



*River Springs Charter Schools*

Bear River Student Center

“The Bear River Bee”

BEE Kind, BEE Respectful, BEE Honest, BEE Positive and Most Importantly  
BEElieve In Yourself!!!

2019-2020



**Street Address:**  
26800 Newport Road  
Menifee, C. 92584  
**Telephone:**  
951-225-7650



Welcome to the Bear River Student Center! Parents and students are responsible for being knowledgeable of all information contained in this packet, which includes the following:

- Welcome letter
- Forward to Students
- Intramural Sports
- Expectations of Students & Parents
- Site Mission & Vision
- Student Guidelines
- Student Code of Conduct
- School Hours, Drop Off & Pick-up
- Arrivals & Departures
- Dress Code
- Policies
- Comments, Suggestions & Concerns
- Telephone Calls & Emails
- Discipline Policy
- Office Referral
- Bullying
- Level 1 Discipline
- Level 2 Discipline
- Level 3 Discipline

#### **ITEMS TO BE SIGNED AND RETURNED**

- **Respect Form**
- **Digital Citizenship**
- **Emergency Contact**
- **Memorandum of Understanding**
- **Bike/Walk Form (5<sup>th</sup>-8<sup>th</sup> Grade Only)**
- **Handbook Signature Page**



*Dear Bear River Student Center Families,*

*Welcome to the Bear River Student Center! Once again, we have had an extremely busy summer planning for another fun and exciting school year!*

*We continue to offer you our wonderful Da Vinci program at the Bear River Student Center, with some incredible changes. Da Vinci days will be Monday through Friday, with Fridays being optional elective days. It has been a mission of ours to put a child in every open seat, because we have a lot of families who want to be a part of our program. With our enrollment process this summer, we are doing just that. If you're a new family, we welcome you heartily with arms wide open! At the same time, if you're one of our many loyal families returning this year, we cannot wait to see your smiling faces again.*

*Fridays will be instructional days, with the electives woven into the schedule.*

- *TK-1<sup>st</sup> schedule will be 8:30-12:20/ 2<sup>nd</sup>-3<sup>rd</sup> schedule will be 8:45-12:40*
- *Electives for the 4<sup>th</sup>-8<sup>th</sup> graders will be in the afternoon, with the mornings being instructional.*

*Some of the elective classes that will be offered are the following:*

- *TK-3<sup>rd</sup> electives will be Art, Engineering with Legos, Spanish, Code Combat, Computer Keyboarding, and Music.*
- *4<sup>th</sup>-8<sup>th</sup> electives will be Art, First Lego League/Engineering with Legos, DIY, Raspberry Pi, Culture and Geography, Spanish, Typing, Code Combat, Home Economics, Dance, and Acting.*

*The elective classes for 4<sup>th</sup>-8<sup>th</sup> will be treated as a privilege, which can be lost for poor behavior.*

- *If the elective teacher feels that a student is not behaving appropriately in the elective class, warnings will be given, and the parents informed.*
- *If there are continued disruptions in the elective class, the students will be dropped from the electives privilege. That student's Friday schedule would end at noon, after instructional time has been completed.*

*We believe our electives provide an opportunity for the Bear River students to receive wonderful enrichment; therefore, we do not want time wasted or disrupted from the students who want to be in these classes.*

*One major exception to this comes with a change to our educator to student ratio this year. We will have an ACE in every class for TK-6 and three ACE's to support Middle School, along with our wonderful teachers, of course. The ACEs (Assistant Classroom Educators) are much more than instructional aides, and they are highly trained. This will make our ratio in the average of 17:1 for each class, helping us provide even more support for every child. Our mission is to personalize each child's education, with the help of our ACEs, we are able to continue to improve our personalization.*

### **Forward to Students**

This handbook has been prepared by the Administration of the Bear River Student Center of Springs Charter Schools. It is for your guidance in understanding some basic policies around which your school functions. If a student is unsure about a policy, expectation or rule, it is his/her responsibility to find out. Students are responsible for being aware of rules & expectations for their behavior & academic requirements here at the Bear River Student Center. If parents or students have questions, please feel free to contact the Bear River Administration. Please read carefully and abide by our rules and regulations.



### **Intramural Sports**

The Bear River Student Center is proud to offer athletic opportunities for boys and girls in the following sports; Flag Football, Volleyball, Basketball, & Soccer. In order for students to be eligible to participate in athletics, they must have a 2 in each of their classes and no referrals or suspensions. Academic scholarship and Character counts.





## **Expectations for Students & Parents**

### **Rights and Responsibilities of Students**

RSCS Student Centers shall foster a climate of mutual respect for the rights of others. Each student is responsible for learning, knowing and incorporating into his/her daily behavior the pillars of character education and behavior expectations set forth in this document as presented by teachers and other school personnel. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall exercise their rights responsibly and in compliance with rules established for conduct and discipline. Rules are established to maintain order in the school. Students who violate the rights of others or RSCS or school rules shall be subject to disciplinary measures designed to correct misconduct and promote good citizenship in the school community. Student responsibilities for achieving a positive learning environment at school or school related activities include, but are not limited to, the following:

#### **Attend school on assigned days, except when ill, or otherwise lawfully absent.**

- Attend classes on time.
- Be prepared for each class with appropriate materials and assignments.
- Be aware of and follow all rules and regulations for student behavior.
- Exhibit an attitude of respect toward individuals and property. Refrain from any type of “bullying” behaviors.
- Be responsible and report any “bullying” activity at school and/or school-related activities.
- Avoid conduct that is likely to put oneself or other students at risk.
- Promptly report to a teacher, administrator, or school employee any threat, behavior, or safety hazard that could harm others.
- Express opinions and ideas in a respectful manner so as not to slander, offend or enrage others.
- Abide by the school dress code.
- Refrain from making profane, insulting, threatening, or inflammatory remarks, or engaging in disruptive conduct.
- Refrain from cheating and plagiarism.
- Cooperate with school staff investigating disciplinary cases. This includes volunteering information he/she may have relating to an offense.
- Follow changes in school policies and regulations in an orderly and responsible manner.
- Support the school staff in maintaining a safe school environment.
- Pay required fees and fines, except as exempt by law.



### *Site Mission & Vision*

Our mission here at Bear River Student Center is to develop motivated and self-aware learners through personalized project-based instruction inspired by Leonardo da Vinci's scientific and artistic legacy.

Our vision is to encourage the curiosity that is inherent in every student. Within a safe learning environment, students build character and interpersonal skills through group and individual projects. A partnership is developed between the student, the teacher, and the parents to build a foundation for student success. There are opportunities for creative thinking through scientific and artistic projects infused throughout the curriculum.

We value

- Parent choice and involvement
- Using the community as the classroom
- Fostering a child's innate creativity
- Collaborating to achieve goals
- Building relationships
- Personalized Learning

As a charter school, we are part of the solution to a better education system. We are dedicated to ensuring that we leave no student behind!





