

# Running Springs Academy

## Parent/Student Handbook

### 2023 – 2024



**PLEASE REVIEW THIS HANDBOOK WITH YOUR CHILD**

***To acknowledge that you have received this handbook, please sign below and return this page to your child's teacher. Please keep the remainder of this handbook for future reference.***

I have read and discussed the enclosed information with my child.

_____	_____
Student Name	Parent Name
_____	_____
Student Signature	Parent Signature
_____	_____
Grade	Date

# Welcome!

Welcome to the 2022-2023 school year at Running Springs Elementary! I am proud and honored to be the principal of a community where students, parents, and staff work together to provide students with a positive educational experience. Each new year brings excitement and new opportunities, and our Running Springs teachers and staff are excited to get to know their students and to work with their families. In the time that I have been working with the school community, I can tell that we have supportive parents, dedicated teachers, and conscientious students. The vision of Running Springs Elementary is to provide a quality education that will empower all students to achieve academic success, embrace life-long learning, and become productive citizens with a growth mindset.

Please take the time to read the information provided in this handbook and review pertinent sections with your children. Additional information and updates regarding school activities, programs, and policies will be disseminated throughout the year via the school newsletter, School Messenger, Principal Reports at PTA meetings, and our Running Springs school and classroom websites.

## Attendance Procedures Hotline 714-281-5903

We believe that regular attendance, beginning in Transitional Kindergarten, is vital to the educational progress of our students. Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis. Please call **714-281-5903 before 7:45 a.m. each day** if your child will be absent or tardy. All tardy students must sign-in at the front office before going to class.

Per CA Ed Code, a student shall be excused from school when the absence is due to: \*illness, medical/dental appointments, funeral of immediate family members, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or student's appearance in court.

\*When a student has accumulated 14 days of absence due to illness, further absences for illness must be verified by a physician to be excused.

### Tardy/Leaving Early

Students are considered tardy if they are not in their class line by their grade-level start time. If your child is tardy to school, he/she must report through the front office to allow us to update our attendance records for that day. Since doors to the building are locked, students must gain access through the office.

Should you find it necessary to schedule a medical appointment during your child's class time, please sign your child out from the office. Do not go directly to the classroom at any time. This minimizes disruption to our instructional program and maintains student safety. Students are discouraged from leaving school prior to dismissal, due to the disruption of instructional programming. If there is an extenuating circumstance, such as a doctor's appointment, students must be signed out in the front office by a parent, guardian, or other adult listed in the Emergency Contacts. Students will be released only to those whose names are listed on the Emergency Contacts.

## Health Services

As important as school attendance and punctuality are for student achievement, students who are ill should remain at home. Students sent to the office with a temperature of 100 degrees or more will be sent home and should remain home until a normal body temperature is maintained for 24 hours.

Office personnel provide minor first aid as needed and we will call 911 for paramedics to respond to any serious emergencies. Students are not to have any medication in their possession, including, but not limited to, cough drops, pain reliver, or allergy medication. If it is necessary for students to take medication during school hours, the proper forms must be obtained from the front office and completed by parents and physician. All medications must be in the prescription bottle and will be administered by staff according to the physician's directions. Please contact the office for more information if needed.

## Homework Requests for Absent Students

If you wish to pick up homework for your absent child, please call the office prior to 9:15 a.m. It will be available for pick-up after class is dismissed.

## Emergency Information

Current emergency information (including names, employment, addresses, and home/work/cell phone numbers, and email addresses) is imperative for our use in any urgent situation. If this information changes during the school year, please contact the office at 714-281-4512 with the updated data. In the event of a school emergency (natural disaster, physical injury, or illness), the school can release your child only to those persons identified on the Emergency Information Card as parent, guardian, or "other persons to contact" as directed by CA Ed Code. You may want to consider who might be picking up your child in the event of a natural disaster (neighbor, friend, etc.) and be sure to list them as one of your child's Emergency Contacts.

## Morning/ After School Supervision

Morning supervision begins 10 minutes prior to the beginning of instruction. There is no supervision after school on the playground. All students must go directly home when dismissed. Please note that students are not permitted to bring personal handballs, soccer balls, etc. to school. The school provides equipment for recess and lunch periods.

## Parent Involvement

Parent involvement is critical to the mission of Running Springs; it supports the staff and helps reinforce the importance of education to your child. There are many ways to get involved. The following are details of organizations available for parent volunteers.

### Parent-Teacher Association (PTA) and Education Foundation of Anaheim Hills (EFAH)

Running Springs is fortunate to have the support of two active groups of parents who devote their time and talents to promote activities and events for our students. Our PTA and EFAH assist in community building, planning, and providing financial support, not available by other means, which improves the quality of learning and increases opportunities for enrichment for all students. Parents are encouraged

to attend meetings, support activities, and volunteer. Dates and times of meetings and activities will be posted on the respective websites with links accessible from the Running Springs website.

