



RIVERSIDE STEM ACADEMY

RIVERSIDE UNIFIED SCHOOL DISTRICT

2018-2019 Parent/Student Handbook & Contract Grades 5-8

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CONTACT US

School Telephone Number (951) 788-7308 Extension

Staff

| | | |
|-----------------------------|--------------------------|-------|
| Principal | Dale Moore | 42650 |
| Assistant Principal | Jeremy Standerfer | 42635 |
| STEM Program Coordinator | Bill Harris..... | 42625 |
| Guidance Counselor | Sandra Izquieta..... | 42611 |
| SAP Counselor | Jennifer Winterton | 42632 |
| Principal's Secretary | Lisa Steklof | 42651 |
| Asst. Principal's Secretary | Cari Bokkes | 42634 |
| Attendance Assistant | Fabiola Vargas | 42646 |
| Registrar | Nora Unrath | 42658 |
| Library/Tech Specialist | Naomi Greenwood..... | 42665 |
| Health Office | Penny Arvizu | 42675 |
| Office Assistant | Kehzia Rodriguez..... | 42627 |
| Campus Supervisor | Lisa Davie | 42633 |
| Campus Supervisor | Matthew Holmes..... | 42643 |
| Campus Supervisor | Kelvin Smith..... | 42630 |

Teachers

| | | |
|----------------------------|---------------------|-------|
| 5 th Humanities | Mrs. McMorris | 42617 |
| 5 th Math | Mrs. Hrubic | 42603 |
| 5 th Science | Ms. Harns | 42609 |
| 6 th Humanities | Mr. Roemer | 42618 |
| 6 th Math | Mrs. Corby | 42622 |
| 6 th Science | Mr. Rodriguez | 42610 |
| 7 th Humanities | Mrs. Higgins | 42614 |
| 7 th Math | Mrs. Mayhew | 42606 |
| 7 th Science | Mrs. Lawrence | 42604 |
| 8 th Humanities | Mr. Mayhew..... | 42605 |
| 8 th Math | Mrs. McMane..... | 42641 |
| 8 th Science | Ms. Luna | 42615 |

SCHOOL OVERVIEW

Riverside STEM Academy (RSA) is a Riverside Unified School with a focus on **Science, Technology, Engineering, and Math (STEM)**.

Students use technology daily at school and at home as a tool to work collaboratively and to communicate effectively with teachers. Through the use of PowerSchool Learning, Aeries and Google Apps, students will research and create documents, spreadsheets, presentations, and websites. Emphasis on research and product-based learning provides a different venue in which students can demonstrate what they understand.

Community partnerships are an extremely important component to the RSA vision. RSA has developed close ties with the faculty and departments at the University of California, Riverside (UCR) and also Riverside Community College (RCC). RSA continues to develop partnerships with other local universities and colleges, community organizations, and STEM related businesses.

It is important for our students to have a deep understanding of the STEM higher education majors and career pathways. Our community partners play a vital role to link students' STEM-focused education to the broader STEM community. Regular seminars are presented to students by experts in the fields of Science, Technology, Engineering, and Mathematics. All students are required to work on STEM research projects and design challenges throughout the year.

Our Vision Statement

We prepare students to excel in STEM fields of study and succeed in 21st century careers as leaders and innovators.

Our Mission Statement

Riverside STEM Academy's mission is to provide students a rigorous, interdisciplinary learning environment focused on science, technology, engineering and mathematics, to foster the joy of discovery, and to promote a collaborative culture of ethical and innovative problem-solving.

Core Beliefs

At the Riverside STEM Academy, the following beliefs are the foundation of our program. We believe...

1. Students can succeed best in a learning community where academic disciplines are integrated.
2. Critical thinking and problem solving skills are essential for students to understand the complex scientific, social and ethical issues facing humanity.
3. The scientific process provides the framework for explaining the mechanisms of the natural world, while authentic research combines foundational knowledge with individuality, creativity and wonder.
4. Citizens of a diverse global community are compelled to understand its languages, systems and cultures.
5. Art, music and literature are essential in developing well-rounded individuals.
6. All disciplines rely upon effective communication for clear expression of ideas.
7. Collaborative learning and extracurricular activities are essential in developing leadership and interpersonal skills.
8. Responsibility and integrity are vital traits of remarkable global citizens.