### **Bear Creek Student Center Faculty Contacts**

<b>Da Vinci Administrative Staff</b>			
Shane Wickwire	Principal	951-225-7659	Shane.Wickwire@springscs.org
Renee Gooding	Assistant Principal	951-225-7660	Renee.Gooding@springscs.org
Lindsay Robson	Site Facilitator	951-225-7656	Lindsay.Robson@springscs.org
Shelly Shepherd	Program Facilitator	951-225-7650	Shelly.Shepherd@springscs.org
Rosie Gutierrez	Receptionist	951-225-7650	Rosie.Gutierrez@springscs.org

<b>Da Vinci Teachers and Special Education Teachers</b>		
Mrs. Taylor	Grade TK/K	jessicac.taylor@springscs.org
Mrs. Keegan	Grade K	tanya.keegan@springscs.org
Mrs. Padilla	Grade K/1	angelica.padilla@springscs.org
Mrs. Aery	Grade 1	tiffany.aery@springscs.org
Ms. Collins	Grade 1	amy.collins@springscs.org
Ms. Bennett	Grade 2	sara.bennett@springscs.org
Mrs. Clevenger	Grade 2	erika.clevenger@springscs.org
Mrs. Tillery	Grade 3	cortney.tillery@springscs.org
Mrs. Dugas	Grade 3	rebecca.dugas@springscs.org
Mrs. Van Haften	Grade 4	christine.vanhaften@springscs.org
Mrs. Sato	Grade 4	amanda.sato@springscs.org
Ms. Jonas	Grade 5	amy.jonas@springscs.org
Ms. Guffey	Grade 5	tiffany.guffey@springscs.org
	Grade 6 Self-Contained	
Ms. Liesenfelt	Grade 6 Self-Contained	bronte.liesenfelt@springscs.org
Mr. Jaime	Grade 7 <sup>th</sup> -8 <sup>th</sup> Language Arts	ray.jaime@springscs.org
Mrs. Martinez	Grade 7 <sup>th</sup> -8 <sup>th</sup> Mathematics	jessicaa.martinez@springscs.org
Ms. Bedley	Grade 7 <sup>th</sup> -8 <sup>th</sup> Social Studies	mary.bedley@springscs.org
Ms. Nielsen	Grade 7 <sup>th</sup> -8 <sup>th</sup> Science	nicole.nielsen@springscs.org
Mr. Aguirre	RSP	paul.aguirre@springscs.org
Mrs. Huber	RSP	stacy.huber@springscs.org
Mrs. Albright	RSP	jeannette.albright@springscs.org





## **Student Guidelines**

River Springs is excited to offer a productive and exciting learning environment for all students and staff! Since enrollment in a River Springs Academy is completely voluntary, we assume that the students who attend are happy to be here and anxious to learn and contribute in positive ways. To ensure safety and security for everyone, there are a few guidelines and rules necessary. Almost everything necessary can be wrapped up in the word RESPECT.

### **I will RESPECT myself by:**

- \* getting as much as I can out of my learning opportunities by being on time and involved, having necessary materials, cooperating with teachers, staff, and students, and completing assignments on time.
- \* wearing appropriate clothing that is comfortable and clean. (See specific dress code listed later)

### **I will RESPECT others by:**

- \* Following a rule of NO PUT DOWNS! Everyone, including me, should feel emotionally safe at the Learning center.
- \* Talking to a teacher or staff member if I'm having a problem with a student BEFORE any yelling or hitting takes place. It is NEVER OK to physically or verbally attack anyone at the Bear River Student Center.
- \* Making sure that my behavior doesn't interfere with another student's right to learn or a teacher's right to teach.

### **I will RESPECT the student center by:**

- \* Following the rules posted for the classrooms, playground, and lunch area
- \* Treating the people, building, grounds, materials, and resources with care. I will not do anything to cause damage to people, books, equipment, supplies, rooms, etc.
- \* Putting my trash in appropriate containers.
- \* Always staying in designated campus areas.
- \* Never bringing dangerous, illegal, or controlled objects, substances or weapons. I understand I could be dropped or expelled from River Springs Charter School if I do.
- \* **Only bringing electronic devices, such as MP3 Players, IPODs, CD Players, etc. to school when directed by a teacher for instructional purposes.**
- \* Only using cell phones **after school** or with specific permission of teacher or staff. Cell phones must be put away and not seen nor heard during school hours. Any student caught using a cell phone during school hours will have their phone confiscated and the parent will need to pick up at the end of the day.





## ***Student Code of Conduct***

The students of the River Springs Charter School agree to accept the responsibilities for honorable conduct as related to all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this Code of Academic Integrity.

**Definition:** Violations of the Code of Academic Integrity may take several forms. Any of the following, without giving credit to the original source, counts as plagiarism:

1. Direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, website, or another student's assignment.
2. Duplication in any manner of another's work during an exam.
3. Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained, without giving proper credit.
4. Piecing together sections of the work of others into a new whole.
5. Submitting one's own work which has already been submitted for assessment purposes in another subject.
6. Producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work.
7. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.
8. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.

**The following websites give examples of plagiarism and how to avoid it:**

[www.oregonstate.edu/admin/stucon/plag.htm](http://www.oregonstate.edu/admin/stucon/plag.htm)  
[www.libraries.rutgers.edu/rul/lib/robeson\\_lib/flash\\_presents/text\\_plag.html](http://www.libraries.rutgers.edu/rul/lib/robeson_lib/flash_presents/text_plag.html)

**Consequences:** If an incident occurs the teacher will make, and keep on file, copies of student work and copies of source material. The parent will be notified (in writing) of the act of plagiarism, the penalty, and possible future penalty for another occurrence.

### **First Offense:**

1. Student is required to redo and resubmit the assignment/project
2. The teacher contacts his/her parent in writing explaining the offense and will provide the parent and student with a copy of the Academic policy

### **Second Offense:**

1. Student is required to redo and resubmit the assignment/project
2. A meeting is scheduled with the student, parent, teacher, Principal, during which additional consequences will be determined.
3. Documentation of the offense will be noted in the students school records

### **Subsequent Offenses:**

1. Student is required to redo and resubmit the assignment/project
2. A meeting will be scheduled with the student, parent, teacher, and administrator to discuss the offenses and to determine additional actions to be taken to ensure that the student is adhering to the policy. Actions may include, but are not limited to, increased supervision of home study work, additional assignment/research paper on the topic of plagiarism, or other means of correction.
3. Documentation of the offense will be noted in the students school records

## *Drop-Off & Pick-Up Times*

If you have children in multiple grade levels, you may pick one time slot to drop them off at. If students are dropped off earlier than their designated drop off time, they will be expected to be on their best behavior and respectful at all times while on school grounds.

