



FORESTA RINCON PARENT & STUDENT HANDBOOK 2020-2023



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Purpose of this Handbook

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students. Each student is accountable for the handbook's content

This handbook is designed to accomplish the following goals:

- To document school policies and rules to serve as a guide for students and their families and to clarify the school processes and procedures;
- To serve as a source of information for students and their families about the school, the organizational structure and overall philosophy; and
- To provide students and their families with up-to-date, easy to understand Information.
- To provide legal notices as required by the state government and under federal law.



Members of the Academics Program

Sandra Santos– Director

Ianna Hall- Principal/Humanities Teacher

Betzaida Muñoz- Administrator/COVID Compliance Officer

Cindy A. Flores/Nicole Candelaria– Pre-School Teachers

Marlene Giraud- Spanish and SSL Teacher 1st-8th

Elena Mercedes- Math Teacher 1st-6th grade/Science Teacher 1st-8th

Cynthia Santana- Teacher Assistant

Mel Crow-English Teacher 1st-8th

Jo Hunt-English Teacher 5th-8th

Michael Gilmore– 7th and 8th Math Teacher



GENERAL INFORMATION

Absences or tardiness, 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 or send a text, stating the reason for the absence.

Bullying/Harassment/Intimidation The Foresta Rincon has a ZERO TOLERANCE policy on bullying/harassment/intimidation.

Cell Phones Cell phones are not allowed in the school.

Early Dismissal: Parents or guardians must contact the administrator 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 or text the administrator informing the school. Chronic late pick will be address with a monthly late pickup invoice.

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

All documents given today must be filled out and returned during the ten days 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 re-usable water bottle, a healthy lunch and snack from home. No candy at school please.

Contagious diseases such as COVID, chicken pox, strep throat, flu, pink eye, head lice and impetigo are reportable and require complete recovery before returning to school. Please do not send your child to school in any of this conditions are present.

Head lice and impetigo checks will be performed in a monthly basis, in the case of any lice or lice eggs or impetigo findings the parent or guardian will be contacted for immediate pick up, 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 at the end of the school year by mid June.

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

Textbooks, notebook, pencils and literature novel will be purchased by parent.

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.

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

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 administrator or the director of the school.

Please make appointments for conferences before or after school hours. Conferences with individual teachers must be arranged by contacting the teacher.



PARENT RESPONSIBILITIES

Academics and learning is a shared responsibility for a successful school experience. Parents are expected to take an active part in the supporting of their child's education.

- Demonstrate interest and keep informed about your child's process in school.
- Pick up your child immediately after dismissal
- Attendance Parents are responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child; report and explain an absence or tardiness to the school; ensure that his/her child has requested and completes make-up assignments for all excused absences/tardies from the child's teachers upon his/her return to school or class.
- Tardies All tardies are considered as UNEXCUSED. Students arriving tardy to school any time after 8:45 am must report to the administrator.
- Dress Code Parents and students are expected to respect the school community by dressing appropriately, bathing suit attire, shirtless, see-through, mesh, revealing shorts or tops are not allowed for both parents and students. Additionally clothing may not depict, imply, advertise or advocate illegal, violent, discriminatory, or hate imagery.
- Food and Snacks Parents must provide a nutritionally balanced meals to students. Candy and other non-nutritional food will be allowed.

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 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.

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 in school use to materials appropriate to educational purposes.

AFFIRMATIVE ACTION POLICY

"It is the policy of Foresta Rincon 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.

REASONABLE ACCOMMODATION

Foresta provides reasonable accommodations and modifications for individuals with disabilities to avoid discrimination and ensure these individuals have an equal opportunity to access and enjoy the program.

ILLNESS

An ailing child has difficult time learning and also may present a health hazard to others. Students becoming ill will be sent home. Symptoms requiring immediate attention and/or removal from school include: fever, vomiting, bleeding, fractures and broken bones, severe bumps or bruises, red watery eyes (Pink Eye), red itchy bumps all over the body (Chicken Pox/Measles), impetigo, itchy head (Lice), dizziness or loss of consciousness (concussion).



Parents will be notified immediately in case of illness or an accident. In the event that a parent cannot be located, the person(s) named on the emergency contact card will be contacted. It is your responsibility to make sure that these numbers are current and accurate. Please notify the office immediately of any accident or injury which occurred during arrival or departure from school. Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents.

In addition, please notify the school of any chronic condition your child may have. COVID-19 The school shall continue to monitor guidance and implement procedures which are recommended by The State Department of Health, The Center for Disease Control. As of the date this handbook was published, such guidance had not yet been released for the 2022-2023 school year. We will update our community as further guidance is received and policies developed.

ADMINISTRATIVE PROCEDURES FOR DISCIPLINARY ACTION

We work hard to create a positive and safe environment; however, there are certain behaviors that are not tolerated and result in an office referral.

- Harassment/Bullying: verbal or physical conduct that creates an intimidating, hostile, or offensive environment
- Property Damage: breaking, tearing destroying, or otherwise besmirching physical property anywhere on the school grounds
- Fighting/Physical Aggression: the student strikes or touches another person with his/her body, an object connected to his/her body or an object propelled by his/her body with the intent of causing pain
- Theft: a student takes another person's property without their verbal or written consent

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 director/designee to resources to effectively handle disciplinary problems prior to a consideration of parental disclosure or suspension. The director/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 the director, the parent/guardian and the student to inform the student of the charges, and give the student a chance to reply to the charges.

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. **Any student that believes he or she has been harassed or bullied should report it immediately to a teacher, director or school administrator.**