

Parent & Student Handbook

2024 - 2025



THE
RHOADES
SCHOOL



Preschool
520 Balour Drive
Encinitas, CA 92024
(760) 635-9067



Lower School
141 S. Rancho Santa Fe Rd.
Encinitas, CA 92024
(760) 436-1102



Middle School
910 Encinitas Blvd.
Encinitas, CA 92024
(760) 944-6335

Website: www.RhoadesSchool.com





THE RHOADES SCHOOL™



Mission:

The Rhoades School inspires curious minds to think deeply and live courageously.

Core Values:

Academic Achievement: We cultivate in our students the Habits of Mind that foster intellectual curiosity, analytical and creative thinking, and the pursuit of learning as a lifelong endeavor.



Developing Character: We teach individuals to live with integrity, responsibility, confidence, compassion and respect for themselves and others.

Intrinsic Motivation: We strive to promote motivation that comes from the pleasure one gets from the task or act itself rather than from outside rewards such as grades or prizes.



Student Learner Outcomes:

Rhoades School students are students who:

1. Achieve excellence in academics and exhibit creativity of thought and expression.
2. Develop intellectual curiosity and a desire for continuous learning.
3. Develop personal and ethical responsibility.
4. Effectively communicate and collaborate.



The Rhoades School accredited by [WASC](#) (Western Association of Schools and Colleges).



The Rhoades School is unique among the educational options that exist in San Diego County. As a Preschool – Grade 8 school designed for and dedicated to serving bright, high achieving students, we focus on teaching children how to think, not what to think. Recognizing that teacher expectations directly influence student performance, Rhoades School faculty set the achievement bar very high and engage students in a rigorous curriculum that requires them to think persistently, flexibly, and creatively, while striving for accuracy and precision. Ours is a warm, welcoming, and inclusive community; students, families, and faculty alike appreciate being part of this supportive and nurturing environment where all members are known, valued, and experience a sense of belonging. Remarkably diverse in their achievements, The Rhoades School’s alumni find themselves well positioned for continued, impressive success, not only in the secondary school setting of their choosing, but also in the college environment. The Rhoades School is accredited by the Western Association of Schools and Colleges.

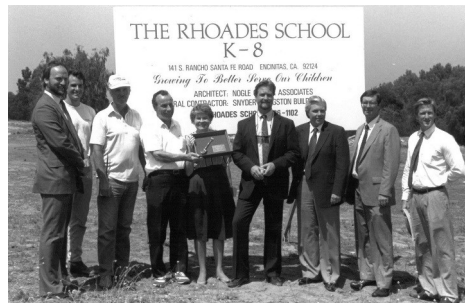


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GENERAL SCHOOL INFORMATION

Contact Us

Preschool

520 Balour Drive
Encinitas, CA 92024
Phone: (760) 635-9067
Fax: (760) 635-9089

Lower School

141 S. Rancho Santa Fe Rd.
Encinitas, CA 92024
Phone: (760) 436-1102
Fax: (760) 436-8128

Middle School

910 Encinitas Blvd.
Encinitas, CA 92024
Phone: (760) 944-6335
Fax: (760) 942-6861

Office Hours

8:00 a.m. - 4:00 p.m., Monday through Friday. Please refer to the school [calendar](#) for holidays and other school in-service days and early dismissal.

Social Media



2024-2025 School Hours

Preschool

8:15 a.m. - 3:30 p.m.

Extended Day is available:

7:30 a.m. - 5:30 p.m.

Lower School

TK: 8:20 a.m. - 2:30 p.m.

K: 8:20 a.m. - 2:40 p.m.

1 & 2: 8:20 a.m. - 2:50 p.m.

3 - 5: 8:20 a.m. - 3:00 p.m.

Extended Day is available:

7:30 a.m. - 5:30 p.m.

Middle School

6 - 8: 8:30 a.m. - 3:05 p.m.

Extended Day is available:

4:00 p.m. - 5:30 p.m.

Administration Contact Information

Preschool Principal - Nicole Hazim-Welty

nhazim@rhoadesschool.com

(760) 635-9067, ext. 6023

Lower School Principal - Leda Lester

llester@rhoadesschool.com

(760) 436-1102, ext. 309

Middle School Principal - Joanne Pate

jpate@rhoadesschool.com

(760) 944-6335, ext. 501

Business & Finance Manager - Danene Schott

dschott@rhoadesschool.com

(760) 436-1102, ext. 303

Enrollment Director

(760) 436-1102, ext. 302



Non-Discrimination Statement

The Rhoades School does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. [View our policy.](#)

Through discussion and modeling, The Rhoades School advocates open-mindedness and acceptance of people of all races, nationalities, ethnicities, and religious faiths. All children should feel safe and appreciated at school. Likewise, students are encouraged to understand and appreciate others, their strengths and weaknesses, individual differences, and their views.

Guests/Visitors

All visitors to the school must check in with the office and wear a “VISITOR” badge - even if we have known you for years! A visitor badge serves as a visual marker to teachers and staff members that a guest has been checked in by the office. Please understand that if you are not wearing a visitor badge, you will be directed to the office. During large events with numerous parents or visitors in attendance, a different check in process will be implemented to efficiently check in all participants.

Any items (books, lunches, etc.) that need to be delivered to your child must go through the office. Parents should never personally deliver items to classrooms or lunch areas. Items will be delivered to students by a staff member.

Photography/Media Release

The Rhoades School requires that individuals taking photos/videos which include any child other than their own at any Rhoades School event, on or off campus, must not post/share those photos/videos via any internet or social media site.

If parents wish to opt out of the media release, written notice must be sent to Danene Schott, Business & Finance Manager at dschott@rhoadesschool.com.

Additional Policies, Procedures & Protocols

The Rhoades School Handbook has been assembled to communicate philosophies and policies that have served well in supporting our mission. While the handbook covers a wide variety of activities and programs, it is not intended to be inclusive of all policies of the school, nor address all situations that may occur. The school reserves the right to exercise discretion in implementing these and other guidelines, and all applicable policies and procedures.

SCHOOL SAFETY & SECURITY

Emergency Cards

Parents/guardians are required to complete an Emergency Card online every year for each child that attends The Rhoades School. The Emergency Card includes information regarding the student's emergency contacts and phone numbers.

Emergencies

We have many procedures in place for dealing with emergencies, including a comprehensive Emergency Management Plan that incorporates an Incident Command System and ALICE. The school also follows a threat assessment protocol which identifies and addresses threatening or concerning behaviors before they lead to violence.

If necessary, an ambulance or paramedic may be called if there is a medical or dental emergency. Until the arrival of a parent or medical personnel, the administration will make the necessary decisions regarding the care of the student.

Fire, Disaster, Earthquake, Shelter in Place and Lock Down Drills

Safety procedures help keep students and staff safe in unpredictable circumstances. Our school has procedures and practice drills for many types of emergencies. Campus Principals review these procedures regularly with assistance from security experts, as needed, and students and staff practice fire, earthquake, shelter in place and lock down drills throughout the school year. It is expected that all students on campus at the time of such drills will participate fully. Should you find yourself on campus while a drill is taking place, please participate with the school community. Please take the time to review and discuss the importance of such drills with your child.

Access to Campus

- All Preschool visitors, with the exception of parents, must sign in at the office. Parents do not have to sign in at the office, but must check-in and check-out their child(ren) with the Tadpoles app.
- All TK-8 visitors should ring the doorbell to be let into campus. **All visitors, including parents, must sign in at the front office.**

Security Cameras & Alarm System

Security cameras are placed throughout all three campuses for safety purposes. The campuses have 24 hour surveillance. Security alarm systems are also in place for added security.

Animals on Campus

Dogs, cats, birds, and other family pets (except service animals) are not allowed on campus at any time. Our goals are to keep our children safe from harm, avoid health issues such as allergic reactions, and maintain a tidy campus.

Lost and Found

For lost and found, please check with the office. Please make sure all your child(ren)'s items are clearly labeled with their name. Unclaimed items will be donated.

Business & Food Deliveries

For the safety of our entire community, community members are not allowed to have food delivery services or similar business delivery services on campus other than school-sponsored or Rhoades Parent Foundation pre-arranged deliveries.