Students who are not following the rules or are disrespecting the school or staff will not be allowed to be dropped off until their designated time. Which means if you have two students at different drop off times you would have to come to each student's drop off time. If this is the case, you will need to meet with either our Principal or Vice Principal to discuss the issues and how we can resolve them.

### Monday-Thursday

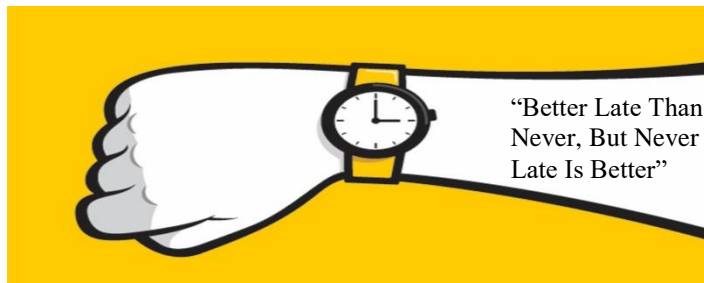
<b><u>TK-2<sup>nd</sup> Grade</u></b> 8:30 AM-2:30 PM	<b><u>3<sup>rd</sup>-5<sup>th</sup> Grade</u></b> 8:45 AM-3:00 PM	<b><u>6<sup>th</sup>-8<sup>th</sup> Grade</u></b> 9:00 AM-3:30 PM
--	--	--

### Friday (Elective Schedule)

<b><u>TK-1<sup>st</sup> Grade</u></b> 8:30 AM-12:20 PM	<b><u>4<sup>th</sup>-5<sup>th</sup> Grade</u></b> 8:45 AM-3:00 PM
<b><u>2<sup>nd</sup>-3<sup>rd</sup> Grade</u></b> 8:45 AM-12:40 PM	<b><u>6<sup>th</sup>-8<sup>th</sup> Grade</u></b> 9:00 AM-3:30 PM

### Monday-Friday

<b><u>Champions Before and After School Program</u></b>			
TK-2 <sup>nd</sup>	6:30 AM – 8:30 AM	2:30 PM - 6:00 PM	
3 <sup>rd</sup> -5 <sup>th</sup>	6:30 AM – 8:45 AM	3:00 PM – 6:00 PM	
6 <sup>th</sup> -8 <sup>th</sup>	6:30 AM – 9:00 AM	3:30 PM - 6:00 PM	





### *Arrivals and Departures*

1. Please arrange rides to and from school **BEFORE** school.
2. Students should not arrive earlier than 15 minutes prior to the school starting time. There will be no supervision before that time.
3. Do **NOT** leave your students (or their siblings) unattended at the school at any time.
4. Students must enter and exit the facility through the main entrance.
5. Students are **NOT** allowed to loiter prior to, between or after classes in the parking lot or outside the school premises.
6. If students arrive early or late, it is the parent's responsibility to see that their child waits in an area that has staff supervision. Students are absolutely **NOT** permitted to wait anywhere without a staff member, particularly alone and/or outside.
7. Sign out students in the Main Office if you are taking them from school early. You will be expected to show proper identification each time. Students will not be pulled from class later than 2:00pm.
8. All students are to be picked up within 15 minutes of school ending time. If a parent is late three times, they must meet with the administrator to discuss further action. **NO** student may leave the school's grounds during the school day. Students must stay in the building when waiting to be picked up. They may not wait in the parking lot or other unsupervised place. Remember, our employees have children to pick up as well as other obligations. Please be considerate of their time and **BE ON TIME!**
9. If someone other than the parent is picking up a student, a note must be brought to the front office and that person must be listed on the emergency form.
10. If you are unable to drop off/pick up your students within the parameters set forth (no earlier than 15 minutes before the start of classes or 15 minutes after the end of classes), you may have to seek alternate transportation for them or an alternate program.
11. In order for a student to Bike/Walk from school, they must be in 5<sup>th</sup>-8<sup>th</sup> grade and the bike/walk form must be on file and on their person at in order to exit school grounds. K-4 may only walk with an older sibling.



## **Uniform Policy**

All students are required to wear uniforms. Polo shirts and uniform pants must be worn daily.

### **Here are some of the Pro's to school uniforms:**

- Encourage discipline
- Helps identify Bear River students at a glance
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Students must be in uniform every day that they attend school. If a student comes without their uniform, they will be required to wear a PE loaner outfit for the day.

Students must wear a plain polo shirt that is white, light blue, or royal blue in color. In addition to the stated colors, 8<sup>th</sup> grade may also wear black polo shirts. When worn, if a polo shirt exceeds 4 or more inches below the belt line, students are required to tuck in their shirt. Polo shirts may be purchased at any store. Polo shirts with the River Springs Crest may also be worn and are available for purchase at the Springs Spirit Store located at <https://springscs.org/spirit-store>. However, they must be in the approved colors.

Students may wear polo dresses in the approved colors. White or black tights/leggings may be worn underneath shorts, skirts or jumpers. All clothing is to fit appropriately without excessive sagging or tightness.

Students must wear bottoms that are brown or black in color. The bottoms may not have rips or tears in them.

River Springs Charter Schools sweatshirts/jackets are the only acceptable hoodies that comply with our dress code and may be worn at any time. They are available for purchase at the Springs Spirit Store in Royal Blue or Black. Hats and all non RSCS sweatshirts/jackets are not permitted inside the building unless otherwise approved by teacher.

On PE days, students may wear either their normal uniform or a PE uniform consisting of a royal blue t-shirt (may purchase in front office) with black athletic bottoms. Athletic shoes must also be worn. Flip flips, sandals, slides, etc. will not be acceptable.

Fridays will be a casual day for students. Students can wear jeans with one of the approved tops. The jeans may not have rips or tears in them. If a student comes dressed inappropriately on Friday, they will be required to wear a PE loaner outfit for the day.

There are several stores where uniform attire can be purchased at different price points. \*Recommended Shopping Sources: Springs Spirit Store, French Toast, The Children's Place, Target, Walmart, Land's End, Old Navy, Kohls, Dickies & JCPenney.

If you still have questions, feel free to call (951) 225-7650 and we would be happy to assist you.

Shane Wickwire-Principal

Renee Gooding-Vice Principal



## **Bear River Uniform FAQ's**

**\*\*Approved Polo Colors: Royal Blue, Powder Blue, and White. (Black Polos 8th grade only)\*\***

**\*\*Approved Bottoms: Khaki or Black- pants, shorts, jumpers, skirts, skorts and dresses (must be 3 inches above the knee).\*\***

### **Q.) Are students required to wear polo shirts with the Spring's Crest?**

A.) Polo shirts with the Spring's Crest are not mandatory. Students may wear plain polos as long as they are Royal Blue, Powder Blue, or White. In addition to the stated colors, 8<sup>th</sup> grade may also wear black polo shirts

### **Q.) Do shirts need to be tucked in?**

A.) No, however if the shirt extends 4 or more inches below the belt line, it will have to be tucked in.