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to maintain regular attendance and to be at school on time (before 7:45 AM).

Students Returning to School Following an Absence must be re-admitted through the attendance office before school. If an absence is not verified by the parent / guardian within 2 days, it becomes a truancy.

Absence Verification: When a student is absent from school, the parents should telephone the attendance office at (951) 788-7308, extension 42646, and provide the following information: full name (spell last name clearly), grade level of the student, dates of absence, reason for absence, name of person calling and relationship to the student. Students may also bring a note with the above information and take it directly to the attendance office before going to his/her first class.

Please see the Riverside Unified School District Parent/Student Handbook available on our website www.stemacademy.riversideunified.org under the “Parent Tab” for more detailed information regarding attendance laws, policies and procedures.

Appointments: If a student is leaving school during the day for a doctor or dentist appointment, a parent or guardian must come to the receptionist area, present a photo ID, and sign their child out of school. Students will only be released to a parent/guardian, or person named on the emergency contact list with *written approval* from the parent or guardian. Students must bring a copy of the doctor or dentist appointment slip to the attendance office upon return to school, and get a re-admit to verify absence of classes missed. Please note: we do not call for students 20 minutes prior to dismissal. On Wednesday planning days, students will not be released during their lunch unless they have a doctor/dental appointment.

Tardy Policy

It is very important that students be in class for all instruction and that they do not disrupt other students' learning. Students are expected to be in their seats, ready to work, when the bell rings each period. Students are expected to attend each of their scheduled classes. Students who fail to attend one or more classes will be considered truant and disciplined accordingly.

- All students who are late to school must obtain a tardy pass from the attendance office before going to class.
- Three unexcused tardies of 30 minutes or more are equivalent to a day of truancy according to state law.

| Number of Tardies | Consequences |
|-------------------|--|
| One – Two | Warning |
| Three – Four | Administrative Lunch Detention |
| Five – Six | Two Administrative Lunch Detentions |
| Seven – Nine | Student earns a Discipline Level increase. After school one hour detention served on Wednesdays. |
| Ten or More | Student/parent meeting with discipline office. Student placed on Attendance Contract |

TECHNOLOGY POLICIES AND PROCEDURES

BYOD Program - Bring Your Own Device

Riverside STEM Academy relies on student technology for daily instruction. RSA requires students to *Bring Your Own Device* (BYOD). Parents are asked to purchase an appropriate technology device for their child. Minimum specifications are listed below. Each student should bring a fully charged device, ready to be used, on a daily basis. If a family is unable to provide a device, they may contact our Technology Specialist to apply for a RSA loaner device. RSA ***highly*** recommends obtaining insurance for all student devices. Damage and theft is not the responsibility of RSA, and ***parents will be expected to repair or replace any damaged loaner devices.***

Technology Devices - Minimum recommended specifications

Most lessons and activities at RSA are web-based, but some software may need to be installed on the laptop. Therefore, student devices should be able to run the most current versions of Windows 7, OS X (with Boot Camp), or higher. Since various manufacturers make different Windows laptops, quality is relative. Name brands usually are more durable than off brands even when they have the same specifications. For a more detailed list of recommended specifications, visit <http://bit.ly/rsadevicesug2018>.

Parent Technology Training Class

RSA will provide a **technology training** class during the summer and prior to beginning the new school year. This training is a hands-on workshop and is intended to ensure all parents are able to effectively utilize the online/technology aspects of RSA. The workshop will focus on Google Apps, PowerSchool Learning, Aeries, common issues related to technology, online safety, and RUSD's Acceptable Use Policy.

Rusdlearns.net - Google Apps

Students will use their personal technology to access lessons on PowerSchool Learning, online research, and collaborate with peers using Google Apps. RSA's Google App, Rusdlearns.net, allows students to create documents, spreadsheets, presentations, and websites. Students may collaborate online with a small or large group when creating documents and spreadsheets using their Google account. RSA will also provide a district created rusdlearns.net email account to be used to turn in assignments and communicate with RSA teachers. Access is a privilege, not a right; as such, general rules of school behavior apply. Just as students are responsible for good behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or personal technologies.

