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RINCÓN MULTIDISCIPLINARY CENTER

# **FORESTA RINCON EXPECTATION MANUAL**



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## Members of the Educational Program

Sandra Santos - Director

Marlene Giraud- Native Spanish and Spanish Second Language Teacher

Cindy A. Flores – Pre-School Lead Teacher

Marie Orengo - Early elementary teacher

Deshawn Sargent-Science, Mathematics and STEAM Teacher

Michele Landry– Language Arts Teacher

Nicole Candelaria- Assistant Teacher



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## AFFIRMATIVE ACTION POLICY

"It is the policy of FORESTA RINCON Program not to discriminate on the basis of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, cellular or blood trait of any individual, or disability.

## GENERAL INFORMATION

Absences, a parent or guardian needs to call or text the school in the morning if their child is going to be absent. They may leave a message, stating the reason for the absence.

Bullying/Harassment/Intimidation FORESTA RINCON has a ZERO TOLERANCE policy on bullying/harassment/intimidation.

Cell Phones Cell phones are not allowed in the school.

Dismissal Early Dismissal: Parents or guardians must contact the director to sign out the student.

Regular Dismissal: In the event the individual responsible for picking up the child at dismissal knows that they will be late, a call must be made informing the school. Chronic late pick will be addressed with a monthly late pickup invoice.

Class dismissal is at 2:30 and pick up is until 3:00pm.

Emergency Information Emergency contact information must be filled out and returned during the first week of school. Notify the school immediately if there is any change in the information. Please list several people who can be contacted in case your child becomes ill in school or needs to be picked up in case of early dismissals.

Students must bring reusable water bottles, lunch and snacks from home.

Contagious diseases such as corona virus, chicken pox, strep throat, flu, pink eye, head lice and impetigo are reportable and require a doctor's note to return to school.



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Foresta adheres to federal and state guidelines for the management of viral diseases such as corona, flu and other contagious conditions. Students must stay home until symptoms and contagion subsides.

Head lice and impetigo checks will be performed on a weekly basis, in the case of any lice or lice eggs or impetigo findings the parent or guardian will be contacted for immediate pick up, the child will remain out of school for seven (7) days.

Homework is not typically assigned on a daily basis; however parents should make sure their child completes assignments and submit when due.

Medications, the school will administer OTC medication and prescribe medication.

Parent Teacher Conferences Parent Teacher Conferences are held at least once per semester.

Permission Forms-Parents are asked to sign and return permission forms promptly for granting approval for such activities as field trips.

Physical Exercise, all students are required to participate in physical activities, unless they have a doctor's note. Sneakers and appropriate clothing are required for safe participation in the classes.

Report Cards Report cards will be issued 2 times a year – January and June.

Assessments are administered to students in the beginning of the school year.

Textbooks, notebooks, pencils and literature novels will be purchased by parents.

Toys, children should only bring articles that are needed for academic work to school unless special permission is granted by the teacher. All Sony PSP, Nintendo DS, Game Boys, Game Boy Advance, or any other electronic devices, scooters, skateboards, plush toys, wheelies, trading cards, etc. are permitted on certain assigned days. Board games are permitted.

Vacation absences for vacations during scheduled school sessions must be coordinated within two weeks notice to provide enough time for the preparation of homework, and it must be completed and returned upon return to class.



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Visitors/Volunteers, we are happy to have parents, guardians, or classroom volunteers visit our classes, schedules permitting. Please contact the administrative team if you would like to schedule a visit.

**No parent conferences are permitted during instructional time.**

## Communicating with the School

Anytime a parent or guardian has a question or a concern he/she should feel free to contact the school. When contacting the school for general questions and information, please contact the director of the school.

## Student Responsibilities

One of our school goals is to have students think through their decisions prior to taking action. The purpose of listing student responsibilities is to make each student and his/her family aware of the district's expectations for each student. We hope this will help our young people make educated decisions regarding their behavior. Please review the entire manual with your child(ren).

Our students and their parents have the following responsibilities:

- To attend school and all classes
- To arrive on time
- To adhere to all school rules and directions from teachers and others in authority
- To respect the rights of others to reach their educational goals
- To demonstrate mutual respect and tolerance for personal differences
- To express themselves in a manner which does not disrupt the orderly operation of the school or the management of classrooms
- To respect and care for school property
- To adhere to all school safety and health regulations and procedures.

## STUDENT USE OF COMMUNICATION DEVICES

Students shall not use a cell phone, or other one way or two-way remote communications device while in school.



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During school hours students are required to keep portable cellular telephones turned off and the cell phone is not to be in the line of sight of any staff member. Cell phones are not to be used during the school day at any time unless authorized.

## ACCEPTABLE USE POLICY

FORESTA RINCON recognizes that telecommunications and other new technologies impact the way information is accessed and communicated. The school supports student access to computer networks and other information sources but reserves the right to limit school use to materials appropriate to educational purposes.

## STUDENT ATTENDANCE

FORESTA RINCON requires that its students attend school regularly in accordance. Absences for family vacations must be coordinated in order to excuse absences.

## TARDINESS

It is the responsibility of parents to get young children to school on time. Parent(s)/guardian(s) will be notified of the child's repeated tardiness. A student that arrives 10 minutes late or more will have to wait in the director's office until the next period. All portions of this attendance policy apply to special education students. The expected arrival time is between 8:00-8:20am.

## ADMINISTRATIVE PROCEDURES FOR SUSPENSIONS

In order to maintain a student's due process rights, incidents of misconduct must first be handled at the school level. Efforts must be made by the principal/designee to use building and district resources to



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effectively handle disciplinary problems prior to a consideration of suspension. A principal/designee may suspend a student up to ten (10) consecutive days. Students who are suspended for nonviolent or noncriminal actions shall be suspended at the end of the school day. A student who presents a danger to persons or property may be immediately suspended and removed from the school following an informal hearing.

An informal hearing is a meeting with an administrator, the parent/guardian and the student to inform the student of the charges, and give the student a chance to reply to the charges.

A student's discipline file shall be destroyed upon graduation from high school. If a student leaves school without graduating, the discipline records will be kept for one year and then destroyed.

## DISCIPLINARY ACTION GUIDELINES FOR STUDENTS WITH EDUCATIONAL DISABILITIES

Short Term Suspensions: Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students.

HARASSMENT, INTIMIDATION AND BULLYING, FORESTA RINCON prohibits acts of harassment, intimidation or bullying including cyber bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.