POLICY AGAINST BULLYING, HARASSMENT, DISCRIMINATION, AND RETALIATION

The School is committed to maintaining an educational environment that is safe, inclusive, and free of bullying, harassment (including sexual harassment), discrimination, and retaliation. This may include behavior that occurs off-campus, uses technology that is not owned by the School (e.g., via social media, other electronic communications), or that impacts or affects the School community. This policy prohibits a member of the School community, including students, School management and staff, and Parents, from engaging in conduct towards another member of the School community that is prohibited under this policy.

Bullying

Bullying is any physical or verbal act or conduct, including communications made in writing or electronically (e.g., email, instant messaging, text messages, blogs, mobile phones, online games, chat rooms and posting on social media), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health;
- Causing a reasonable student to experience substantial interference with their academic performance; or
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities or privileges provided by the School.

Conduct meeting the above requirements that is *severe* or *pervasive* will clearly violate this policy. However, conduct need not be severe or pervasive in order for the School to determine that there has been a violation of this policy. Examples of bullying include, but are not limited to, social exclusion; threats and intimidation; stalking; direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury; theft, public humiliation; destruction of property; verbal or written insults, teasing, or name-calling; and creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

See bullying chart with behavior comparisons [here](#).

Harassment

The School prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state, or local law ("Protected Classifications"), as applicable, or association with an individual who has an actual or perceived Protected Classification.

Harassment can take many forms:

- Verbal, written, and visual harassment includes, but is not limited to, making disparaging statements; telling jokes; using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s); threats of physical harm; or statements designed to intimidate, abuse, or humiliate another, whether communicated verbally, in writing, electronically, or in posters, cartoons, drawings, or gestures. This may include comments on appearance, including dress or physical features or dress consistent with gender identifications, or stories and jokes focusing on race, national origin, religion, or other Protected Classifications.
- Physical harassment includes, but is not limited to intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking, or blocking or impeding a person's movement. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and or the verbal, written, visual, or physical conduct of a sexual nature.
- Examples of sexual harassment include, but are not limited to, demands for sexual activity; sexual flirtations, advances, or propositions; sexual innuendoes or suggestive jokes; comments of a sexual nature to describe an individual or an individual's body; unwelcome physical contact such as touching, pinching, or brushing the body; any type of coerced sexual activity including sexual abuse; displays of sexually suggestive objects or pictures; obscene gestures or materials; spreading rumors of a sexual nature; leering; making sexual gestures; or sexual contact. Sexual harassment can occur between individuals of different genders or individuals of the same gender.

Discrimination

Discrimination is treating an individual differently because of their individual's actual or perceived membership in a Protected Classification (as defined previously) by taking an adverse action against or denying a benefit to that individual.

Retaliation

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported bullying, harassment, or discrimination or participated in an investigation related to a report of bullying, harassment, or discrimination.

Reporting Procedure

Students and Parents who believe that they have experienced, witnessed, or have relevant information about bullying, harassment, discrimination, or retaliation should immediately report the matter to the School, either orally or in writing. Students and Parents may report the matter to the Campus Principal or to any other employee of the School with whom they are comfortable (whom must report the matter to the Campus Principal). While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide of a range of Disciplinary Consequences the longer the time that has passed between the alleged misconduct and the report.

Interim Measures

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances during any investigation and/or to protect against further acts of bullying, harassment, discrimination, or retaliation; to provide a safe educational environment; and/or to protect the integrity of an investigation. The School will, in its sole discretion, determine the necessity and scope of any interim measures.

Investigation Process

After the School receives a report of an alleged violation of this policy or otherwise learns of a potential violation of this policy, the School may request clarification and/or conduct an initial inquiry by meeting with the individual(s) who made the report and/or who was reportedly subjected to conduct that violates this policy. If the School determines that the behavior at issue may be in violation of this policy, the School will determine the appropriate course of action, which may include initiation of an investigation. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion. Students, Parents, and School management and staff are expected to cooperate in any investigation as needed.

Confidentiality

The School will make reasonable efforts to protect students' privacy and confidentiality. Information will be shared only on a need-to-know basis with School personnel involved in an investigation; to the extent necessary to conduct an investigation; to take appropriate action, including ongoing monitoring, interim measures, and remedial action; and/or as necessary in relation to any administrative or legal proceedings, or as otherwise required by law, all as determined in the School's sole discretion.

Remedial Action

The School will determine, in its sole discretion, if the conduct violates School policy and if so, the appropriate remedial action. Any student determined to have violated this policy will be subject to Disciplinary Consequences. Any violation of this policy by a parent, or other individuals interacting with the School and/or the School community by virtue of their relationship with the student, will be considered a violation of the School's parent behavior expectations, and subject to appropriate consequences (Please see the Parent Code of Conduct section). Misconduct by School employees is addressed in a separate policy in the School's Employee Handbook and will similarly result in an appropriate corrective action.

HEALTH & WELLNESS POLICIES

Immunizations

The State of California has specific requirements for health records for Preschool, TK, Kindergarten, Grade 1, and Grade 7. See www.cdph.ca.gov for more information.

In 2016, California introduced a new law regarding personal belief statements (see [here](#) for more information). Before or 90 days after enrolling in Grade 1, students must provide a copy of the 'School Entry Health Checkup Requirement' (green form) prior to the first day of school. This form can be obtained in the Lower School office.

Medication Policy

With the overall well-being of students as our first priority, the following procedures will be followed for all medication.

Non-Prescription (OTC) & Short-Term Medications

Parents must complete a [Medication Administration Authorization form](#) available online in order for school personnel to be able to administer medication. Prescription medications must be accompanied by a written physician's note. Detailed information on the dosage, the timing of each dose and the circumstances under which the medication should be administered must be included on the form. Parents must also describe any adverse reactions that school personnel should be aware of. The medication needs to be supplied in its original container with all labels securely attached and legible. *Prescription* medication must be provided in the original pharmacy container with the pharmacy prescription securely attached and legible.

For Preschool families: over-the-counter medication for students require a prescription or must be administered by a parent/guardian. Non-prescription medications are not allowed at the Preschool.

Emergency Medications (i.e. Inhaler, Epi-Pen & Insulin) and Long-Term Prescription Medication

Parents/guardians of any student who has been prescribed life-saving emergency medication or long term prescription medication (more than 4 weeks) must submit documentation from the student's physician. A health modification plan will be created for the student. Additionally, any student who has been prescribed an inhaler and/or Epi-Pen must submit an allergy and/or asthma action plan (this form may be obtained from your child's physician). Emergency medications must be properly labeled by the California pharmacy.

Self-Carry policy

Preschool students are at no time permitted to have any form of medication/lotion in their possession, including, but not limited to, vitamins, cough drops, and sunscreen. Lower School and Middle School students are allowed to apply sunscreen during the school day. Please avoid aerosol cans. Students will only be allowed to carry and self-administer emergency or otherwise necessary medications with written consent from an authorized health care provider and parent/guardian, and have an approved modification plan. The approval process takes several weeks to finalize.

[Sample Allergy Action Plan](#)

[Sample Asthma Action Plan](#)

Illness Policy

When a student becomes ill or injured at school, the student will be isolated from other students and efforts will be made to contact a parent/guardian first. If a parent/guardian cannot be reached, individuals listed on the student's Emergency Card will be contacted. It is crucial that the Emergency Card be kept up-to-date at all times.

Parents/guardians are asked to report contagious illnesses or conditions (i.e., COVID-19, chickenpox, rubella, mumps, strep throat, measles, head lice, fifth disease, whooping cough, pink eye, etc.) to the office immediately. The school will then inform families in the affected grade level, via e-mail, of the possibility of exposure while maintaining confidentiality of the student. This falls under the category of civic responsibility, and does not reflect upon the child(ren) who is/are affected.

Parents/guardians should notify the school office the same day **by 8:00 a.m.** if a child will be staying home due to illness. Please see the appropriate campus section (Lower School and/or Middle School) for reporting absences.