PowerSchool Learning (formerly Haiku)

PowerSchool Learning is our online Learning Management System. PowerSchool Learning extends the classroom beyond the walls of our campus. Through PowerSchool Learning, students and parents can access the homework calendar, homework assignments, lessons, presentations, and assessments. Parent accounts are "view only" and are not interactive with student accounts.

Aeries

RSA utilizes an online grade book program in Aeries, which is accessible by both students and parents. RSA faculty expects students to know and understand their grades at all times. At the beginning of the year, parents *and* students will be given an Aeries account. Even though progress reports are sent home every five weeks to help support student achievement, it is expected that parents will regularly monitor their child's grades. Aeries contains other valuable information for parents including attendance. Parents will be trained on Aeries during the Parent Technology Training Class.

Technology/Media Center

- 1. The Tech Center is open daily from 7:30 a.m. to 3:00 p.m. to serve student information needs. Students must have a pass from their teacher to access the Tech Center resources during class time.
2. Students are welcome to do homework, check out books, read, or use the computers for class work. We also have ebooks! Please follow our expected school rules of behavior. Talking in the library is limited.
3. Food, candy, gum, and drinks of any sort are NOT allowed in the Tech Center.
4. In order to access and search the internet, students and a parent/guardian must sign an Acceptable Use Policy at the beginning of the year. Students without a signed Acceptable Use Policy will be prohibited from using the computers. The computers are to be used strictly for schoolwork. No games or surfing allowed!
5. A valid student ID card must be presented in order to check out Tech Center materials. Students may check out two books at a time for a period of two weeks. Special provisions are made for additional checkouts for subject-area reports and projects.
6. Students will be charged a replacement cost for lost or damaged materials.
7. There is a black and white printer in the Tech Center for student use. The cost is 10 cents per copy.
8. To comply with the Williams Act, students who will be using their own devices to download their textbooks need to register those devices with the Tech Center at http://bit.ly/rsadigitalreg prior to the first day of school.

Library Fines

Lost text and library books must be paid for in full. If a book is missing for any reason, the student will be required to pay for its loss before a replacement copy is issued. Students who have overdue library books will not be permitted to check out any other books until the missing materials are returned or paid for in full. If a student pays for a book, which is later recovered, a refund will be issued. Materials may be renewed if another student has not reserved the item. Fines must be paid promptly and books, which are lost or stolen, must be paid for as soon as possible to clear the student’s record for future checkouts and to keep the student off the school’s “No Activity” list.

Fines for Lost or Damaged Books/Devices

Table with 4 columns: Damages to Library Books, Charge, Damages to Technology Devices, Est. Charge. Rows include Missing Barcode label (\$5.00), Pencil/Pen Markings (\$1.00 per page), Torn Page(s) (\$1.00 per page), Binding/Spine/Cover Damage (Up to 15.00), Broken Binding (Cost of Book), Torn cover (Up to \$5 ea. cover), Liquid damage (Cost of book), Lost (Cost of book), Missing pages (Cost of book).

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE BROUGHT TO SCHOOL AND CONFISCATED, LOST OR STOLEN.

Decent means that all clothing shall be within the bounds of decency and good taste as appropriate for school. The body shall be covered from the shoulders to mid-thigh.

Distraction Free means clothing may not divert the attention of students away from lessons and studies.

Free of any intimidation factor means that clothing associated with membership in gangs is not permitted.

Free of advertising means that students shall not wear clothing which has advertising for any item which is illegal for a student to buy or possess. This includes alcohol, cigarettes, marijuana leaves, spray paint cans and guns.

Safe Clothing means if clothing becomes a safety hazard to themselves or other students (e.g. tripping), they are inappropriate for school.

DISCIPLINE POLICIES AND PROCEDURES

In order to sustain excellence in academics and provide a safe, orderly, and positive learning environment, school expectations are regularly communicated, taught and reinforced through positive rewards and disciplinary consequences. Discipline is firm, fair, consistent, and caring. Parents are regularly communicated with as a key partner in maintaining student success.

Campus Rules:

The Riverside STEM Academy is a closed campus.

