



RICHLAND ELEMENTARY SCHOOL

San Marcos Unified School District

910 Richland Road, San Marcos, California 92069 (760) 290-2400

Richland Elementary Handbook: Schoolwide Behavior Plan, Policies, and Procedures

Dear Parents,

The Richland School Community has the right to live and learn in a positive, safe, inclusive, and orderly environment where students, staff, and parents consciously demonstrate respect and support for each other at all times. This school fosters a setting in which students take pride in their academic and personal achievements, as well as responsibility for their actions, and where staff and parents recognize the individual strengths, unique qualities, and special contributions of each child.

We believe that all students at Richland Elementary School can, and will, achieve proficiency or advanced proficiency in the Common Core State Standards, as well as the competencies of the Portrait of a Graduate, which include; future ready students who are adaptable, are able to communicate well, show empathy, have leadership skills, and use critical thinking skills. Students have the responsibility to actively pursue learning, while teachers, parents, staff, and community share the duty of creatively structuring and balancing the school experience to make learning a source of joy, purpose, and personal significance for each child.

At Richland Elementary we strive to provide our students and their families diverse opportunities to engage in our school community. We encourage our families to read about our programs on the Richland website. Visit <https://richlandelementary.smusd.org/> for more information.

In order to make our students' elementary experience meaningful and positive, it is necessary to build a relationship among the students, families, staff, and administration. In this document, you will see an overview of Richland's classroom and school-wide behavior program, as well as the school policies and procedures. Please take the time to review the plans and strategies with your child(ren).

Thank you for your partnership and support,

Mandy Jackson, Principal

Lani Hsieh, Assistant Principal

Emergency Information

For the safety of your child due to illness, accident, or disaster, it is important that the school have parents'/guardians' current telephone numbers, addresses, and work locations. Please provide phone numbers of reliable, local emergency contacts in case the school cannot contact parents. Always keep the school informed of any changes so that we can update your child's Synergy.

Medication

When it is necessary for your child to take medication (over the counter or prescription) during the school day, it is required that you and your physician complete a district form in order for the nurse or health aide to administer the medication. Medication must be brought to the office in the original container by a parent and will be locked in the Health Office cabinet.

Attendance

Schools now only receive funding for students who are actually in class. Every day a student misses school, even for an excused absence, the school loses about \$55 a day in income. We ask that you support our efforts to increase student attendance by:

- Planning family trips during the school holidays.
- Try to schedule doctor's or dentist's appointments after school hours. If the appointment is in the middle of the day, please bring them to school in the morning and return your child to school afterward.
- Your child must stay home when he/she has a contagious illness, fever and/or vomiting within the previous 24 hours.

If your child is going to be absent, please telephone the school in the morning the child is absent at (760) 290-2400 ex 4. Our attendance clerk is responsible for contacting the parents of each absent student and your call greatly assists this process.

Excused Absences:

By law [EC § 48205], excused absences are: illness (fever 100° or more, your child must be fever free for twenty-four hours before returning to school), persistent runny nose with yellow-green mucus discharge, rashes [unless there is a note from your physician stating that your child is not contagious], vomiting [If your child is sent home vomiting he/she needs to be vomit free for twenty-four hours before returning to school], diarrhea [If your child is sent home from school with diarrhea he/she needs to be diarrhea free for twenty-four hours before returning to school], medical/dental appointments (doctor's note required for verification), death in the family, specific religious reasons, required appearance in court, and exclusion from school for contagious disease. We encourage you to send your child to school at all other times. If a child misses 10% of the school year at any given time, it is considered Chronic Absenteeism. Upon reaching this point, the district is required to notify parents by letter. These letters will be posted to your Parent Vue.

Unexcused and Unverified Absences:

Any absence that does not fall under the California Education Code as an excused absence will be considered an unexcused absence. In addition, it is vital that parents report all absences to the school. If parents fail to report an absence, it will be considered an unverified absence. Please be aware that the State of California requires the school to begin notifying parents by

letter when three (3) unexcused or unverified absences occur. These are Truancy letters and will be sent upon every set of 3 unexcused or unverified absences.