## School Site Council (SSC)

The School Site Council is a group of parents and school personnel whose responsibility is to plan, monitor, and evaluate our Single Plan for Student Achievement. Parent members are elected to serve on SSC for two years by vote of all parents in the fall. Meetings are open to the general parent community and the meeting dates will be on the school calendar viewable on the Running Springs website.

## English Language Advisory Committee (ELAC)

The ELAC is composed of the principal, staff, and parents of English Language Learners. The committee meets periodically to review the instruction, progress, and policies that have an impact on students identified as English Language Learners. The ELAC may elect to combine this committee with the SSC.

## Meetings at School

Please note that if a parent has a meeting on school grounds, the child must remain with the parent or have other arrangements for supervision. Supervision is not provided in the office or hallways during meetings. Thank you.

## Visitors and Volunteers

**Due to school safety, all visitors (parents, volunteers, and guests) are required to sign in at the school office prior to conducting business on campus.** No parent is to be on campus at any time during the school day without signing in at the office first. Please do not enter any classroom, the playground, or lunch table area directly from the parking lot or back of the school. Due to staff and teacher preparation, parents are restricted from classrooms and grade-level pods before/after each school day unless an appointment has been made.

## Confidentiality

All student information observed or obtained while volunteering is to remain confidential. Adults who breach this confidentiality expectation will not be invited to return.

Please recognize that when volunteering in the classroom, you are offering your assistance to the classroom teacher. If you are interested in observing your child's classroom, please request your desired observation to the school administration.

## Parent Communications

Our commitment is that we will regularly and thoroughly communicate with parents. This communication will be accomplished through a variety of methods and formally scheduled activities throughout the year.

## Back to School Night

Running Springs Back to School Night is a great opportunity for parents to preview curriculum, policies, and procedures for the school year. Back to School is an opportunity for parents to have a "meet and

greet” with the teacher and sign up with a variety of volunteer opportunities. This is a night for parents only, where staff discusses general information, not specific student progress.

## Report Cards

Each trimester (three times per year), report cards are issued for all students in grades TK-6. Report cards are viewable online through Aeries Parent Portal.

## Parent Conferences

Conferences are scheduled once a year in the fall, during the first week of October. The fall conference is a goal setting conference to select goals for each child and to review early progress. Additional conferences at other times of the school year are optional and serve as follow-up when necessary. Either teachers and parents may request to schedule an individual meeting when needed outside of the fall conferences.

## Open House

Open House is an event that showcases student progress. This is an exciting evening that acknowledges the commendable efforts our students make throughout the year. Family and friends are invited to experience this popular event with their student.

## Running Springs Website

The Running Springs website offers information about upcoming events, staff websites, and school programming. We encourage you to check-in regularly!

## Communication Folders

In order to ensure that materials/communications reach home, each child is provided a Redhawk Folder that will be brought home each week (day will vary by teacher/grade level). Please take time to review the information (i.e. communications, student work samples) with your child each week and return the folder to school the next school day.

## General School Rules

- Devices, including but not limited to, laser pointers, personal tablets, handheld electronic games, and other such items are not to be brought to school. Exceptions: students that are participating in after-school clubs and a personal device is required. Any student items must be kept in the child’s backpack at all times during the school day.
- Students may not use cellular/digital telephones, pagers, smart watches, or other communication devices at any time during the school day. (BP 5131) Failure to adhere to this rule will result in the device being confiscated and turned in to administration. The device will be returned to the student’s parents only.
- Students will use appropriate language both in the classroom and on the playground.
- Students are allowed on campus no earlier than 10 minutes before their school day begins and no later than 15 minutes after their school day ends.
- Students must use cross-walks or a corner when crossing the street, even if an adult is with them.
- Gum is not permitted at school.
- Unsafe play (wrestling, tackling, etc.) is not permitted. Students must keep hands to self at all times.

- If a major discipline issue arises, administration will conduct an investigation by interviewing and talking with any and all parties involved.

- For the safety and comfort of our students, animals are not permitted on campus, even if they are on leash or carried. Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not to be on school grounds at any time.

## Student Behavior, Essential Agreements, and Awards Assemblies

Running Springs follows a PBIS model to support positive behavior. This model comes in the form of essential agreements or student expectations. It is a school-wide commitment to positive behavior support, which develops appropriate behaviors in students and fosters a positive school climate. Running Springs Academy staff has undergone extensive training and has experience with the IB philosophies. This framework leads to an increase in academic instruction and learning time. Students are recognized through a series of rewards when they exhibit the expected positive behaviors. Acknowledgement is given in the form of verbal praise, a written message, a Redhawk Ticket, Bucket Filler Friday awards, and assemblies.

### Redhawk Tickets

Students earn tickets for good citizenship that is displayed in the classroom and on the playground. Teachers and supervisors recognize students who are safe, demonstrating outstanding effort, accepting responsibility, respectful to others, or exhibiting one of the attributes of the IB Learner Profile: Inquirer, Knowledgeable, Thinker, Communicator, Principled, Open-minded, Caring, Risk-taker, Balanced, and Reflective. Tickets are used for a chance drawing each week where prizes are awarded during Bucket Filler Friday.