### **Q.) Are students allowed to wear winter/rain coats or other non-RSCS outerwear?**

A.) Yes, however they are required to remove their outerwear upon entry into the building.

### **Q.) Does my student need to wear a belt?**

A.) Belts are not required, but saggy pants are prohibited.

### **Q.) What color socks does my student need to wear?**

A.) There are no specific socks required.

### **Q.) What kind of shoes are required?**

A.) Any shoe is fine, as long as it has a backstrap. (no flip flops, slides, etc.). However, on PE days there are no exceptions, students must wear athletic shoes.

### **Q.) Are there any casual/free dress days?**

A.) On Fridays students may wear their spirit shirt with jeans. Students may not wear jeans that have rips/holes. All clothing is to fit appropriately without excessive sagging or tightness.

### **Q.) Are students allowed to have piercings?**

A.) Yes, students are allowed to have piercings in their ears and nose. However, no hoops or spikes can be worn at school.

### **Recommended Shopping Sources:**

-Spring's Spirit Store	-French Toast	-Walmart
-The Children's Place	-Target	-Kohl's
		-Old Navy



## **Policies**

### **Cell Phones & Other Electronic Devices**

Students are not permitted to bring IPODS, MP3 players and other such electronic devices to school. Cell phones are permitted at school, but they must be put away and should be turned off at all times when on school property. Students will **NOT** be given permission to use their cell phone during school without supervision. Students may be asked to place cell phones on the teacher's desk during bathroom breaks. If students fail to follow this rule, cell phones may be confiscated by teachers or staff, at which time the parent must come to the school to pick it up. We are not responsible for loss or damage of confiscated cell phones or other electronic devices. Therefore, we strongly recommend that students do **NOT** bring cell phones to school.

Parents, please do not call your student on their cell phone when they are at school. If you need to contact them, please contact our main number: (951) 225-7650. If there is no answer, messages are checked often and your call will be returned as quickly as possible.

### **Messages & Deliveries**

Please make travel, lunch, clothing and other arrangements with your student before he/she arrives at school. Bouquets of flowers, balloons or other gifts should be delivered to the home and deliveries from florists will not be accepted at the front office. While we join with you in the celebration of special occasions, these items are disruptive to the learning environment.

Calling into or delivering messages and items to classrooms are disruptive to the learning environment. Students should be responsible for remembering their own books, lunches, clothing, sports equipment or other necessities; therefore we do not deliver any items to classrooms. Please encourage your student to accept the consequences if they neglect these responsibilities. We appreciate your assistance in helping us to reserve this function for true emergencies.

### **Theft Disclaimer**

Please be aware that the Bear River Student Center is not responsible for stolen, lost or damaged items at school. The individual student is responsible for his/her property and for school items checked out to them. Although we reinforce responsible behavior by our students, we cannot guarantee the safety of students' personal belongings. Please leave expensive items at home and secure any belongings that you bring to school. We will not be able to replace or repair any personal items you bring to school. If you ride your bike or drive to school, please **LOCK** your car or bicycle.

### **Pets**

For the safety of all, animals of any kind, including family pets, are not allowed on school grounds at any time. Animals that are used as a teaching tool must follow certain guidelines. Please see your site facilitator for details. If a student has a Service Animal or Emotional Support Animal please see your Principal or Site Facilitator for more information and accommodations.

### **Physical Education**

In order to ensure student safety, a spirit shirt or royal blue t-shirt with black athletic bottoms is required for participation in physical education activities. Guidelines for appropriate attire will be provided by your child's teacher. Parents are expected to notify the PE teacher of any physical limitations your child may have at the beginning of the year.

For a student to be excused from physical education activities, he/she must have a note from his/her parent or guardian. If the excuse is for more than three consecutive days, the student must have a statement from a medical doctor specifying the need and the approximate length of the recuperative period.



### **Books & School Issued Materials**

Students are issued books and other materials necessary for success in school. If students damage or lose any of the materials, they are required to replace the items at the appropriate cost. Most textbooks cost between \$60- \$80 per book. If students lose a reproducible material, students are required to pay to replace the item, which usually costs \$5 - \$10 per item. All books & reproducible items will be documented when the student receives them, with student signature.

### **Planners**

RSCS has gone to great expense to provide students with a planner. Therefore, all students who are issued a planner are expected to bring these planners to class every day and use them as required by their teachers. Only students in grades 5<sup>th</sup>-8<sup>th</sup> will receive a planner from the school. The purpose is to help students organize themselves and become better students. Failure to bring and/or use the planners as required will result in disciplinary action. Lost planners cost \$10 each and students are expected to replace them if they are lost.

### **Student Supervision**

Students at all levels should never be in unsupervised areas at any time. It is the students' responsibility to ensure that they are never in an area without staff or teacher supervision. Students are **NOT** allowed to loiter prior to, between or after classes in the parking lot or outside the school premises.

### **Visiting River Springs**

Parents are welcome to visit and help in the classrooms. However, siblings, relatives, or friends of students are not allowed in the classroom if a parent is visiting. Parents are required to schedule such visits and have a volunteer type 2 form on file with the front office. We require **EVERY** person who is not a staff member at Bear River Student Center must sign in at the Main Office and get an identifying badge. For the safety of our children; there cannot and will not be any exceptions. This policy is in effect from 8:00 a.m. until school is closed. School policy prohibits students from bringing guests to school without prior arrangements with the principal. Parents, however, are always welcome.

### **Smoking**

Smoking and use or possession of any type of tobacco product or paraphernalia is never permitted on campus. This policy includes Vape Pens and E cigarettes.

### **Parents on Campus**

Any concerns that a parent may have with a child other than their own must be brought to the attention of a teacher, administrator or office staff. Parents may not speak to another child regarding a discipline concern or an incident between their child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure and open yourself up to possible criminal charges of assault. Since parents have no authority over other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues are properly addressed. If you are volunteering and violate this rule you will no longer be allowed to volunteer.





### **Change of Information**

Please notify the Da Vinci Academy of all address, telephone, or email changes immediately. For address changes you will need to submit 2 new proofs of residency. You can also find the change of address form on our website at <https://springscs.org/programs/menifee/bear-river-student-center/da-vinci-academy/important-forms>.

### **Emergencies**

It is important that we have accurate, up-to-date information concerning the name and telephone numbers of persons to contact in case of an emergency concerning your child. We need to be notified immediately when changes occur. In an emergency, children will only be released to persons listed on the emergency information sheet. A child will only be released to a person 18 years or older. Parents are responsible for picking up their child when they are contacted by Bear River staff. Failure to do so could result in being dropped from the program.

### **Medication**

All medication whether it is doctor prescribed or over the counter must have the proper forms filled out and turned into the office. This must happen before we can accept any medications for your student. All medication must be in its original packaging. All medications must be picked up before the end of the school year. Any medications left after school is out for summer will be taken to be destroyed.