If a child is absent, it is his/her responsibility to make-up all of the missed work and return it to school. Ask your child's teacher for their policy on make-up work and how to arrange to pick up homework for your child

Should an emergency situation arise which requires your child to be absent from school for five consecutive days or more, please notify the office at least 48 hours ahead of time (the earlier the better), and we may approve and prepare an independent study contract. This allows the student to stay current with schoolwork and receive credit during their time of their absence.

On-Time Behavior

Our staff cares deeply about every student and wants to ensure that every child has access to learning opportunities every day. We ask that families partner with us to "Make Every Minute Count". Teachers plan to utilize every minute in the day to further your child's education experience. One way our families can help is to ensure children arrive on-time to school. Several studies support the notion that on-time behavior in school leads to on-time behavior in the workplace. Additionally, on-time behavior is correlated with proficient to advanced performance in school, while pervasive tardiness is correlated with poor performance in school. When children come to school late, this affects their outlook on school and confidence as classmates are already working and learning. In addition, their tardy arrival disrupts the learning of others. Please plan to have your child arrive at school with enough time for them to be in class by the start of their school day. Gates will close at 8:45 a.m. and students will be marked tardy if they arrive after that time.

Early Pick-ups

We understand that there are times when appointments require early pick-up, but we want to encourage children to be in school until the bell rings at the end of the school day, making the most of their school experience. In addition, we ask that there are no early pick ups within the **last 20 minutes** of the school day. During that time, your child is receiving important information and materials to close the school day, which we do not want them to miss. In addition, it is very disruptive to the rest of the class. If you must pick up your child early at the end of the day, please do so before the 20 minute mark.

Please follow the procedures below:

- Pick up your child in the office. The front office staff will call the student from the room.
- Any adult picking up children early must show proper identification before any child will be released.
- If a neighbor or relative is to pick up the child, we must have written permission and it is imperative that the adult picking up is on the child's Emergency Card.
- Please discuss with your child the importance of remaining on the school grounds at all times. No student is allowed to leave without parental permission and office approval.
- While we know appointments may sometimes warrant early pick-up, please help to keep time out of school to a minimum, Making Every Minute Count.

Before School

TK students may arrive between 8:10-8:15 am. Students in K-5th grade may not be on campus before 8:15 a.m. **There is no supervision in front of the school prior to 8:15 am.** We ask for your cooperation in ensuring the safety of your child(ren) by not dropping them off before that time. Breakfast is served in the cafeteria 8:15-8:45 a.m. Students will enter through the breezeway gate and use the main cafeteria entrance. Upon arrival and/or after breakfast, students must remain on the playground before school starts (avoid playing in hallways, bathrooms, and/or

classrooms). Students may not enter school buildings before school without permission, as there is no supervision.

Car Loops:

If you elect to use the drop-off loops, we ask that you stay in your car at all times and that your child is able to unbuckle their seatbelts by themselves. Do not get out of the car to help your child out, we will assist with that. All children **MUST** exit the vehicle on the passenger side to ensure safety.

- TK will drop off in the kindergarten loop.
- Kindergarten (and siblings) will drop off in the kindergarten loop.
- 1-5th grade students will drop off in the main loop.
- Green/Gawler/Davis/Cruz will drop off in the kindergarten loop.

Gates:

- TK will enter the kindergarten gate.
- Kindergarteners will enter the kindergarten gate.
- 1st-5th grade students will enter the breezeway gate.
- Green/Gawler/Davis/Cruz will meet their teachers in the kindergarten loop and be walked in.

Dismissal

Students in grades K-5 are dismissed promptly at 3:10 p.m. and will **need to be picked up no later than 3:25 p.m.** (2:10 p.m. on our early release Wednesdays). Children who are not picked up on time will need to have a parent sign them out in the office. If a habitual pattern is noted, additional steps may be taken. We would appreciate the cooperation of all the parents in adhering to the pick-up times. Please ensure that pick-up arrangements are discussed with your child before school so they know how they are going home. Students who walk home without adults will be excused to leave school immediately upon dismissal. We ask that you do not have your child meet you in the parking lot. If you are electing to park in the school lot, please walk to the front of the school to pick up your student. Most importantly, please treat staff with respect and courtesy, as they are trying to keep your children safe at all times.