When to Keep Children Home

For the protection and well-being of students and faculty, children should be kept home if they exhibit any of the following:

1. Fever, vomiting or diarrhea. Student must stay home until free from these symptoms for at least 24 hours.
2. If a child has any COVID-19 symptoms that are not documented due to a pre-existing condition, the San Diego County Department of Education COVID-19 Decision Tree for K-12 Schools must be followed.
3. A rash. (An exception would be a rash due to allergic reaction).
4. Any contagious disease such as, but not limited to, COVID-19, chickenpox, rubella, mumps, strep throat, measles, head lice, fifth disease, whooping cough, and pink eye. Please report any occurrences to the office.
5. Any eye infection/irritation with discharge. A child may return after being examined by a doctor and/or is on appropriate medication for 24 hours.
6. If a child has been breathing rapidly, with effort or wheezing.
7. Has been diagnosed as ill or is acting ill in any way (acute cold symptoms, hacking persistent cough, headache, etc.).

Lice Policy

The Rhoades School takes a proactive approach to lice. Children will not be permitted on campus if there is evidence of lice or nits present in hair. Treatment for lice must include the removal of all nits from the hair shaft. Parents/guardians will be notified via email if a confirmed case of head lice is present in a child's grade level.

We recommend checking your child for head lice once a month. Visit the [CDC website](#) for more information.

Please do not have your child return to school until they have been treated for lice.

Exemptions from Activities

Written notice from a parent/guardian must be sent to a teacher if families do not want their child to participate in a specific activity. An exemption from an activity due to a health reason requires a doctor's note.

PARENT COMMUNICATION & PARTNERSHIP

Parent Communication with the School

As set forth in the Parent Code of Conduct in this Handbook, good communication between the home and School is critical to make a parent-School partnership work. Both parents and teachers assume responsibility for effective communication. Neither should hold concerns, however minor, over a period of time without voicing them. We make the important request that parents and teachers stay in positive communication so that problems are resolved in an efficient manner. We therefore encourage parents to contact teachers, ask pertinent questions, and seek advice. However, these conversations should be done via email, the School's phone number, or where possible, in person. We also ask for patience with any communication due to the busy nature of our school day and schedule. As a general rule of thumb, a parent should expect a reply from a teacher or an administrator within a 24-hour period of time during a normal school week.

While the School calendar provides conference times for teachers and parents to meet, we want parents and teachers to feel comfortable requesting conferences at any time of the year. Parents are urged to schedule a conference with their child's teacher or advisor if they have concerns about any aspect of their child's school life.

We expect parents to contact the teacher first and then the Campus Principal or other administrator. Should a parent come to you as another parent with concerns, the most productive course of action is to direct that parent to the Campus Principal or another administrator so concerns can be discussed and problems addressed. We seek to be worthy of trust, and parents can help us sustain that effort by working with School personnel in a positive and constructive way.

Parent Code of Conduct

The Rhoades School's mission to inspire curious minds to think deeply and live courageously is dependent upon an effective and positive working relationship with parents. Just as you expect our administration and staff to be professional and responsive in dealing with issues, we expect parents to resolve issues in a spirit of cooperation. In fact, our Enrollment Agreement is specifically conditioned upon parents' adherence to our Parent & Student Handbook policies and procedures. It is our desire to partner with our parent population to deliver the very best education available. To accomplish these goals, we ask that parents and guardians follow a simple Code of Conduct:

- We ask that parents communicate with administration, faculty and staff with professionalism and integrity.
- We ask that parents abide by safety rules and procedures for car line, cell phone usage, as chaperones for field trips, etc., as described in this Handbook.
- We ask that issues and concerns be directly communicated with administration or faculty. Best practice for communicating issues and concerns is to directly address administration or faculty and avoid sharing your concerns with other community members.
- We ask that the behavior of parents on campus is respectful and professional and in keeping with the spirit of our school's Mission Statement and Core Values.
- The parent-school connection is an important partnership based on mutual respect. We rely on one another to ensure the best possible success for every student. All parents agree to this and uphold The Rhoades School's stellar reputation when they sign the Enrollment Agreement for their child(ren).
- Please remember that while the school relies on your support, intentional attempts to harm the school's reputation may result in the termination of the relationship with that family including asking for withdrawal of any children at The Rhoades School.

It is the school's desire to work through conflict in a manner that allows for respectful dialogue and resolution. However, should parents not uphold the code of conduct, the following protocols will be followed in sequential order:

- School administrator will remind the parent(s) of the community guidelines and expectations for behavior.
- School administrator will request an in person meeting with the parent(s) to address the concerns and develop an action plan. The meeting will be followed by an email summarizing the action plan.
- Potential disenrollment of child(ren).

Modes of Communication

Clear and consistent communication is essential to the success of our program. It is important for families and teachers to share the responsibility for creating a collaboration that fosters student learning and development. In order to stay informed, be active in school programs, and be an integral part of your child's academics, please utilize the following forms of communication:

Monthly Calendar - The [school website calendar](#) is a convenient place to check for important dates and events.

Emails - Email is one way to communicate with your child's teacher(s).

The ParentSquare communication app will house the weekly Rhoades Reminders, emergency communications, sign-ups and teacher updates. ParentSquare can be used by parents to communicate with their child's teachers.

Preschool teachers will use Tadpoles to send updates on learning activities and photos of their students. Tadpoles can also be used by parents to communicate with their teacher(s). Additionally, the Preschool Principal will send monthly newsletters.

Lower School classroom teachers will send bi-monthly communications via Parent Square and specialist teachers will send newsletters every other month.

Middle School teachers will communicate with students via Schoology and with parents via Parent Square as needed.

Phone Calls - You can also contact your teacher by phone. Teacher voicemail extensions are posted on faculty webpages at www.rhoadesschool.com. Teachers do not retrieve phone messages until after school so please call the front office if you need immediate assistance.

School Website - www.rhoadesschool.com. The website contains teacher email addresses ([see faculty directory](#)), a monthly calendar, forms, important links, teacher webpages, and other information.

Online Access to Grades - All K-8 parents will receive access to electronic copies of trimester report cards through [Alma](#). Middle School parents/guardians and students receive access to the online grading portal, which includes student assignments. Preschool and TK parents will receive narrative reports sent to their emails.

Parent/Guardian Conferences - Two formal conferences (parent/guardian-teacher conferences for parents/guardians of students in Grades Preschool-3, and student led conferences with student, parent/guardian and teacher for students in Grades 4-8) will be scheduled annually in the fall and spring. The purpose of these conferences is to establish goals and discuss the student's progress. Additional parent/guardian-teacher conferences may be scheduled throughout the year as needed. It is best to schedule an appointment by contacting the teacher through email outside of the formal conference schedule.

Social Media Platforms - Instagram & Facebook are great ways to stay up-to-date on school news.

Instagram: <https://www.instagram.com/rhoadesschool/>

Facebook: <https://www.facebook.com/RhoadesSchool/>

Change of Address

It is imperative that parents/guardians keep the school up-to-date on phone numbers, emergency contacts and other pertinent information. To make a change in your family's address, email, or telephone number, please update your profile in [Alma](#). To make a change to emergency contacts, please contact the appropriate school office(s) (Preschool, Lower School and/or Middle School).

The Rhoades Foundation

The Rhoades Foundation is the parent/guardian support organization for The Rhoades School. The Rhoades Foundation is a not-for-profit organization. The Rhoades Foundation and its Board of Directors may be reached at www.RhoadesFoundation.org or via email at Communications@RhoadesFoundation.org.

Volunteers

The school hosts various opportunities for volunteering (including room parent volunteers). All volunteers (including parents) must follow the protocols and guidelines in the [Volunteer Handbook](#). Based on the level of desired volunteering, volunteers may also need to present a negative TB test, complete California mandated reporter training and obtain background clearance.

Birthdays and Special Occasions

Students are asked not to distribute birthday party invitations on campus. Please use the U.S. Postal Service or electronic methods to deliver invitations. Birthday gifts are to be given at home. Additionally, children exchanging Valentine cards at school are asked to provide one for each child in the classroom.