1. Students are issued a student ID card at the beginning of the year. Students must have their student ID card on their person at all times. The first card is given free of charge. There will be a fee of \$5.00 for replacement cards.
2. Gum is not allowed on the campus. All food and drinks are allowed only at lunch and nutrition break or with a staff member's permission on special occasions.
3. PE lockers are the property of the district, and as such, locker use is a privilege. Lockers are subject to search under district policy.
4. Gambling of any kind is not allowed on campus.
5. All medication, including aspirin, antihistamines, and asthma inhalers must be checked in through the Health Office according to district policy.
6. Fighting or aggressive behaviors of any kind is not tolerated at RSA. This includes "play fighting", pushing, shoving, "rough housing", slamming, depantsing, or chasing.
7. Public displays of affection, such as putting arms around one another, hugging, kissing, and holding hands are not allowed. Appropriate consequences will be administered to students who choose to participate in these kinds of activities.
8. Involvement in gang activity such as intimidation, drugs, graffiti or tagging, use of gang clothing, names, symbols, or signs, is strictly prohibited.
9. Use or possession of inappropriate materials (digital or print) which are sexually suggestive, promote violence, racism or vulgarity (e.g., magazines/printed material, electronic storage devices, or personal items) is forbidden.
10. Theft: Students are expected to respect other individuals' belongings and keep their hands off others' personal items and/or school property.
11. Buying, selling or trading anything at school is strictly prohibited.
12. Cheating and plagiarism are not allowed. *Please refer to Cheating section (p. 11) of contract for detailed information.*
13. Cell phone and other electronic devices are not to be used during instructional periods for non-instructional and personal purposes unless permission is given by the classroom teacher or RSA staff member to use them as a resource for instruction.
14. Prohibited Items: In order to maintain school safety of person and property, the following items are not allowed at the Riverside STEM Academy (The following list is not all inclusive and will be adjusted at the discretion of the school administration):
 - Jewelry and chains of all types that can be used in an unsafe manner (wallet chains and chain necklaces)

- No gang style writing on notebooks, backpacks or folders allowed.
- Inappropriate materials which are sexually suggestive or depict violence, racism, or vulgarity
- Gum and food/drinks including alcoholic beverages of any kind
- Water balloons
- Weapons, real or look-alike, are forbidden. Examples: Guns, squirt guns, BB guns, toy guns, or knives (including pocket). No aerosol cans on campus. The administration reserves the right to determine whether something is a weapon or not.
- Laser Light Pens, tasers or other dangerous objects
- Student may not carry permanent markers, liquid white out or etching tools.
- Any type of explosive device including poppers, fireworks, etc.
- Tobacco or vaping products (lighters, matches, cigarettes, cigars, pipes, chew, electronic cigarettes or vaping products), drugs and drug paraphernalia.
- Student should be encouraged not to bring more money than is needed for the day.

In Class Discipline

Teachers encourage positive behavior and utilize corrective measures to remedy inappropriate behavior. Students are clearly and consistently taught classroom rules and procedures. Teachers are primary agents for communicating and enforcing classroom and school wide expectations. Depending on the nature of the offense and the level of severity, the following consequences may be administered by teachers and grade level teams.

- Verbal correction or re-teaching of missed expectation
- Seat change
- Private student conference with teacher
- Parent contact
- Detentions
- Please Note: Failure to serve detentions will result in a more severe consequence
- Parent/teacher conference
- Team interventions, including Student Study Team Conference (SST)

Cheating

At RSA, we want every student to become a caring and productive citizen. Students are expected to achieve academic excellence and develop a strong character. The faculty, staff and administration expect each and every student at RSA to follow principles of honesty and integrity. Cheating undermines learning and character, therefore, cheating is taken seriously by both teachers and administration. Students caught cheating will receive a zero on the assignment/test and will not have the opportunity to make up the assignment/test. Administrative discipline may also be a consequence for cheating.