Car Pick-Up:

Please ensure you have the colored sign with your student's name visible in your front window for staff to see, as it will assist us in calling for your student and speeding up pick-up. Each grade level will have an assigned color (TK: Pink, Kindergarten: Red, 1st: Orange, 2nd: Yellow, 3rd: Green, 4th: Blue, 5th: Purple, Green/Gawler/Davis/Cruz: Fluorescent Green). If you have multiple children, please use the color card of the youngest sibling and put all of your children's names on the sign. You will access the campus through the entrance of the school to pick up your child. Please abide by the rules of the road: stop at the stop signs, do not cut off other cars, keep the entranceway open per the sign to keep the flow of incoming traffic and kinder traffic exiting smoothly, and be kind and respectful role models for the children. As you enter the pick-up loop, staff members will call for your child and he/she will meet you at the curb. We ask that you pull all the way forward before stopping to pick up your child. Students will enter the car and you will exit the school. If you elect to use the pick-up loop, we ask that you stay in your vehicle at all times. Do not get out to help your child in, we will assist with that. All children **MUST** enter the car on the passenger side to ensure safety.

- 1st-5th Grade: You will utilize the main loop to pick up your child. We suggest entering the school as you come up Richland Road and turning left onto campus (to avoid crossing with the kindergarten loop traffic).

- Kindergarten/Green/Gawler/Davis/Cruz: You will utilize the Kindergarten loop to pick up your child. For this loop, we suggest entering the school as you come down Richland Road and turning right into campus (to avoid crossing with the 1st-5th grade main loop of traffic).
- 1st-5th Grade with Kindergarten Siblings: You will utilize the Kindergarten loop to pick up your children. For this loop, we suggest entering the school as you come down Richland Road and turning right into campus (to avoid crossing with the 1st-5th grade main loop of traffic). Your older child will meet your Kindergartener in the Kindergarten Corral. They will exit together through the Kindergarten Gate and sit down while they wait for your car to arrive.
- TK: You will utilize the Kindergarten loop to pick up your child. We ask that you not arrive at school before 3:25 p.m., as we will be dismissing Kindergarten until that time. If you arrive before kindergarten dismissal is over, you will be asked to loop around and re-enter after we have dismissed all of the students. If you have siblings in other grades, you will need to pick them up first, then loop around and pick up your TK student.

Please review this [map](#) for driving procedures.

Walking Pick-Up:

If you would prefer to walk up to pick up your student, we have three locations to meet your child.

- Main Breezeway Gate: 1st - 5th grade students may exit this gate. If you elect to meet your child here, we ask that you keep the front of the school and the area in front of the breezeway gate clear at all times. Please wait to the side of the gate on the island area near the bike racks. Students will exit the breezeway gate and walk to you.
- Kindergarten Gate: Kindergarten students (and their siblings) and Green/Gawler/Davis/Cruz: will exit this gate. We ask that you keep the kindergarten entrance area clear at all times and do not wait at the gate, as we need that area for car dismissal. Kindergarten parents, please wait up against the wall on the walkway on the far side of the loop. The kindergarten teachers will walk the students out and up the walkway to you. Green/Gawler/Davis/Cruz parents, please wait at the benches close to the gate. Your teachers will walk the students to you. If you elect to walk up to pick up your student, we ask that you be prompt and be there before school gets out to receive your child. This area is also used for car pick up, so we ask that you exit campus upon pick up or remain along the wall if waiting for older siblings.
- Back Gate: 1st-5th grade students may exit this gate and meet you on Rose Ranch. (If you have a kindergartener and want your children to exit this gate, your older child will need to pick up your kindergartener from the kindergarten corral. This needs to be arranged with the kindergarten teacher.) A staff member will be on duty at the gate. This gate is for walking purposes only. Do NOT drive up to this gate to pick up your child. For safety purposes, we will not allow students to get in or out of cars from this location.