Birthday snacks are to be approved by the classroom teacher and provided for entire class. Please do not bring any other food, favors, balloons or gift bags to be distributed. Deliveries of birthday treats other than these pre-arranged celebrations will not be accepted.

Gift Giving Guidelines

Gift giving to staff at The Rhoades School is appreciated but not expected or required. If a family does wish to give a gift to a staff member, please do not give gifts that exceed \$50 in value.



Preschool

Policies & Guidelines

The following section contains campus specific policies and guidelines. The general policies and guidelines (pages 5-15) applies to both the entire school and the Preschool Campus.

PRESCHOOL Arrival & Dismissal Policies

Preschool is in session during the following hours:

8:15 a.m. - 3:30 p.m.

Extended Day is available: 7:30 a.m. - 5:30 p.m.

Students not enrolled in Extended Day must be dropped off and picked up at their arrival and dismissal time.

To maintain safety and security, it is imperative that all parents follow Rhoades arrival and dismissal procedures as discussed at the Parent Orientation. Students will only be released to parents and other authorized individuals listed on the emergency card.

All Preschool and Pre-K students are required to be signed in and out using our electronic system (Tadpoles) on a daily basis. In the event that the electronic version is unavailable, we will have a manual sign in and out option.

Arrival:

Students must be signed in each morning. Parents should park and walk their student(s) to their classroom. Students must be signed in during arrival with Tadpoles. Prior to 8:15 a.m., student supervision is only available through Extended Day.

Dismissal:

Parents should park and walk to the classroom to sign out their student(s) with Tadpoles at 3:30 p.m. Students not enrolled in Extended Day must be picked up at dismissal. Extended Day is available until 6:00 p.m.

Early Pick Up

If you need to pick up your child(ren) early from school, you must sign them out with Tadpoles.

PRESCHOOL Before & After-School Programming

Extended Day

Students on campus before school starts and after dismissal must be enrolled in Extended Day.

Extended Day is available Monday-Friday from 7:30 a.m. - 8:15 a.m. and after school until 5:30 p.m. Students in Extended Day may not be dropped off earlier than 7:30 a.m. The Extended Day Program is prepaid and due on the first of each month. The first monthly payment is due in full upon registration. A 30 day notice must be given for any change in schedule.

Emergency Extended Day

Emergency drop in for Extended Day is available for **\$40** per day. Emergency Extended Day includes morning and after-school supervision.

PRESCHOOL Student Code of Conduct

School Environment

It is the philosophy of The Rhoades School that all students, parents/guardians, and school staff work together to create an environment that is physically and emotionally safe. Our goal is to provide all students with a positive learning climate; therefore, all students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual deserves to be treated fairly and courteously, and it is our goal to develop positive and responsible behaviors through direct teaching using modeling and varied strategies, offering replacement behaviors and using positive guidance. Positive classroom and school agreements allow students to know what behaviors are expected of them.

Students find security and direction where there is consistent guidance and routine. It is the teacher's role to assist the student in conducting his/her/their behavior in a positive manner. Our goal is to teach students to exhibit self-control, while managing his/her/their emotions and anger. This can only be accomplished by consistent, firm, and loving methods.

School Agreements

We mutually respect things, ourselves, and each other. We appreciate others. We participate in school activities.

Behavior Policies

- No corporal punishment including, but not limited to: spanking, hitting, tapping, or pulling of any part of the body will be used.
- Individual class rules are established by the classroom teacher with student input. Rules will be stated in positive terms and posted within the classroom.
- Reasonable outcomes/consequences are established and discussed for both appropriate and inappropriate behaviors.
- Appropriate behaviors are taught and reinforced.
- Consequences include reflection on the part of the student and the identification and implementation of appropriate behaviors.
- With recurring inappropriate behavior, the goal is to teach and reinforce the appropriate choices through assigned recovery time. Individual behavior plans may be required if behavior is frequent and not redirected through varied techniques.
- Recurring inappropriate or difficult behaviors will be documented by the classroom teacher and communicated directly to parents/guardians. Depending on the severity and frequency, a student may be directed to the office for further support.
- Consequences will be designed to fit the needs of individual students and/or situations.
- Behaviors that put others at risk, physically or verbally, are not tolerated and result in immediate removal from the classroom and possibly from the school through an assigned day of reflection, suspension or disenrollment.



Behavior Consequence Procedures

Positive reminders and modeling are used to help students make appropriate choices. Staff often use redirection techniques and positive guidance to help students manage choices and recover from a behavior mistake or choice. Parents/guardians will be notified if a serious recurring or dangerous behavior is impacting the class and/or child. Teachers and administration follow the steps below:

1. Identification of behavior and reminders of positive and appropriate choices
2. Redirection and/or offering of choices
3. Parents/guardians contacted by teacher and/or principal

Most behaviors do not proceed past steps one or two and parents/guardians are not notified under these circumstances unless reoccurring behavior procedures are required. Behavior consequences are confidential and are shared only with the students' family and with faculty as needed.

If the behavior expectations are not resolved through the above policies and procedures, or if the problem is serious, the school reserves the right to dismiss or suspend a child for unsatisfactory behavior in order to ensure the health and safety of all students. The school may also suspend or dismiss a child for lack of parental assistance in efforts to work with a child and/or violations of our policies.

Student Dress Standards

At The Rhoades School, students are valued for their unique inner qualities, personal strengths, and academic abilities. Students are encouraged to understand and appreciate their positive traits, and to feel secure about themselves. It follows, then, that the school's dress policy focuses on practical clothing that does not detract from each student's individuality and that supports a learning environment. Therefore, clothing or appearance must not cause distraction to self or others or provide a safety issue. Students should avoid anything that is excessive (clothing or styles that are too tight, loose, revealing, long or short). Visible undergarments and/or midribs, short shorts, and short skirts are not acceptable.

For safety and comfort, all students must wear closed-toed shoes, and are required to wear supportive, rubber-soled athletic shoes.

Special attention should also be paid to the elimination of any item (jewelry or clothing) that could catch on play equipment or cause a potential choking hazard.

If a question arises regarding acceptable dress standards or student appearance, the final decision rests with the school administration.

Games, Toys and Money

The school has carefully selected games and activities for students that promote its philosophy and goals. In order to avoid loss, breakage, danger or distraction to children, students are not to bring any games, toys, money (except for school sponsored on campus events), cards, or weapons (including knives, firearms or look-a-like weapons) to school.

Conditions of Enrollment

The Rhoades Preschool serves students in preschool and pre-k. Students should be at least two years six months and toilet-trained upon enrollment to the preschool program.

Important Forms

For preschool and pre-k the following forms must be on file:

- Personal Rights and Parents' Rights
- Student Pre-Admission Health History
- Family Emergency Information
- Consent for Medical Treatment
- Student Physician's Form (waiver of physician's form is not acceptable)
- Student Immunization Record

Lunch

Parents must provide their child's lunch. Lunch is 11:45 AM - 12:15 PM. Snacks will be provided in the morning at 9:45 AM and in the afternoon at 2:30 PM.

Rest Time

Resting and relaxation time will be from 12:15 PM - 2:15 PM daily for preschool students and 12:15 PM - 1:15 PM daily for pre-k students. Parents will supply a sleeping sack with a pillow attached. The school will provide a cot.

Community Care Licensing

Inspection Authority of the Department

- a) The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535.
- b) The Department has the authority to interview children or staff without prior consent.
 - 1) The licensee shall ensure that provisions are made for private interviews with any children or staff members.
- c) The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
 - 1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.
- d) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, * 1596.852, 1596.853, and 1596.8535, Health and Safety Code.



Lower School

Policies & Guidelines

The following section contains campus specific policies and guidelines. The general policies and guidelines (pages 5-15) applies to both the entire school and the Lower School Campus.

LOWER SCHOOL Attendance Policies

Attendance

It is important that your child attend school regularly and arrive to school on time. Students should avoid being absent for reasons other than illness, religious holidays, or funerals. All other absences are considered unexcused¹. When children are absent from school, or are late for school they miss valuable instruction. Furthermore, we want to instill in our students the importance of responsibility and readiness for learning.

