) to pick up child
8. Any restraining/court orders

## **HOMEWORK POLICY**

Homework is a regular school activity. Homework programs encourage parents to read to their child and/or encourage the student to read at least 20 minutes daily

Students are responsible for completing their homework assignments and turning them in to their teachers on time. They should listen carefully to instructions, get needed materials, and schedule needed time. Students are responsible for the proper care of books and materials. Parents are encouraged to monitor assignment books on a daily basis.

Parents are responsible for providing an environment in which work can be completed. They are encouraged to help with scheduling time, finding a quiet workspace, and reinforcing good habits. Parents should contact the teacher whenever there are questions about homework. They should encourage students to complete homework assignments carefully and neatly.

Homework is an extension of classroom learning experiences. Each assignment, while requiring effort and thought, should be successfully completed by the student. Assignments may include drill, problem-solving, research, practice or discovery experiences. Homework may include projects to work on over a long period of time or daily assignments. It is a tool to reinforce and extend student learning. These activities serve as an important link between home and school.

### **Daily time allotments for homework will approximately be:**

Primary - 20-30 minutes

Upper - 45-60 minutes

## SCHOOL RULES

All Richman students have the right to an encouraging and safe learning experience. Any student who chooses to hurt others, damage school property, or the property of others, or who interferes with the learning of others, will be given appropriate intervention and/or consequences and parents will be notified.

Richman is a PBIS (Positive Behaviors Intervention & Systems) school which seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. PBIS decreases office discipline referrals, increases instructional time, and improves student achievement. This intentional focus on positive reinforcement is creating and maintaining a positive school climate for the students and teachers. Our focus is on three specific expectations: Be Kind, Be Safe, and Be Responsible.

Students can also earn PBIS Rewards points by demonstrating positive behaviors. These points can be used to purchase reward items from the Racer Store.

<b>Richman Racers can:</b>			
	<b>Inside</b>	<b>Outside</b>	<b>Technology</b>
<b>Be Safe</b>	<ul style="list-style-type: none"><li>• Keep hands, feet &amp; objects to yourself</li><li>• Use materials the way they are meant to be used</li></ul>	<ul style="list-style-type: none"><li>• Keep hand, feet &amp; objects to yourself</li><li>• Use equipment the way they are meant to be used</li></ul>	<ul style="list-style-type: none"><li>• Use approved internet sites</li><li>• Do not give out personal information or passwords</li></ul>
<b>Be Kind</b>	<ul style="list-style-type: none"><li>• Use positive comments</li><li>• Be patient, wait your turn</li></ul>	<ul style="list-style-type: none"><li>• Use positive comments</li><li>• Take turns</li></ul>	<ul style="list-style-type: none"><li>• Be a good digital citizen</li><li>• Report cyberbullying</li></ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"><li>• Be on task</li><li>• Do your best</li><li>• Keep the room clean</li><li>• Be prepared</li></ul>	<ul style="list-style-type: none"><li>• Keep the school clean</li><li>• Be on time</li><li>• At the bell, stop playing and return equipment</li></ul>	<ul style="list-style-type: none"><li>• Your device is for school use only</li><li>• Only you use your device</li><li>• Charge your device</li></ul>

### **CHILDREN MUST: BE KIND, BE SAFE, BE RESPONSIBLE**

1. Show respect to adults and to each other.
2. Stay in their designated playground areas. The restrooms are not for playing.
3. Freeze when the bell rings at the end of the recess period, wait for the whistle to blow, and then WALK to their line up area.
4. Play safely. Fighting, rough playing and play fighting are unacceptable. This also includes threatening or bullying others.
5. Use kind language. Using profanity and threatening others are unacceptable.
6. Use only approved balls and equipment. Throwing rocks, clods, wood chips, or other dangerous materials is unacceptable.
7. No gum on campus.
8. Unless directed by school staff, students should not bring toys to school.
9. Richman School and the surrounding community is a no-bullying zone.