### **Student Pick-up**

If your student is being picked up early, you must show identification in order to pick-up a student. Student records will be checked to those that are listed in their record. We WILL NOT release students to emergency contacts. If someone other than the parent/guardian picks up early, we must receive an email from the parent/guardian in order to release the student. If someone other than the parent/guardian picks up early, we must receive an email from the parent/guardian in order to release the student.

### **Safety**

When bringing or picking up your child[ren] please follow all safety guidelines. It is a safety hazard to have children darting in between cars in the parking lot! Cell Phone use while operating a vehicle is against the law and will not be permitted in our parking lot.

### **Release of Photographs**

All parents are asked if we can use their child's photo for the yearbook, class photos, marketing, endorsements etc. If you have checked "NO" to the photo release, then we cannot allow your child to be in any photographs or videos. If you do want your child to have their photo taken, please see the front office and we can get you the form to change your preference.

### **Lost and Found**

Lost items, including clothing, may be claimed in the LOST and FOUND box located near the office. Lunch pails, jackets, backpacks, etc. should be clearly labeled for easy identification. The LOST and FOUND box will be emptied once a month.

### **Plagiarism**

Students are responsible for doing their own work. Those caught plagiarizing any part of their work will be held responsible for their actions and face serious penalties. Please see above section above on *Student Code of Conduct*.

### **Have A Comment, Suggestion or Concern**

We want to hear from you! We are here to serve students and parents. To efficiently resolve matters of concerns we have established the following protocol. Feel free to contact our teachers to set up an appointment. First go to the teachers with concerns about their classrooms. Our teachers are happy to set up an appointment; please do not interrupt classes or expect to speak to the teachers before school starts. If concerns persist, contact Renee Gooding, Vice Principal at (951) 225-7660. It is always our goal to listen to your questions and concerns, and to be a helpful as possible.



### Telephone Calls & Emails

The Bear River Student Center has an open door policy with regard to parent-student-teacher-administrator relationships. Please understand that if you call during a teacher's planning period, he/she may have prior commitments and may be unable to speak with you at that time. Parents may leave a message on voice mail or email the teacher. Parents should also be considerate enough to contact teachers in person only after an appointment has been made. Teachers at the Bear River Student Center are very generous with their time; however they too have families and outside obligations to attend to.

For the protection of your child, students WILL NOT be called from class to accept telephone calls. If you have an emergency, office personnel will take a message or refer the call to the Site Facilitator.

Students are NOT PERMITTED to use the office telephones without permission from staff. If your child becomes ill or if an accident occurs, the school will make the call.

**\*To allow time to deliver student messages, no phone calls regarding transportation will be accepted after 2:00 p.m.\***





## **Discipline Policy**

### **Philosophy of Student Discipline**

At Bear River Student Center, we believe that students have unique needs and that positive behavioral expectations must be taught. Just as academic skills are taught on an individual basis, we believe that behavioral expectations must be presented as learning opportunities, too. As the behavioral expectations for our community are presented, all community members are expected to model and display mastery of the Three Behavior I CANS.

### **Process and Procedures**

**Common Area Expectations** – We have developed positive behavioral expectations for the building and school grounds. These expectations are in force at all times of the school day and for all grade levels. All adults are expected to monitor and model appropriate student behaviors in these areas. Expectations will be taught, reviewed and reinforced by supervising adults. Failure to meet expectations will result in immediate redirection.

**Student Discipline Matrix** - A matrix has been developed to assist staff, students and parents with consistent and logical consequences for student misbehaviors. The matrix outlines inappropriate school behaviors with a definition, and potential consequences. This matrix is just a guide, however, and all incidents will receive individual attention, consideration, and an appropriate response.

**“Levels”** - The Student Discipline Matrix identifies three different levels of student behavior. The intention is to maintain consistency and fairness in consequences, communication and seeking of additional resources.

- **Level I**– Minor issues that are resolved by the supervising adult; behavior is seen as a learning opportunity and is expected to be corrected with no additional interventions; Office Referral is only needed if student fails to correct behavior (mostly classroom managed behavior)
- **Level II** – Common school misbehaviors needing redirection; again seen as a learning opportunity to be handled between the student and supervising adult; in some cases office referral and parent notification is required (mostly managed with teacher).
- **Level III** - Severe misbehaviors with potentially strong consequences including school suspensions and legal involvement; supervising adult is not expected to engage in any learning, but rather immediately refer student to the office and ensure the safety of staff and students; (Managed by Administration).



### **Office Referral**

In some cases, student behaviors do not get corrected, or are so severe that they do not allow for a safe and purposeful learning environment. By referring a student to the office, the teacher is seeking additional resources to assist in the correction of the behavior. At this point, parents and school administration join the teacher in attempts to meet the behavioral needs of the student.

The following process will be used for all office referrals:

- Student referred to the office by supervising adult
- Student completes reflection questions related to incident
- Referral form is returned to the teacher for comments
- Parental contact is made by the student or staff member to explain incident and schedule detention
- Referral form returned to the Principal or Site Facilitator then placed in file
- Student conference with Principal is scheduled
- Follow-up phone call from office is made when necessary

### **Harassment Complaints**

Students are occasionally the victim of bullying or harassing behaviors. While common in the school setting, such behaviors are not acceptable and will not be tolerated at any function of our school community.

The following process is designed to assist students who believe they are the victim of such behaviors:

- Student informs teacher or staff person of situation
- Student reports to the office to complete a confidential "Harassment Complaint Form."
- Administrator investigates allegations.
- Typical consequences for a bully/harasser are as follows:
  - **Warning** – conference with Assistant Principal and/or Counselor discussing allegations, perceived intentions and future consequences; student is informed that such behavior, as well as any retaliation, will not be tolerated.
  - **Parental Conference** – sharing the dangers of bully/harassing behaviors for both parties.
  - **Suspension** – to ensure the safety of staff and students, various forms of suspension may be used in efforts to correct student behavior.
  - **Expulsion** – if bullying/harassment continues or if any given incident is so severe that a safe learning environment cannot exist, the Principal and the Springs Charter Schools' Assistant Superintendent of Education/Academies will recommend the expulsion of the offending student.

### *Bullying*

At Bear River Student Center, we want each of our students to feel safe, respected and enjoy a positive environment at school. Our policies strictly prohibit bullying or any other form of harassment of our students, staff or other persons affiliated with our school. We are proactive in preventing this unlawful behavior, including providing preventative education for our students and staff, offering a quick response to reports of bullying and harassment, making available school counseling to any students involved and initiating appropriate school investigative and disciplinary actions as state law directs.

We define bullying as extreme or continuous actions directed toward one or more students with the result or expected result of causing a reasonable student to fear personal harm, or harm to the student's property, or harm to the student's physical, mental or academic well-being or interference with the student's access to service, activities or privileges of the school. We depend heavily on parent support when dealing with issues of "bullying behavior".