Please notify the school by 8:00 a.m. or as soon as possible if your child(ren) will not be able to attend school by calling the attendance phone line at 760-436-1102, ext. 301 and leaving a voicemail. Please indicate the name of the student, grade, teacher and reason for the absence.

If a student is excessively absent or tardy, the parents/guardians will be asked to meet with the teacher and administration. If a student has more than 10 unexcused absences, the teacher and school counselor will set up a meeting with the student's parents/guardians. If a student has more than 20 unexcused absences, the campus leader will set up a meeting with the student's parents/guardians. If a student has more than 14 unexcused tardies, the teacher and school counselor will setup a meeting with student's parents/guardians.

¹ While medical appointments are excused absences, please avoid scheduling them during school hours if possible.

Arrival & Dismissal

Lower School is in session during the following hours:

TK: 8:20 a.m. - 2:30 p.m.

Kindergarten: 8:20 a.m. - 2:40 p.m.

Grades 1 & 2: 8:20 a.m. - 2:50 p.m.

Grades 3 - 5: 8:20 a.m. - 3:05 p.m.

Emergency drop in for before and after-school Extended Day is available for \$40 per day.

Arrival

Grades TK - 5: 8:00 a.m. – 8:20 a.m.

Morning Extended Day is available beginning at 7:30 a.m.

Students not enrolled in Extended Day must be dropped off at their arrival time.

Please do not queue in the parking lot prior to 8:00 a.m. Prior to 8:00 a.m., supervision is only available through Extended Day. Students will be greeted by a teacher or parent volunteer in the parking lot. **TK & K students will immediately proceed to their classroom.** Grades 1 - 5 students will gather on the playground until classroom teachers pick them up at 8:20 a.m.; attendance is taken at 8:25 a.m. Daily Dialogue begins at 8:30 a.m. Students who are not in their classroom for attendance at 8:25 a.m. must report to the office to receive a late slip before going to class. All tardies and absences are recorded on student report cards.

Dismissal

TK: 2:30 p.m.

Kindergarten: 2:40 p.m.

Grades 1 & 2: 2:50 p.m.

Grades 3, 4 & 5: 3:00 p.m.

After-School Extended Day is available after dismissal until 5:30 p.m.

Emergency drop in for after-school Extended Day is available.

Students not enrolled in Extended Day must be picked up at their dismissal time.

Drivers must queue in a single line (in the parking lot on the right most lane closest to the school) with car placard clearly displayed on the dashboard. **Drivers may begin to line up for afternoon pickup no earlier than 5 minutes before their assigned pick up time. Drivers arriving too early will be asked to exit and return at the assigned time.**

In order to ensure safety, students must wait in the courtyard area with adult supervision until their car has queued up in the carpool line. Please be sure to have your carpool placard displayed clearly on your dashboard so that faculty can quickly call student names and safely get them into their cars. Please pick up your children at the dismissal time for the oldest sibling or the oldest member of your carpool.

Some parents may choose to walk up to the school to pick up their child(ren). We ask that the “walk ups” wait on the benches outside of the entrance gate.

Only those adults listed on the Emergency Card are allowed to pick up students. If you wish to add an adult to the Emergency Card, please contact us. In the case of an emergency, please notify the office of alternate pick up arrangements. The alternate will need to have a picture ID available.

Early Pick-Up

If you need to pick up your child(ren) early from school, you must check in at the office to sign them out. In order to avoid lost instructional time, student(s) will only be called from their classroom to report to the main office for pick up when a parent/guardian has arrived to sign the student(s) out.

LOWER SCHOOL Before & After-School Programming

Extended Day and Enrichment Classes

The Rhoades School offers both before and after-school care in our Extended Day and Enrichment Program. Students on campus after dismissal must be enrolled in Extended Day or an enrichment class.

Extended Day

Extended Day is available Monday-Friday from 7:30 a.m. - 8:00 a.m. and after school until 5:30 p.m. There is no charge for students dropped off after 8:00 a.m. Students in Extended Day may not be dropped off earlier than 7:30 a.m. The Extended Day Program is prepaid and due on the first of each month. The first monthly payment is due in full upon registration. A 30 day notice must be given for any change in schedule.

Student(s) in Extended Day picked up after 5:30 p.m. will be billed \$15 for each 15 minute increment.

Emergency Extended Day

Please notify the office if your child needs to use Emergency Extended Day. Emergency Extended Day is **\$40** per day and includes both before and after-school care.

Enrichment Classes

Enrichment classes are unique after-school classes offered each trimester. These classes are designed to meet the diverse educational needs of our gifted and talented students. Most enrichment classes are offered from 3:30 p.m. to 4:30 p.m. Enrichment classes are not prorated for late sign up or missed classes. Please see the [Before & After School page](#) for additional information.

Athletics Program

The athletics program is dedicated to developing character, social growth and physical skills. The interscholastic athletic program at The Rhoades School is available to students in Grades 4 and 5 and consists of:

- Boys basketball (5th grade)
- Co-ed cross country (4th and 5th grade)
- Co-ed track & field (4th and 5th grade)
- Girls volleyball (5th grade)
- Girls basketball (5th grade)

Please see the [Athletics page](#) under the Student Life section of the school website for more information.

LOWER SCHOOL Field Trips

Student Field Trips

Throughout the school year, children may participate in a variety of field trips related to what they are studying in class. **Siblings or other minors are not permitted on field trips for safety reasons.** All chaperones must present a negative TB test and complete [California child abuse mandated reporter training](#) prior to trip. Overnight field trip chaperones must also obtain a DOJ clearance.

For most field trips, transportation will be provided by chartered bus. The fees will be communicated by teachers prior to the date of the trip. All documents and payment must be submitted in full prior to the deadline listed on the permission slip.

Field Trip Medications

All medications require a [Medication Administration Authorization Form](#). Medications for field trips should be delivered to the school within 24 hours before the trip. Medications should be in the original sealed container with the label intact, legible and put in a Ziploc bag. Students with life-saving emergency medications must travel with teachers who are trained to administer the medication.



LOWER SCHOOL Student Code of Conduct

School Environment

It is the philosophy of The Rhoades School that all students, parents/guardians, and school staff work together to create an environment that is physically and emotionally safe. Our goal is to provide all students with a positive learning climate; therefore, all students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual deserves to be treated fairly and courteously, and it is our goal to develop positive and responsible behaviors through direct teaching using modeling and varied strategies, offering replacement behaviors and using positive guidance. Positive classroom and school agreements allow students to know what behaviors are expected of them.

School Agreements

We mutually respect things, ourselves, and each other. We appreciate others. We participate in school activities.

Behavior Policies

- Individual class rules are established by the classroom teacher with student input. Rules will be stated in positive terms and posted within the classroom.
- Reasonable outcomes/consequences are established and discussed for both appropriate and inappropriate behaviors.
- Appropriate behaviors are taught and reinforced.
- Consequences include reflection on the part of the student and the identification and implementation of appropriate behaviors.
- With recurring inappropriate behavior, the goal is to teach and reinforce the appropriate choices through assigned recovery time. Individual behavior plans may be required if behavior is frequent and not redirected through varied techniques.
- Recurring inappropriate or difficult behaviors will be documented by the classroom teacher and communicated directly to parents/guardians. Depending on the severity and frequency, a student may be directed to the office for further support.
- Consequences will be designed to fit the needs of individual students and/or situations.
- Behaviors that put others at risk, physically or verbally, are not tolerated and result in immediate removal from the classroom and possibly from the school through an assigned day of reflection, suspension or disenrollment.
- The Rhoades School cannot monitor and control how students use technology off-campus. However, there may be times when off-campus technology use affects what happens at school. When this occurs, the school may inform families of those students involved and take additional actions to ensure the safety and well-being of our community. Parents/guardians are expected to monitor and guide off-campus use of technology and report any threats to our community.
- Complete own work. Students may not copy the work of others, peers or authors, without citing their sources, including the use of AI. If a student cheats or commits plagiarism, they will be assigned a zero on the assignment/test/paper and parents/guardians will be notified. If the behavior is repeated again during the school year, a conference will be held with the parents/guardians and child. This could result in a suspension or removal from the school.
- Play all games fairly (follow the rules, listen to the supervisor or coach, respect opponents, practice good sportsmanship, and respect varied skill levels).