Walkers:

1st-5th grade students may exit the breezeway or back gate to walk home. Kindergarten students must be picked up by a parent and/or their sibling to walk home. (Please inform the kindergarten teacher if this is the case.)

Parking Lot

You are welcome to park in any unmarked stall in the parking lot. Please do not park in the spots marked for staff members during the school day, as some employees with these marked spots, may need to come and go and need to utilize their spot. Remember, our parking lot is a "one way" lot and you must enter and exit at different locations. If you come to school to pick up a

sick child or to drop off a tardy student, you may park in our "10 minute" spot at the front of the school. Please refrain from parking in this spot at all other times. Thank you in advance for your support of the parking lot routine.

E-bikes and Bikes

For the safety of our students, E-bikes are not permitted in the drive-thru loop to drop off or pick up students. Once on campus, parents must dismount and walk the bike on the campus sidewalks. Students are not permitted to ride E-bikes to school unsupervised without parents. Students may ride a regular bike unaccompanied in grades 3-5. Bikes must have proper safety equipment and secure them in the bike rack when they get to school.

Dropping off Items

Please ensure your student brings all materials and needed items to school (chromebooks, books, jackets, snacks/lunches, water bottles, etc.) We ask that you refrain from dropping off items for your student during the school day, as it is very disruptive to the learning taking place in the classroom. The school has water fountains and students will be provided a school lunch if they forget theirs. Thank you for assisting us with this important protocol.

Classroom Behavior Plans

Each teacher has a specific classroom behavior plan. It incorporates teacher/student expectations, a positive reward plan for well-behaved students, and a hierarchy of consequences for students who do not follow the rules. The plan also contains a "severe clause" for serious behavior concerns. The Principal or Assistant Principal will address these issues. It is Richland's philosophy that the classroom teacher is the best person to deal with behavior issues. If you have a question regarding a discipline procedure, please contact your child's teacher first. You should expect a Classroom Behavior Plan, specific to your child's class, to be sent home within the first weeks of school.

Rules and Expectations for Common Areas

Our Motto at Richland is to live "The Mustang Way", which means "A leader does the right thing even when nobody's looking. Think before you act - Ask yourself: Is it safe? Is it honest? Is it respectful?"

We have three schoolwide rules:

- Be Safe
- Be Honest
- Be Respectful

We believe these three rules cover all manners of behavior and set the standard for what is expected... leading children to live The Mustang Way. Please review the [Richland Rules & Expectations Matrix](#) for more information.

Outdoor and Playground Rules

Children who do not live The Mustang Way or violate one or more of our school rules while on the playground will receive a warning and/or time-out from playing, depending on the frequency of behavior. Severe behavior that is rough, aggressive, involves bullying, or profanity will not be tolerated and students will be sent to the office immediately.

Technology

School Chromebooks are for school use only and must be properly taken care of. Please ensure that your child charges their Chromebook every night before coming to school. Cell phones and Smartwatches must remain off while on campus, and cell phones put away in backpacks.

Students are not allowed to text or make phone calls from their personal devices during the school day. Students are prohibited from photographing and/or recording any individual on school grounds. Electronics (Chromebooks, phones, smart watches, etc.) may not be used before school or at dismissal time.

Dress and Grooming at School

Students are required to show proper attention to cleanliness, health, neatness, safety, and appropriateness of clothing and appearance for school activities. A well-groomed appearance is important in developing a positive self-image and compliments the school's instructional program.

- Dress should be appropriate for the season and the occasion. Extreme styles that may disrupt the educational process or any other school activity are prohibited.
- Revealing clothing is not permitted.
- Clothing and hats that are offensive or may promote gangs, drugs, or alcohol are not permitted on campus.
- Hats are permitted. Hats/caps must be worn bill forward and staff may ask that hats not be worn inside buildings.
- Closed-toed sandals may be worn only if they have a front and back strap, according to the CA State code. However, tennis shoes are far safer and enable greater participation in P.E.
- Shoes with heels and wheels may not be worn on the school campus.