### **SPECIAL RULE:SEE SOMETHING, SAY SOMETHING**

If a student finds a weapon on campus, or while on their way to or from school, they should:

- 1. LEAVE IT ALONE!**
- 2. GET AWAY!**
- 3. TELL AN ADULT IMMEDIATELY!**

### **SEXUAL HARASSMENT POLICY**

The Fullerton School District shall not tolerate the sexual harassment of any student by any other student or employee. Any student or employee who is found to have engaged in sexual harassment shall be subject to disciplinary action. Students and staff are to immediately report incidents of sexual harassment to the principal, principal's designee, or school counselor. A copy of these rules and procedures for reporting charges of sexual harassment may be obtained from the school office or from the school district office. The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress;
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment; or
4. The conduct subjects students to discrimination on the basis of sex, including sexual harassment in any District program or activity.

Other types of conduct which constitute sexual harassment may include, but are not limited to, verbal abuse of a sexual nature; sexually degrading or suggestive words; unwelcome sexual propositions, gestures or drawings; and/or blocking normal movement with the intent to convey a sexual connotation, such that it impedes routine activity.

A student who feels that he/she has been sexually harassed should report such incidents to the school site principal or principal's designee, or to the school nurse or psychologist immediately.

The site principal or designee shall use the definitions in this policy as a point of reference for determining student consequences for such behavior, bearing in mind the severity of the harassment and whether it is a first-time offense or repeated behavior. Further, in determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred will be investigated by the principal or the principal's designee and reported to the office of Child Welfare and Attendance. Allegations of sexual harassment by an employee should be immediately reported to the appropriate personnel administrator.

#### Consequences

The Governing Board considers unlawful harassment to be a major offense which may result in disciplinary action up to and including expulsion of an offending student enrolled in grades 4 through 8, inclusive.

#### Retaliation

The District prohibits retaliatory behavior against any complainant or any participant in the complaint

process. Information related to a sexual harassment complaint shall be confidential to the extent practicable.

## **DISTRICT WIDE SCHOOL RULES**

### **Cause for suspension**

A student may be suspended only for acts related to school activity or attendance, including acts while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity, if the principal/designee or superintendent/designee determines that the student has:

### **Per Education Code 48900:**

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person, including a school employee. OR  
(2) Willfully used force or violence upon the person of another, except in self defense OR:
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, including a laser pointer, per Penal Code section 417.27(b)
- (c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, the prescription drug Soma, an alcoholic beverage, or intoxicant of any kind.
- (d) Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind; sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property, including electronic files and databases.
- (g) Stole, attempted to steal, or knowingly received stolen school property or private property, including electronic files and databases.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (6th grade only)
- (m) Possessed an imitation firearm.
- (n) Committed, or attempted to commit sexual assault or sexual battery.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing the student from being a witness and/or retaliating against the student.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempting to engage in, hazing as defined in EC2050.
- (r) Aided and/or abetted the infliction or attempted affliction of physical injury to another person.

**EC 48900.2, 212.5** Committed sexual harassment (gr. 4-8).

**EC 48900.3** Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (gr. 4-8).

**EC 48900.4** Engaged in harassment, threats, or intimidation against student(s) or school district employee(s), creating an intimidating or hostile education environment (gr. 4-8).

When a student is suspended for disciplinary reasons, the parent or guardian must be given written notification. The parent or guardian has the right to request a meeting with the Superintendent or

Superintendent's designee.

The Principal shall report to appropriate law enforcement prior to a suspension that involves assault with a deadly weapon, possession of a firearm, violations of unlawful use, sale, or possession of drugs, or the offer or sale of any substance represented by the student as drugs. Parents are notified immediately thereafter.

### **CELL PHONE POLICY**

Students are permitted to bring personal cellular phones to school; however, **they must be kept turned off in their backpack or school bag during school hours: 7:30 A.M. – 2:29 P.M. During school hours, students are not to use the cellular phone to call, text or play internet games or visit websites.** In order to avoid any loss or damage, students are asked not to allow other students to use their cellular phone while at school. The student may use the cellular phone after school as directed by their parent and /or guardian.

### **CLASSROOM PARTIES**

In order to adhere to OCDE mandates, we are not able to provide treats from home to students in the classroom. If you would like to celebrate your student's birthday, we suggest that you donate a book to our school library in your student's name. Your student may select to read the book to his classmates. The book will then be placed in our library with a label indicating that your son/daughter donated the book on their birthday. Thank you for helping us create a healthy learning environment for all students at Richman School.