It is common when minor misbehavior persists to ask for a conference and/or develop a behavior contract for a student. The school counselor is often involved in cases involving unkind or exclusionary behavior. Some choices require immediate referral to the office. This includes purposeful physical behavior meant to hurt another child or open defiance or disrespect to those around him/her.

Behavioral Expectations

At all times, students are expected to:

- Be respectful of others (share, collaborate, use appropriate language and humor, and refrain from emotional and physical aggression).
- Be honest.
- Be respectful of school property (clean up after self and others, no graffiti, eat in designated areas only, no gum on campus, dispose of garbage, keep books and equipment in good condition).
- Maintain safe body (walk, quiet voices, no throwing of objects, no pushing, follow playground rules, etc.).
- Be respectful of all staff and follow the instructions given.
- Be in designated, supervised areas at appropriate times (do not wander hallways or go in unattended rooms).

Within the Classroom

Students are also expected to:

- Complete all assignments and come to class prepared (paper, pencil, notebooks, planner, books, etc.).
- Be respectful of teacher and classmates (listen, speak in turn, use appropriate voice level, use appropriate language, save jokes and socializing for appropriate times, raise hand).
- Follow established rules as well as those specifically assigned by each teacher.
- Remain in class unless permission is granted by the teacher to leave the room to retrieve supplies or use the restroom. A prompt return to class is expected (time missed beyond reasonable expectation may result in consequences).
- Complete own work.

Behavior Consequence Procedures

Positive reminders and modeling are used to help students make appropriate choices. Staff often use redirection techniques and positive guidance to help students manage choices and recover from a behavior mistake or choice. Parents/guardians will be notified if a serious recurring or dangerous behavior is impacting the class and/or child. Teachers and administration follow the steps below:

1. Identification of behavior and reminders of positive and appropriate choices
2. Redirection and/or offering of choices
3. Parents/guardians contacted by teacher
4. Referral to administration for support or disciplinary action
5. Parents/guardians contacted by administration
6. Lunch detention
7. Day of reflection
8. Suspension
9. Disenrollment

Most behaviors do not proceed past steps one or two and parents/guardians are not notified under these circumstances unless reoccurring behavior procedures are required. If a child's behavior moves to step three or beyond, parents/guardians will be notified. Behavior consequences are confidential and are shared only with the students' family and with faculty as needed.

If the behavior expectations are not resolved through the above policies and procedures, or if the problem is serious, the school reserves the right to dismiss or suspend a child for unsatisfactory behavior in order to ensure the health and safety of all students. The school may also suspend or dismiss a child for lack of parental assistance in efforts to work with a child and/or violations of our policies.

Day of Reflection - student completes the school day and assigned work in a designated location outside of normal classroom or at home. This is not recorded on student report card.

Out of School Suspension (1 - 3 days) - student completes the school day and assigned work at home. This is recorded on student report card.

Dismissal/Disenrollment - student is disenrolled from the school and may not return. This is recorded in the student's school record.

Student Dress Standards

At The Rhoades School, students are valued for their unique inner qualities, personal strengths, and academic abilities. Students are encouraged to understand and appreciate their positive traits, and to feel secure about themselves. It follows, then, that the school's dress policy focuses on practical clothing that does not detract from each student's individuality and that supports a learning environment. Therefore, clothing or appearance must not cause distraction to self or others or provide a safety issue. Students should avoid anything that is excessive (clothing or styles that are too tight, loose, revealing, long or short). Visible undergarments and/or midriffs, short shorts, and short skirts are not acceptable.

For safety and comfort, all students must wear closed-toed shoes, and are required to wear supportive, rubber-soled athletic shoes for Physical Education classes and recesses.

Special attention should also be paid to the elimination of any item (jewelry or clothing) that could catch on play equipment or cause a potential choking hazard.

If a question arises regarding acceptable dress standards or student appearance, the final decision rests with the school administration. Violations of dress standards will be determined at the discretion of the faculty and Principal for each campus. Consequences for violations are as follows:

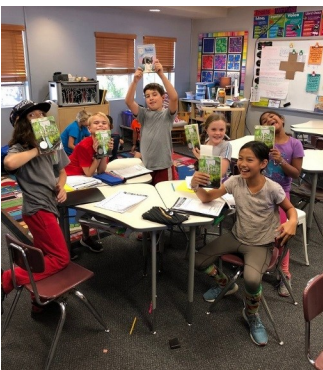
1st incident: An email is sent to parent

2nd incident: Student calls home and waits in office until appropriate clothing is delivered

3rd incident: Student is sent home

Games, Toys and Money

The school has carefully selected games and activities for students that promote its philosophy and goals. In order to avoid loss, breakage, danger or distraction to children, students are not to bring any games, toys, money (except for school sponsored on campus events), cards, or weapons (including knives, firearms or look-a-like weapons) to school.



The Rhoades School

LOWER SCHOOL Academic & Technology Policies

Homework

At The Rhoades School, we believe that good homework has five characteristics as identified by the [research](#) of Cathy Vatterott (2009).

- First, the task has a clear academic purpose, such as practice, checking for understanding, or applying knowledge or skills.
- Second, the task efficiently demonstrates student learning.
- Third, the task promotes ownership by offering choices and being personally relevant.
- Fourth, the task instills a sense of competence-the student can successfully complete it without help.
- Last, the task is aesthetically pleasing-it appears enjoyable and interesting.

Most important, students and parents should communicate freely and often with their teachers when a student struggles with homework so that homework can be adjusted to meet each student's needs.

General guidelines for the time it should take each student are found below. These are general guidelines and you may find that homework will take slightly more or less time depending on the unit of instruction and the level of difficulty for your child.

TK.....	none	Second-Third Grade.....	30 minutes
Kindergarten.....	none	Fourth-Fifth Grade.....	45 minutes
First Grade.....	15 minutes		

Homework will not specifically be assigned for the weekends. However, some students may choose weekends as a time to complete projects, papers, and assignments as appropriate for their family's schedule.

Technology Responsible Use

Student Personal Electronic Devices & Cell Phones

Students have to ask for permission to use the front desk phone and/or to use their cell phones in the front office to make a phone call. Phone calls are to be kept to a minimum. We will not transfer calls to students except in an emergency. Phones will be cleaned and sanitized after each use.

If a student brings a cell phone or smart device (including smart watch) to school, the device must be turned off and in the student's backpack. Cell phones and smart watches are not permitted to be used during the school day except for as noted above. The following consequences will apply:

1st incident: Device will be confiscated immediately and student can pick up device in the office at the end of the day

2nd incident: Device will be confiscated and parent will be asked to pick up device

3rd incident: Device will not be allowed at school

In the interest of a unified school and home approach, students and parents are encouraged to communicate through school channels and **we ask that parents do not call or text** their child during the school day. If you need to speak with your child, please call the front office.

Please also refer to Student Code of Conduct for information about off-campus technology use.

Student Technology Responsible Use Policy

Use of technology at school is a privilege, and its benefits are highly dependent on an atmosphere of mutual respect and trust as a student explores the digital world. All students will be assigned a school issued iPad®. Prior to receiving the iPad®, students and parents must read and complete the [iPad Handbook](#) and provide a suitable iPad case.

Internet, Social Media & Electronic Communications Policy

To the extent that students engage in any use of the internet, social media, or electronic communications that creates a substantial disruption at School, that materially interferes with School activities, that reasonably leads the School to foresee such disruption of interference, or which interferes with the rights of students, employees, or School families, the School may impose a Disciplinary Consequence on students, regardless of whether that use is through devices and resources of the School or any personal devices or resources.

Moreover, students are required to follow all School rules in their use of the internet, social media, or electronic communications, including adherence to the School's Policy Against Bullying, Harassment, Discrimination, and Retaliation.

Students must never communicate any information or rumors that they know to be false about fellow students, School management and staff, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. If students make a mistake, they should correct the information or retract it promptly.