## How Behavioral Issues are handled on the Bear River Campus

### Level 1 – Immediate Redirection and Verbal Reprimand

Level I – Minor issues that are resolved by the supervising adult; behavior is seen as a learning opportunity and is expected to be corrected with no additional interventions; office referral is only needed if the student fails to correct behavior (mostly classroom managed behavior).

Behavior	Definition	Prevention
Bikes/Skateboards	Riding bikes, skateboards or the like on school premises	Teach outdoor expectations Active supervision Behavior incentives
Lunch/Outdoor/ Hallway Conduct	Lunch/Outdoor/ Hallway Conduct	Teach expectations Circle discussions Active Supervision Behavior Incentives
Classroom Behavior	Failure to meet established classroom norms	Student created norms Reinforced behavior Behavior incentives
Detention Violation	Failure to serve detention on the established day or agreed upon time	Active supervision Reminder notice
Dress	Failure to adhere to follow dress code	Expectations taught and explained Behavior incentives Coaching conversation
Electronic Equipment	Failure to comply with school expectations regarding cell phones, iPods, mp3, cameras, etc.	Expectations taught; Circle discussions, Active supervision; Behavior incentives; Create engaging lessons and discussions
Food/Gum/Candy/Drinks	Consumption of food, candy, gum, or drinks in the classroom or building at times other than lunch	Expectations taught Active supervision
Loitering	Failure to move from location to location in a reasonable amount of time or without purpose	Teach expectations Active Supervision Student Centered privileges Behavior incentives
Recess/Break Behavior	Failure to meet established common area expectations	Teach expectations Student center privileges
Tardiness	Failure to report to school or class by established time	Teach expectations Student center privileges



**Level 2 – Learning Opportunity ~ Office Referral, Parent contact, Counselor**

Level II – Common school misbehaviors needing redirection; again seen as a learning opportunity to be handled between the student and supervising adult; in some cases office referral and parent notification is required (mostly managed with teacher).

<b>Behavior</b>	<b>Definition</b>	<b>Prevention</b>	<b>Intervention</b>	<b>Consequence</b>
Disrespect to others	Failure to demonstrate consideration for peers	Teach expectations Active Supervision Student Centered privileges	Verbal warning; Proximity; Reinforce appropriate behavior; Call/note home; Assigned seating	Verbal warning; Removal from setting; Office referral; Parent contact
Disrespect/damage to property	Failure to demonstrate consideration for personal or school property; may be treated as vandalism if repair is needed or harm is intended	Teach expectations Active Supervision Student Centered privileges Create fun and engaging lessons	Verbal warning; Proximity; Reinforce appropriate behavior; Time out; Call/meet with family; Assigned seating	Verbal warning; Removal from setting; Office/counselor referral; Parent contact
Disruptive behavior	Behaviors that interfere with the learning environment including but not limited to laser pointers, blurting out, excessive talking	Teach expectations Active Supervision Student Centered privileges Create engaging lessons	Verbal warning; Proximity; Reinforce appropriate behavior; Time out; Assigned seating; Call/meet with family	Verbal warning; Removal from setting; Office/counselor referral; Parent contact
Insubordination	Disobedient; failing to submit to authority	Teach expectations Active supervision	Verbal and written warning; Individual conference; Behavior contract; Contact family	Verbal warning; Removal from setting; Office/counselor referral; On campus suspension; Parent contact
Inappropriate materials	Writing or drawing pictures of a sexual or criminal nature	Teach expectations Active supervision	Verbal and written warning; Individual conference; Behavior contract; Parent contact	Confiscation; Office referral; Parent contact
Unsupervised	Remaining in an area without supervision	Teach expectations Active supervision	Verbal warning; Reinforce appropriate behavior	Verbal warning; Escort from setting; Office referral; Parent contact
Profanity/vulgarity	Words or expressions that may be widely used but regarded as coarse, obscene or offensive	Teach expectations Circle discussions Active supervision	Verbal warning; Reinforce appropriate behavior; Verbal/written warning; Individual conference; Behavior contract	Verbal warning; Office/counselor referral; Parent contact



**Level 3 – Immediate office referral; Parent Contact/Written Documentation, Suspensions, Law Enforcement**

Level III - Severe misbehaviors with potentially strong consequences including school suspensions and legal involvement; supervising adult is not expected to engage in any learning, but rather immediately refer student to the office and insure the safety of staff and students; (Managed by Principal).

Behavior	Definition	Prevention	Consequence
Alcohol, smoking, controlled substance	Possession use or being under the influence of alcohol, tobacco, prescriptions, street drugs	Teach expectations; Active supervision	Office referral; Written documentation; Parent contact/conference; Suspension; Law enforcement
Cheating/ Plagiarism/ Dishonesty/Forgery	Dishonesty or deception in dealing with someone to take from another and pass work off as one's own, imitating in efforts to deceive, assisting another to cheat to is also cheating	Teach expectations; Circle discussions; Active supervision; Student recognition	Verbal warning; Office Referral, written documentation; Parent contact/conference; Behavior contract; Suspension
Computer use violation	Failure to follow established school guidelines of appropriate and ethical use of school equipment or internet	Teach expectations; Circle discussions; Active supervision	Confiscation /removal; Office Referral; Parent contract; Behavior contact; Suspension for future use
Dangerous Item	Any object with the potential to cause pain, injury or damage	Teach expectations; Circle discussions; Active supervision	

**POLICE NOTIFICATION**

*Appropriate law enforcement officials will be notified under, but not limited to the following:*

1. When a weapon, including any firearm, knife, explosive, or other dangerous object, is taken from a student.
2. When a student possesses a replica of any firearm or other deadly weapon and the replica is used in a threatening manner towards any other person. (Student subject to arrest under Penal Code 417.2.)
3. When a student possesses, furnishes, or sells drugs, alcohol, controlled substances, or look-alike substances.
4. In any case where a student has assaulted, attacked, or menaced a school employee, the employee and the employees supervisor is required to report the incident to law enforcement.
5. When the Principal/designee request police to conduct or assist in conducting a search.
6. When an illegal article is taken from a student.
7. When a student has caused injury to another student if circumstances warrant such a report, i.e. hate violence, serious injury, attacks, etc.
8. A staff member has a compelling reason to suspect child abuse.



## **Acknowledgement of Receipt of Parent & Student Academy Handbooks**

\_\_\_\_\_ I will **RESPECT** myself by:

(Student initial)

- ❖ getting as much as I can out of my learning opportunities by being on time and involved, having necessary materials, cooperating with teachers, staff, and students, and completing assignments on time.
- ❖ wearing appropriate clothing that is comfortable and clean. (See specific dress code listed later)

\_\_\_\_\_ I will **RESPECT** others by:

(Student initial)

- ❖ following a rule of NO PUT DOWNS! Everyone, including me, should feel emotionally safe at the Learning center.
- ❖ talking to a teacher or staff member if I'm having a problem with a student BEFORE any yelling or hitting takes place. It is NEVER OK to physically or verbally attack anyone at a River Springs Academy.
- ❖ making sure that my behavior doesn't interfere with another student's right to learn or a teacher's right to teach.