The administration is the final authority when a difference of opinion arises. When a violation of the dress guidelines occurs, the students will be required to correct this by calling home for the proper attire. Continued violations of dress guidelines will be considered defiance and will be referred for disciplinary action.

Food at School

The San Marcos Unified School District recognizes the link between student health and learning, and has developed a Wellness Policy for the District that promotes student health through nutrition education, nutrition guidelines and physical education and activity.

Students may eat a snack at the beginning of their recess and we encourage some type of healthy food, rather than what we refer to as "extra" foods, such as chips and cookies. Please do not send glass containers or any type of cutting utensil with your child. Additionally, students forgetting to bring lunch to school will be provided a nutritious school lunch. Please refrain from dropping off forgotten lunches and snacks during the school day.

In accordance with this policy, we do not celebrate birthdays in classrooms with candy, cakes, cupcakes, sodas, etc. Please do not bring any food to school without prior **permission from the classroom teacher**. Food and drinks are allowed at other celebration events; however, they must follow the SMUSD Wellness Policy. Always check with the classroom teacher prior to bringing any type of food items. More information regarding the Wellness policy can be found at www.smusd.org/cnServ/cnServDL.html or by calling (760) 752-1269.

Lunch and Lunch Area

Students are expected to Live the Mustang Way during lunchtime. Food and drinks need to be kept in the eating area, and students will remain seated and eat for 20 minutes before they are dismissed to the playground to play. For safety reasons, students may not share food. Proper table manners are expected, and all trash must be picked up and thrown away.

Pets on Campus

Pets are NOT allowed on campus unless approved by administration. If approved to be in a classroom, the pet must be brought to school by a parent and taken home immediately. Some students may have anxiety or allergies, therefore we DO NOT allow dogs, cats or other family pets on campus during arrival or dismissal even if the animal is small or leashed.

Safe and Drug-Free

Our goal is to provide a safe and drug free environment for all our students. We actively enforce our school district's "Zero Tolerance" policy. Students who attempt to bring drugs, alcohol, or weapons to school may be arrested by Police, suspended from school, and even be expelled for up to one full year.

Sexual Harassment Statement:

It is the policy of the San Marcos Unified School District, in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of our district are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

Tobacco Free School

Richland Elementary is a "tobacco-free" school, which means we do not allow smoking in the classrooms or on the campus at any time.

California Education Code

Richland Elementary School has an obligation to enforce the California Education Code and the policies of our District. When a student violates a provision of the Education Code or the San Marcos Unified School District's Board Policies, (s)he must be held responsible. This could result in disciplinary action that may lead up to detention, suspension, or expulsion.

In some cases, a student's behavior may violate the California Penal Code in addition to the Education Code. If the school has knowledge of such an occurrence, we are obligated to report it to the Police. The following behaviors are examples of violations of the Penal Code that must be reported to the Police:

- Sale, possession, or use of drugs and alcohol
- Possession of a weapon
- Possession of explosives (fire crackers and poppers are classified as explosives)
- Theft or vandalism of district property
- Assault against district employees

An effective school-wide behavior program is a cooperative effort involving students, parents, teachers, and administrators. Working together we will provide a safe and happy atmosphere for your child.

Volunteers

San Marcos USD Welcomes Volunteers!

Thank you for your interest in becoming a volunteer! We appreciate your time and effort in helping to make San Marcos USD the best education environment for all students. On this [webpage](#), you will find the Volunteer process and the District requirements to become a volunteer. This useful information will help make your volunteer service experience successful and rewarding.

View this [flyer](#) for more information.

Thank you for reviewing this handbook with your family. We look forward to meeting you on campus. Please feel free to contact us at (760) 290-2400 if you have any questions.

With Warm Regards,
Richland Elementary Staff