Students must not disclose information that may violate student, family, or employee rights or privacy. For example, students must not disclose another individual's social security number, medication information, or financial information in a manner that violates that person's privacy rights.

Members of School community (e.g., students, Parents, Related Individuals) may not create and/or run social media accounts, websites and/or email addresses that refer to their enrollment in the School or any School activities, or that have the School's name in the title of the account, without the express advance consent of the School. If an account, website, or email address creation is approved, the School must have administrative access to any live account, website, or email address. Any member of the School community who is found to be operating an unauthorized social media account, website, and/or email address must immediately delete the account, website, and/or email address, and such actions may be considered a violation of the Handbook.



Middle School

Policies & Guidelines

The following section contains campus specific policies and guidelines. The general policies and guidelines (pages 5-15) applies to both the entire school and the Middle School Campus.

MIDDLE SCHOOL Attendance Policies

Attendance

It is important that your child attend school regularly and arrive to school on time. Students should avoid being absent for reasons other than illness, religious holidays, or funerals. All other absences are considered unexcused¹. When children are absent from school, or are late for school they miss valuable instruction. Furthermore, we want to instill in our children the importance of responsibility and readiness for learning.

Please notify the school by 8:00 a.m. or as soon as possible if your child(ren) will not be able to attend school by calling the attendance phone line at 760-944-6335, ext. 500 and leaving a voicemail. Please indicate the name of the student, grade, teacher and reason for the absence.

If a student is excessively absent or tardy, the parents/guardians will be asked to meet with the teacher and administration. If a student has more than 10 unexcused absences, the teacher and school counselor will set up a meeting with the student's parents/guardians. If a student has more than 20 unexcused absences, the campus leader will set up a meeting with the student's parents/guardians. If a student has more than 14 unexcused tardies, the teacher and school counselor will setup a meeting with student's parents/guardians.

¹ While medical appointments are excused absences, please avoid scheduling them during school hours if possible.

Arrival & Dismissal

School is in session during the following times:

Middle School: 8:30 a.m. - 3:05 p.m.

Arrival

Middle School: 8:00 a.m. - 8:25 a.m.

Morning Extended Day is not available.

The school gate will open at 7:55 a.m. Students should arrive at school between 8:00 a.m. and 8:25 a.m. The school gate will close at 8:28 a.m. Attendance is taken at 8:30 a.m. Students who arrive after 8:28 must ring the pedestrian gate bell for entry. Students who are not in their classroom for attendance at 8:30 a.m. must report to the office to receive a late slip before going to class. All tardies and absences are recorded on student report cards.

Dismissal

Middle School: 3:05 p.m.

Students may remain on campus until 4:00 p.m. without incurring Extended Day charges.

After-school Extended Day is available from 4:00 p.m. - 5:30 p.m. for a fee.

Students not enrolled in Extended Day must be picked up by 4:00 p.m.

Drivers must queue on the campus driveway circle with car placard clearly displayed on the dashboard. Students will be dismissed for pick up at 3:05 p.m. Drivers may begin to lineup for afternoon pickup no earlier than 2:55 p.m. when the gates are opened. **Drivers arriving too early will block the driveway and will be asked to exit and return at the assigned time.**

Only adults listed on the Emergency Card are allowed to pick up students. If you wish to add an adult to the Emergency Card, please contact us. In the case of an emergency, please notify the office of alternate pick up arrangements. The alternate designee will need to have a picture ID available.

Early Pick-Up

If you need to pick up your child(ren) early from school, you must check in at the office to sign them out. In order to avoid lost instructional time, student(s) will only be called from their classroom to report to the main office for pick up when a parent has arrived to sign the student(s) out.

MIDDLE SCHOOL After-School Programming

Extended Day

The Rhoades School Middle School offers after-school care in our Extended Day Program. Students may remain on the Middle School campus after dismissal from 3:05 p.m. until 4:00 p.m. without incurring Extended Day charges. Any Middle School student remaining after 4:00 p.m. must be signed up for Extended Day.

A supervised program is offered Monday-Friday from 4:00 p.m. until 5:30 p.m. Student(s) in Extended Day picked up after 5:30 p.m. will be billed \$15 for each 15 minute increment.

There is no charge for students dropped off after 8:00 a.m. and picked up by 4:00 p.m.

The Extended Day Program is prepaid and due on the first of each month. The first monthly payment is due in full upon registration. A 30 day notice must be given for any change in schedule.

Visit the [Before & After School page](#) for more information.

Emergency Extended Day

Please notify the office if your child(ren) must use Emergency Extended Day. Emergency Extended Day is **\$40** per day.

Athletics Program

The athletics program is dedicated to developing character, social growth and physical skills. The Middle School interscholastic athletic program at The Rhoades School consists of:

- Boys basketball
- Boys volleyball
- Co-ed cross country
- Co-ed track & field
- Girls basketball
- Girls volleyball

Please see the [Athletics page](#) under the Student Life section of the school website for more information.

MIDDLE SCHOOL Field Trips

Student Field Trips

Throughout the school year, students participate in a variety of field trips related to what they are studying in class. **Siblings or other minors are not permitted on field trips for safety reasons.** All chaperones must present a negative TB test and complete [California child abuse mandated reporter training](#) prior to trip. Overnight field trip chaperones must also obtain a DOJ clearance.

For most field trips, transportation will be provided by chartered bus. The fees will be communicated by teachers prior to the date of the trip. All documents and payment must be submitted in full by the deadline listed on the permission slip.

Field Trip Medications

All medications require a [Medication Administration Authorization Form](#). Medications for field trips should be delivered to the school within 24 hours before the trip. Medications should be in the original sealed container with the label intact, legible and put in a Ziploc bag. Students with life-saving emergency medications must travel with teachers who are trained to administer the medication.

MIDDLE SCHOOL Student Code of Conduct

School Environment

It is the philosophy of The Rhoades School that all students, parents/guardians, and school staff work together to create an environment that is physically and emotionally safe. Our goal is to provide all students with a positive learning climate; therefore, all students have a responsibility to behave in a manner that allows teachers to teach and students to learn. Each individual deserves to be treated fairly and courteously, and it is our goal to develop positive and responsible behaviors through direct teaching using modeling and varied strategies, offering replacement behaviors and using positive guidance. Positive classroom and school agreements allow students to know what behaviors are expected of them.

School Agreements

We mutually respect things, ourselves, and each other. We appreciate others. We participate in school activities.

Behavior Policies

- Individual class rules are established by the classroom teacher with student input. Rules will be stated in positive terms and posted within the classroom.
- Reasonable outcomes/consequences are established and discussed for both appropriate and inappropriate behaviors.
- Appropriate behaviors are taught and reinforced through the Restorative Justice framework.
- Consequences include reflection on the part of the student and the identification and implementation of appropriate behaviors.
- With recurring inappropriate behavior, the goal is to teach and reinforce the appropriate choices through assigned recovery time. Individual behavior plans may be required if behavior is frequent and not redirected through varied techniques.
- Recurring inappropriate or difficult behaviors may be documented by the classroom teacher and communicated directly to parents. Depending on the severity and frequency, a student may be directed to the office for further support.
- Consequences will be designed to fit the needs of individual students and/or situations.
- Behaviors that put others at risk, physically or verbally, are not tolerated and result in immediate removal from the classroom and possibly from the school through an assigned day of reflection, suspension or disenrollment.
- The Rhoades School cannot monitor and control how students use technology off-campus. However, there may be times when off-campus technology use affects what happens at school. When this occurs, the school may inform families of those students involved and take additional actions to ensure the safety and well-being of our community. Parents are expected to monitor and guide off-campus use of technology and report any threats to our community.

Behavioral Expectations

At all times, students are expected to:

- Be respectful of others (share, collaborate, use appropriate language and humor, and refrain from emotional and physical aggression).
- Be honest.
- Be respectful of school property (clean up after self and others, no graffiti, eat in designated areas only, no gum on campus, dispose of garbage, keep books and equipment in good condition).