Students will be considered to be cheating if they:

- Copy another person's homework, class work or project.
- Obtain papers, reports or projects from another source, such as the internet or a sibling, and turn them in as their own. (Plagiarism)
- Copy another person's test or quiz answers.
- Use unauthorized information on an exam or quiz. For example: use a crib sheet, notes, an assignment or a book.
- Give permission or allow others to knowingly copy their homework, project, quiz or test answers.
- Change grades or answers on an assignment or test by giving unearned points to another student or by changing answers or work after the work has been graded.
- Turn in another person's work as their own.

Suspension

Suspension means the removal of a student from ongoing instruction for adjustment purposes. Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed an act in violation of Education Code 48900 in any of the schools of the district or in another district, and the act is related to a school activity or school attendance which occurs at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or returning from school.
3. During lunch period whether on or off campus.
4. During or while going to or coming from a school-sponsored activity.

For more detailed information, please see the Riverside Unified School District Parent/Student Handbook available on our website www.stemacademy.riversideunified.org under the “Parent Tab”

Teacher Notification of Suspended Students

The school district shall inform the teacher of every student who has been suspended during the previous three years. In addition, when informed by the juvenile court of a minor’s conviction for certain serious offenses, the superintendent/principal shall inform teachers and other staff in direct contact with the offending student (E.C. 49079).

SEXUAL HARASSMENT

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Please see the Riverside Unified School District Parent/Student Handbook available on our website www.stemacademy.riversideunified.org under the “Parent Tab” for more detailed information regarding the district Sexual Harassment Policy.

ANTI-BULLYING POLICY

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Riverside STEM Academy supports the Riverside Unified School District’s belief that **all students have a right to a safe and healthy school environment.** To that end, the district, RSA, and the community have an obligation to promote mutual respect, tolerance and acceptance. RSA will not tolerate behavior that infringes on the safety of any student. Students shall not engage in actions that are severe or pervasive with the intent to intimidate or harass another student through words or actions. Such behavior includes any severe or pervasive direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling, threats, harassment or using insults, slurs, or fighting words which, by their very nature, are disruptive to the school environment made in person or via the internet or cellular telephone text messages; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during a school sponsored activity.

Students who act in violation of this policy may be subject to school/District disciplinary procedures up to and including expulsion.

For more detailed information, please see the Riverside Unified School District Parent/Student Handbook available on our website www.stemacademy.riversideunified.org under the “Parent Tab”

DRUGS, ALCOHOL AND WEAPONS

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Drugs and Alcohol -- Riverside Unified School District Policy

- First Incident of Possession/Use: Automatic five-day suspension and referral to Riverside Against Drugs Intervention Program.
- Second Incident: In addition to the above, recommendation for expulsion from the Riverside Unified School District.
- All incidents of possession/use are reported to the Riverside Police Department. (Health and Safety Code, Section 11357.) Selling/furnishing drugs, alcohol, weapons, or explosive devices (including firecrackers/poppers) to another student will result in a recommendation for expulsion from the Riverside Unified School District. This also applies to 'look-alike' items.

Search and Seizure

The principal/designee has the authority to conduct searches when reasonable suspicion exists to suspect that the student has contraband in his possession or control in violation of a rule, regulation or statute.

The following regulations apply:

Personal Search - A personal search shall be defined as any inspection of a student's purse, pocket, book bag, locker or similar receptacle used for the student's belongings.

- The school official may request a police officer to conduct or assist in any search.
- Due Process will be followed and the student's civil rights protected at all times.

Use of Detection Canine for Searches of Drugs or Other Contraband

In an effort to keep schools free of drugs, the district contracts with a vendor to provide specially trained, non-aggressive canines and handlers to assist in determining the presence of substances prohibited by law or district policy. These inspections are random and unannounced. The inspections will be implemented in compliance with all applicable laws and under the provisions of District policy and Administrative Regulations. Evidence from inspections will be used in student discipline matters and will be forwarded to law enforcement.

Riverside Unified School District prohibits discrimination, harassment, intimidation, or bullying in all district programs, activities, and employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, age, sex, sexual orientation, parental or marital status, pregnancy, or association with a person or a group with one or more of these actual or perceived characteristics.



If you have any complaints or questions regarding this policy you may contact:

Senior Administrator for Pupil Services or the District Resolution Officer

5700 Arlington Avenue ♦ Riverside, CA 92504 ♦ (951) 788-7135 or (951) 352-1200