### **THE LIBRARY/MEDIA CENTER**

This is an instructional resource available to all students and teachers to assist them in basic skills development and to broaden and enrich their total educational experiences. These goals are accomplished through the use of library books, reference collections, instructional television, computers, audio-visual programs, study prints, art prints, maps, globes and so much more.

Students are encouraged to use the Media Center and its resources. However, they need to be responsible for the materials they borrow and parents will be asked to pay for any lost or damaged items.

### **FIELD TRIPS**

Field trips will be conducted according to the academic learning goals and grade level curriculum. Parents will be asked to sign a permission slip and perhaps asked to be a chaperone. Chaperones must complete a permission slip with the teacher in order to attend. Students may not go on a field trip without a permission slip signed by a parent. Those who are not students of Richman School may not accompany parents on field trips.

### **SPEECH & LANGUAGE CLASSES**

Our Speech and Language program is for students who have difficulty in communication skills. This includes having difficulty with pronunciation, delayed language development, voice disorders, stuttering, and listening skills. Teachers may refer students for evaluation however the parent's permission is required for testing and participation in this program.

### **SPECIAL DAY CLASSES**

We have Special Day classes for Preschool through 6<sup>th</sup>, for students who are non-severely disabled.

## **STATE PRESCHOOL CLASSES**

We have a State Preschool program on campus located on the south side of the campus. For further information, please contact the Fullerton School District at 714-447-7499.

## **PSYCHOLOGICAL SERVICES**

Our psychologist is available to students for testing, diagnosis and prescriptive recommendations. The psychologist participates and may conduct IEP meetings.

## **(ASES) AFTER SCHOOL EDUCATION & SAFETY AFTER SCHOOL PROGRAM**

Our After School Program (ASES) is conducted throughout the school year. It provides a free child care service, including homework assistance and play. The program serves students after school until 6:00 p.m. every school day. For questions concerning this program please call 714-461-1007.

## **SCHOOL BASED COORDINATED PLAN PROGRAM K-6**

This program provides an opportunity for parents and staff to work together on the School Site Council, whose purpose is to plan and put into action "what we want for our children." Language arts, mathematics, science, history-social studies, English as a second language, English Language Development (ELD), visual and performing arts, physical education, schoolwide effectiveness, special needs, learning environment, staff development, and leadership are reviewed.

## **RESOURCE SPECIALIST PROGRAM**

The Resource Specialist Program (RSP) teacher provides identified students with academic assistance. The assistance is designed to meet the specific needs of the student in reading, math, language, and study habits. A student receiving this help has an individual education plan (IEP) that is reviewed annually along with the student's parents/guardians.

## **TITLE I PROGRAM**

The Title I program provides additional assistance in language arts and math for those students performing below grade level. Teachers and Title I staff provide academic interventions to help these students in their area of need. Parents are encouraged to participate in Parent Coffees, Title I meetings or English Learner Advisory Committees.

## **GIFTED AND TALENTED (GATE) PROGRAM**

Parents of all second grade students are given the opportunity to have their child tested for the Gifted and Talented Program. The parents of students who qualify as a result of the testing process may choose to have their children placed in a GATE program. GATE identified students may be placed in the GATE classes at Richman. Students in 3<sup>rd</sup> through 6<sup>th</sup> grade who exhibit GATE characteristics may be referred for GATE testing by their teacher.

## **INSTRUMENTAL MUSIC**

Students in grades 5th and 6th have the opportunity to learn how to play band and/or orchestra instruments. The instrumental music class will be conducted once a week. Sign ups and information will be sent home during the Fall months.

## **ENGLISH LANGUAGE LEARNERS PROGRAM**

Students who have been identified as English Language Learners will receive English Language Development instruction daily. Every English learner will receive lessons in all the academic areas using appropriate instructional strategies for comprehension. Parents and staff will also participate in the English Learners Advisory Committee to review and advise on the program's goals and objectives. There will also be opportunity for parent training regarding the English Language Learners Program components.