- Maintain safe body (walk, quiet voices, no throwing of objects, no pushing, follow playground rules).
- Be respectful of all staff and follow the instructions given.
- Be in designated, supervised areas at appropriate times (do not wander hallways or go in unattended rooms).
- Play all games fairly (follow the rules, listen to the supervisor or coach, respect opponents, practice good sportsmanship, and respect varied skill levels).

Within the Classroom

Students are also expected to:

- Complete all assignments and come to class prepared (paper, pencil, notebooks, planner, books).
- Be respectful of teacher and classmates (listen, speak in turn, use appropriate voice level, use appropriate language, save jokes and socializing for appropriate times, raise hand).
- Follow established rules as well as those specifically assigned by each teacher.
- Remain in class unless permission is granted by the teacher to leave the room to retrieve supplies or use the restroom. A prompt return to class is expected. Time missed beyond reasonable expectation may result in consequences.
- Complete own work. Students may not copy the work of others, peers or authors, without citing their sources, including the use of AI. If a student cheats or commits plagiarism, they will be assigned a zero on the assignment/test/paper and parents/guardians will be notified. If the behavior is repeated again during the school year, a conference will be held with the parents/guardians and child. This could result in a suspension or removal from the school.

In-Class Behavior/Consequence Procedures

Positive reminders and modeling are used to help students make appropriate choices. Staff often use redirection techniques and positive guidance to help students manage choices and recover from a behavior mistake or choice. Parents/guardians will be notified if a serious recurring or dangerous behavior is impacting the class and/or child. Teachers and administration follow the steps below.

1. Identification of behavior and reminders of positive and appropriate choices
2. Redirection and/or offering of choices
3. Parents/guardians contacted by teacher
4. Referral to administration for support or disciplinary action
5. Lunch detention
6. Day of reflection
7. Suspension
8. Disenrollment

It is common when minor misbehavior persists to ask for a conference and/or develop a behavior contract for a student. The school counselor is often involved in cases involving unkind or exclusionary behavior. Some choices require immediate referral to the office. This includes purposeful physical behavior meant to hurt another child or open defiance or disrespect to those around him/her.

Most behaviors do not proceed past steps one or two and parents/guardians are not notified under these circumstances unless reoccurring behavior procedures are required. Behavior consequences are confidential and are shared only with the students' family and with faculty as needed.

If the behavior expectations are not resolved through the above policies and procedures, or if the problem is serious, we reserve the right to dismiss or suspend a child for unsatisfactory behavior in order to ensure the health and safety of all children. We may also suspend or dismiss a child (*in our sole discretion*) for lack of parental/guardian assistance in efforts to work with a child and/or violations of our policies.

Day of Reflection - student completes the school day and assigned work in a designated location outside of normal classroom. This is not recorded on student report card.

Out of School Suspension (1 - 3 days) - student completes the school day and assigned work at home. This is recorded on student report card and is part of the student's permanent records.

Dismissal/Disenrollment - student is disenrolled from the school and may not return. This is recorded in student's permanent records.

Student Dress Standards

At The Rhoades School, students are valued for their unique inner qualities, personal strengths, and academic abilities. Students are encouraged to understand and appreciate their positive traits, and to feel secure about themselves. It follows, then, that the school's dress policy focuses on practical clothing that does not detract from each student's individuality and that supports a learning environment. Therefore, clothing or appearance must not cause distraction to self or others or provide a safety issue. Students should avoid anything that is excessive (clothing or styles that are too tight, loose, revealing, long or short). For safety and comfort, all students must wear closed-toed shoes, and are required to wear supportive, rubber-soled athletic shoes.

Special attention should also be paid to the elimination of any item (jewelry or clothing) that could catch on play equipment or cause a potential choking hazard.

If a question arises regarding acceptable dress standards or student appearance, the final decision rests with the school administration. Violations of dress standards will be determined at the discretion of the faculty and Principal for each campus. Consequences for violations are as follows:

1st incident: An email is sent to parent

2nd incident: Student calls home and waits in office until appropriate clothing is delivered

3rd incident: Student is sent home

Games, Toys and Money

The school has carefully selected games and activities for students that promote its philosophy and goals. In order to avoid loss, breakage, danger or distraction to children, students are not to bring any games, toys, money (except for school sponsored on campus events or the school vending machine), cards, or weapons (including knives, firearms or look-a-like weapons) to school.

Locker Policy

Lockers are provided for our Middle School students (Grades 6-8). Students must provide a combination lock, the serial number, and combination code for the lock when receiving their locker. Students are responsible for keeping their combination private, and for the upkeep of their lockers, which are the property of the school. Valuables should not be stored in lockers.



MIDDLE SCHOOL Academic & Technology Policies

Homework

At The Rhoades School, we believe that good homework has five characteristics as identified by the [research](#) of Cathy Vatterott (2009).

- First, the task has a clear academic purpose, such as practice, checking for understanding, or applying knowledge or skills.
- Second, the task efficiently demonstrates student learning.
- Third, the task promotes ownership by offering choices and being personally relevant.
- Fourth, the task instills a sense of competence-the student can successfully complete it without help.
- Last, the task is aesthetically pleasing-it appears enjoyable and interesting.

Most important, students and parents/guardians should communicate freely and often with their teachers when a student struggles with homework so that homework can be adjusted to meet each student's needs.

Middle School students typically have approximately 75 minutes of homework each night. These are general guidelines and you may find that homework will take slightly more or less time depending on the unit of instruction and the level of difficulty for your child.

Homework will not specifically be assigned for the weekends. However, some students may choose weekends as a time to complete projects, papers, and assignments as appropriate for their family's schedule.

Technology Responsible Use

Student Personal Electronic Devices & Phones

Students have to ask for permission to use the Front Desk phone and/or to use their cell phones in the front office to make a phone call. Phone calls are to be kept to a minimum. We will not transfer calls to students except in an emergency. Phones will be cleaned and sanitized after each use.

If a student brings a cell phone or smart device (including smart watch) to school, the device must be turned off and in the student's backpack. Cell phones and smart watches are not permitted to be used during the school day except for as noted above. The following consequences will apply:

1st incident: Device will be confiscated immediately and student can pick up device in the office at the end of the day

2nd incident: Device will be confiscated and parent will be asked to pick up device

3rd incident: Device will not be allowed at school

In the interest of a unified school and home approach, students and parents are encouraged to communicate through school channels and **parents/guardians should not call or text their child during the school day.**

Please also refer to Student Code of Conduct for information about off-campus technology use.

Student Technology Responsible Use Policy

Use of technology at school is a privilege, and its benefits are highly dependent on an atmosphere of mutual respect and trust as a student explores the digital world. Students in Middle School will be assigned a school issued iPad®. Prior to receiving the iPad®, students and parents must read and complete the [iPad Handbook](#) and provide a suitable iPad® case.

Internet, Social Media & Electronic Communications Policy

To the extent that students engage in any use of the internet, social media, or electronic communications that creates a substantial disruption at School, that materially interferes with School activities, that reasonably leads the School to foresee such disruption of interference, or which interferes with the rights of students, employees, or School families, the School may impose a Disciplinary Consequence on students, regardless of whether that use is through devices and resources of the School or any personal devices or resources.

Moreover, students are required to follow all School rules in their use of the internet, social media, or electronic communications, including adherence to the School's Policy Against Bullying, Harassment, Discrimination, and Retaliation.

Students must never communicate any information or rumors that they know to be false about fellow students, School management and staff, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. If students make a mistake, they should correct the information or retract it promptly.

Students must not disclose information that may violate student, family, or employee rights or privacy. For example, students must not disclose another individual's social security number, medication information, or financial information in a manner that violates that person's privacy rights.

Members of School community (e.g., students, Parents, Related Individuals) may not create and/or run social media accounts, websites and/or email addresses that refer to their enrollment in the School or any School activities, or that have the School's name in the title of the account, without the express advance consent of the School. If an account, website, or email address creation is approved, the School must have administrative access to any live account, website, or email address. Any member of the School community who is found to be operating an unauthorized social media account, website, and/or email address must immediately delete the account, website, and/or email address, and such actions may be considered a violation of the Handbook.

Guidelines for Applying to Secondary School or Other Schools

Click [here](#) to view information about applying to secondary school or other school.