\_\_\_\_\_ I will **RESPECT** the learning center by:

(Student initial)

- ❖ following the rules posted for the classrooms, playground, and lunch break
- ❖ treating the people, building, grounds, materials, and resources with care. I will not do anything to cause damage to people, books, equipment, supplies, rooms, etc.
- ❖ putting my trash in appropriate containers.
- ❖ always staying in designated campus areas.
- ❖ never bringing dangerous, illegal, or controlled objects, substances or weapons. I understand I could be dropped or expelled from River Springs Charter School if I do.
- ❖ not using electronic devices, such as MP3 Players, IPODs, CD Players, etc. unless given express permission by my teacher to do so.
- ❖ only using cell phones after school or with express permission of teacher or staff. Cell phones

- ☐ I have received a copy (or online access to) the Parent and Student Academy Handbooks.
- ☐ I have read and understood the guidelines, policies, and rules of River Springs Academies, and agree to abide by them.



\_\_\_\_\_ **Attire:** I have read the uniform policies for the Bear River Student Center.  
(Student Initial)

I understand that the Bear River uniform policy is to support the culture of my school and has been implemented for the following reasons;

- Encourage discipline
- Helps identify Bear River students at a glance
- Diminish economic and social barriers between students
  - Increase a sense of belonging and school pride
  - Improve attendance

☐ I understand that River Springs Charter School is not responsible or liable for the loss or damage of any student valuables, including cell phones, iPod, cameras, instruments, etc. (even if used for academic purposes).

Student Name (Please print): \_\_\_\_\_

\_\_\_\_\_  
Parent Signature \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

**PLEASE SIGN & RETURN THIS PAGE!!**



## DIGITAL CITIZENSHIP AGREEMENT COMPUTER NETWORK AND INTERNET USE

River Springs Charter School ("RSCS") believes that providing access to technology enhances the educational experience for students. RSCS will use technology as a part of our regular curriculum. Furthermore, our school will use this technology to ensure that every grade level at RSCS implements an approved curriculum to teach Digital Citizenship and Internet Safety. To ensure students can access these resources, every student will be issued a unique username and password. This username and password will be shared with families, so that families may learn alongside students from home throughout the year. However, student use of school computers, Google Accounts (including Google Apps for Education and Hangouts), instant messaging systems, networks, and internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of RSCS technology resources. Students are expected to:
  - a. Safeguard all personal passwords. Students should not share passwords with others. Students are to notify a teacher or an administrator immediately if they believe their student account has been compromised.
  - b. Access technology only with their own account and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
2. **Authorized Use.** Students may use RSCS technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes. The only allowable uses are for classroom activities, research in Academic subjects, career or professional development activities, RSCS-approved personal research activities, or other purposes as defined by RSCS.
3. **Protection Measures.** While RSCS is able to exercise reasonable control over content created and purchased by RSCS, it has limited control over content accessed via the internet and no filtering system is 100% effective. RSCS and its staff, officers or Principals shall not be responsible for the failure of any technology protection measures, violations or copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless RSCS and RSCS personnel for any damages or costs incurred as a result of the student's violations of copyright restrictions, or user mistakes or negligence.
4. **Inappropriate Use.** RSCS technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the RSCS technology primarily for educational purposes. Students shall not use RSCS technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:
  - a. Playing games or online gaming.
  - b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
  - c. Installing software on RSCS equipment without the permission of a teacher or other authorized RSCS staff person.
  - d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
  - e. Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.
  - f. Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process.
  - g. Participating in political activities in violation of the law.
  - h. Conducting for-profit business.
  - i. Using hacking tools on the network or intentionally introducing malicious code or viruses into the RSCS's network.
  - j. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
  - k. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
  - l. Accessing or attempting to access material or systems on the network that the student is not authorized to access.
5. **No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by RSCS and provided to students for educational purposes. The RSCS may monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The RSCS reserves the right to access email accounts, search histories, stored computer records and communications, files, and data are not private; during inspection of RSCS equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.
6. **Disruptive Activity.** Students should not intentionally interfere with the performance of the RSCS's network or intentionally damage any RSCS technology resources .
7. **Unauthorized Networks.** Students may not create unauthorized wireless networks to access the RSCS's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.



8. **Google Apps for Education and Google Hangouts.** The RSCS utilizes Google Apps for Education and Google Hangouts for students, teachers, and staff. Google Apps for Education and Google Hangouts create an integrated online forum, in which students, parents, and teachers can communicate and collaborate on school-related projects in a single space. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of the RSCS's online presence in Google Apps for Education:

- Docs- a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Calendar- an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Sites- an individual and collaborative website creation tool
- Mail- (for grades 2-8) an individual internet email account for school use managed, monitored, and filtered by RSCS

Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via email with other students and teachers. No emails to or from outside accounts can be accessed by students through their email accounts and passwords, consistent with school policy.

These services are entirely online and available 24/7 from any internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. The Google Apps for Education Account is intended to temporarily store classwork, assignments, and projects, and it will not be used to store educational records. Accordingly, at the end of the school year, the emails, projects, and information stored in a Student's Google Apps for Education Account will be deleted, consistent with school policy.

Google Apps for Education use at RSCS is governed by the Children's Online Privacy Protection Act (COPPA). COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. COPPA defines "personal information" as the name, home address, online contact information, a screen or user name, telephone number, social security number, a photograph, video or audio file that contains the child's voice, a persistent identifier that can be used to recognize the user over time and across different websites, and geolocation information. No personal student information is collected by Google or RSCS for commercial purposes as part of the Google Apps for Education usage at RSCS. By default, advertising is turned off for RSCS's presence in Google Apps for Education. Google may access students' Google Apps for Education accounts to provide software and program updates, but Google does not have access to any student's demographic, grade, or other personally identifiable information stored in RSCS's PowerSchool Student Information System. This permission form allows the school to act as an agent for parents in the collection of information within the school context by persons on behalf of Google. The school's collection and use of student information is solely for education purposes, and will not be used for any commercial or advertising purposes by Google, in compliance with the law. Student information that is "collected" by Google is described as projects, documents, email, files, username and password. For more information, please visit: <http://www.business.ftc.gov/documents/0493-Complying-with-COPPA-Frequently-Asked-Questions>

9. **Monitoring.** School Staff and Administration monitor the use of information technology resources to help ensure that users are secure and conform to this policy. Administrators reserve the right to examine, use and disclose any data found on the school's equipment and networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. Students who violate this Agreement will be subject to discipline, which may include loss of access to RSCS technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

**PLEASE RETURN ONLY THIS SIGNATURE PORTION TO THE SCHOOL KEEP THE REST FOR YOUR FILE.**

**Student User Agreement:**

As a user of RSCS equipment, technology, networks, bandwidth, Google Apps, Google Apps for Education Accounts and network, I hereby agree to comply with the statements and expectations as outlined in the RSCS Board's Internet Use and Digital Citizenship Agreement- Computer Network and Internet Use, and to honor all relevant laws and restrictions. (Initial below if you agree with this statement)

\_\_\_\_\_ I agree to use the equipment and network responsibly by following the guidelines listed in the RSCS Board's Internet Use and Digital Citizenship Policy and the Digital Citizenship Agreement- Computer Network and Internet Use.

In addition, my use of any technology issued by the school will be for educational purposes only. As such, I agree to the following:

1. I will not misuse the technology issued by the RSCS.
  - a. I will not download inappropriate "Apps" on the technology issued by the school. This means Apps that are not academically related and/or approved by my Teacher, Principal or the Executive Principal of RSCS.
  - b. I will not send emails to anyone other than for school related purposes.
  - c. I will not browse websites that are inappropriate or contain inappropriate content. This includes websites that are harmful to the technology issued by the school, offensive to other students, or that are not academically related.
  - d. I will not take or keep inappropriate videos/pictures on the technology issued by the school. This means videos or pictures that are not academically related and/or approved by my teacher, Principal or the executive Principal of RSCS.
2. I will surrender technology issued by the school to any staff member of RSC at any time for inspection.
3. The penalty for violating either items 1 or 2 will include appropriate school consequences, beginning with communication between the school and Parent/Guardian.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Permission:**

By signing below I am allowing my student to access school computer equipment with a Google Apps for Education Username & Password and access school network resources.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



**"There aren't any icons to click. It's a chalk board."**



## Bear River Student Center Memorandum of Understanding

RSCHS is a California public school, where the parent and student accept responsibility for the child's education. Programs at the Bear River Student Center will provide a teacher for the student, provide assignments, and grade the assignments for or with the student. The teacher will provide on-site work, assign Home study day work and correct work completed.

**I, the parent/guardian, agree to the following:**

- ☐ I will be an active participant in my student's education daily.
- ☐ I will oversee home study instructional days as assigned by teachers.
- ☐ I will attend beginning of the year program orientation.
- ☐ I will demonstrate support of the program mission, student handbook expectations, curriculum and instruction.
- ☐ I will ensure that my student attends "Academy Days".
- ☐ I will make sure my child completes all homework assigned/monthly projects and works to the best of his/her ability.
- ☐ I understand that SCS will place my child on insufficient progress status should they fail to meet academic expectations (which is defined as 70% of work assigned—to the best of the student's ability) my student may be placed in the Adequate Progress Process which will determine if my student may continue at their current academy.
- ☐ I will attend parent conferences as scheduled by the Teacher of Record.
- ☐ I understand that a computer is available for my use in the office if one is not available at home.
- ☐ I will contact the Teacher of Record for help if my child is struggling to master skills.
- ☐ I will ensure that my child participates in all applicable state and school required tests (this includes PE Testing(5<sup>th</sup> and 7<sup>th</sup>); Writing Test (4<sup>th</sup> and 7<sup>th</sup>) and Spring STAR(CST) Testing).
- ☐ I will replace all materials lost or damaged by my student.
- ☐ School hours are 8:30am-2:30pm (TK-2nd), 8:45am-3:00pm (3<sup>rd</sup>-5<sup>th</sup>) and 9:00am-3:30pm (6<sup>th</sup>-8<sup>th</sup>). I will ensure that my student is dropped off and picked up in a timely manner (Drop-off by 8:00am and Pick-up NO LATER than 3:45pm)
- ☐ Early Student Check-Out is **NO LATER than 2:00pm**.
- ☐ I understand that River Springs Charter School is not responsible or liable for the loss or damage of any student valuables, including cell phones, iPods, cameras, instruments, etc. (even if used for academic purposes).

**I, the student, agree to the following:**

- ☐ I agree to follow the requirements for admission and continuing enrollment.
- ☐ I understand and will abide by attendance, academic, dress code and behavior rules and guidelines as outlined in the Student Handbook.
- ☐ I will complete assignments and understand that my parent is my teacher on Home study Days.
- ☐ I will participate fully during Academy Days.
- ☐ I will take good care of all school books and school materials and return them in good condition at the end of the year or when I withdraw from the school.
- ☐ I will bring back completed work and come prepared to participate fully during Academy Days.
- ☐ I will be honest, respectful and trustworthy and do my best to help staff and teachers build a peaceful, productive learning community.

*I understand that students at Springs Charter School are expected to achieve one year of academic growth during the school year. I also understand that the first year of Independent Study with SCS is a trial year. It may be determined that my student is not a good candidate for Independent Study, and an alternate program may be recommended.*

## Master Calendar 2019/2020

July 2019 (0 days)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019 (5 days)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019  
(19 days)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019  
(23 days)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019  
(13 days)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019  
(15 days)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020  
(14 days)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020  
(18 days)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020 (22 days)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020 (16 days) Easter 4/2

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020 (20 days)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020 (9 days)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Yellow	Staff Development/Non-Student Day
Green	First Day of Semester
Orange	Last Day of Semester
Purple	Holiday/Non-Student Day/Break

### Holidays:

September 2, 2019 – Labor Day  
November 11, 2019 – Veteran's Day  
November 28, 2019 – Thanksgiving  
December 25, 2019 – Christmas Day  
January 1, 2020 – Martin Luther King Day  
January 20, 2020 – President's Day  
February 17, 2020 – President's Day  
May 25, 2020 – Memorial Day

### School Breaks:

Thanksgiving Break: November 25 – 29  
Winter Break: December 23 – January 10  
Spring Break: April 6 – 10



### Parent/Guardian & Student Signature Page

Please fill this form out completely and return to your student's teacher.  
The parent and student should sign each section verifying that they have read and understand each section.

STUDENT LAST NAME: \_\_\_\_\_ STUDENT FIRST NAME: \_\_\_\_\_

#### Student Code of Conduct

My signature indicates that I have read, understand, and will abide by River Springs Charter School's **Student Code of Conduct**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Discipline Policy

I have read, discussed, and understand the consequences which result from student involvement with the offenses listed in the **Discipline Policy** for the Bear River Student Center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Computer/ Technology Usage Policy

We have read, discussed, understand and agree to follow the **Computer Usage Policy**, and **Technology Policy** when accessing and using the River Springs Charter School Equipment. We also agree to follow any additional rules and restrictions that may be required by the school site.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Bear River Student Center Handbook

We have read, discussed, understand and agree to follow the rules and guidelines of student conduct as set forth in the **Bear River Student Center Handbook**.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Signature Student Signature

\_\_\_\_\_  
Date

#### Memorandum of Understanding

I have read and understand the Bear River Student Center **Memorandum of Understanding**.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date