### Award Assemblies

**Student Achievement Awards-** Several students from each class are awarded a certificate for outstanding achievement or improvement in academics or citizenship. Certificates are awarded at award assemblies at the end of each trimester. All awards assemblies are held within the school day.

**Redhawk of the Month Awards-** Each trimester, students are awarded a certificate for outstanding overall academic achievement and citizenship. Certificates are awarded at award assemblies at the end of each trimester.

**President's Education Award Program - 6<sup>th</sup> grade**

<https://www2.ed.gov/programs/presedaward/eligibility.html>

#### President's Award for Educational Excellence

- Achieve a cumulative GPA of 3.5 or higher in grades 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades
- Achieving an Exceeds Standards on the California Assessment of Student Performance and Progress in either math or English/language arts.

#### President's Award for Educational Achievement

- Recognizes students that show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects, but do not meet criteria for the Educational Excellence Award.

## Redhawk Readers

Students are recognized for completing Reading Counts quizzes. Student names are displayed on the library bulletin board for reading books and completing designated comprehension quizzes.

## Consequences

All students are encouraged to behave appropriately by means of positive reinforcement; however, those students who continue to exhibit the following behavior may be referred to the office:

- Fighting or aggressive physical contact
- Chronic minor infractions
- Physical or verbal threats
- Harassment
- Vandalism
- Foul language or profanity
- Leaving classroom or school grounds without permission
- Major Defiance
- Major Disruption
- Theft

A referral to the office may result in one or more of the following actions:

- Parent Involvement
- Detention
- Performance of school service
- Loss of privileges
- Behavior Contract
- Referral to counselor
- Parental escort of student to class
- Campus beautification

## Playground Safety

- All students must play in designated playground areas only. Students are never to play between or behind the portable classrooms.
- FREEZE BELL – Students stop playing immediately when the bell rings and freeze. Students walk to lines after the whistle blows. If on the grass, students may run to the edge of the blacktop and walk the rest of the way to their line.
- Students are to get drinks and go to the restroom before the bell rings.
- Problems on the playground are reported to the teacher on duty or the noon supervisor.
- Students must get permission from the teacher on duty or the noon supervisor to come to the office.
- Students must stay away from classes that are in session at recess and lunch.
- No students are allowed in the halls during recess or lunch.
- Students help keep the school grounds clean by putting all litter in the trash cans.
- No cutting in line. A student only has one place in line. If he gives someone his place – in front or in back of him – he goes to the end of the line.
- Students are not to sit or stand on any walls or fences, on water fountains, on landscaping, or in any trees while at school.

## Dress Code

Running Springs promotes a standard of appearance which enhances the learning environment while allowing reasonable comfort and individuality for all students. With the support of the student's guardian, each student is expected to appropriately groom and dress themselves, keeping clothing clean, comfortable, and appropriate for all elementary activities. A student's clothing should not be a distraction or disruption to the classroom. The following is the Running Springs Academy Dress Code:

- Shoes should be practical, appropriate and sturdy enough for all school activities, including physical education. For students' safety, no flip flops, crocs, clogs, open-toed or backless shoes, platforms or heels allowed.

- Shirts must have sleeves and cover the torso completely. No tank tops, spaghetti straps, or sleeveless shirts/blouses.
- Bottoms must be size appropriate, fitting properly in all areas. No baggy style bottoms or bottoms with raveled edges or holes allowed. Shorts and skirts are to be at least mid-thigh or fingertip length when arms are relaxed at the student's side. Leggings may not be worn without a cover of shorts or a skirt.
- Approved hats, hoods, and caps are acceptable for outside activities only. This includes hooded sweatshirts.
- No distracting hairstyles or hair colors.
- No jewelry that distracts from the educational environment or could be unsafe during physical activities should be worn.
- Clothing may not contain inappropriate graphics or messages.

If students are dressed inappropriately, the parent will be contacted to bring a change of clothing OR the school may provide clothing (tee-shirts and soccer shorts) for the student to wear while at school. Students that do not follow dress code guidelines may receive disciplinary consequences.

## Lunch/Snack Procedures

- GUM IS NOT ALLOWED AT SCHOOL.
- Students in grades 1-6 are to eat their recess snacks at the lunch tables.
- All students will be expected to follow the procedures arranged for receiving hot lunches and/or milk.
- During the lunch period, students are to eat at their assigned table.
- Students are to eat their own food; sharing, trading is discouraged.
- Students are to remain at the lunch tables until dismissed by the noon duty supervisor.
- Students are to place their trash in trash cans when leaving the lunch area after they are dismissed by the noon duty supervisor.
- A student must get verbal permission from the supervisor if he/she needs to leave the lunch table before the regular dismissal time.
- No food is allowed on the playground.
- Students are not allowed to use microwave ovens in the lunch area or classrooms to heat food items.
- Glass bottles are not allowed at school.
- School phones may not be used for take-out or delivery lunches for students.
- All late lunches must be brought to the office and placed in the "late lunch box."

## Transportation

1. **Bus-** Students are responsible to the bus driver for their behavior on the bus. Students arriving by bus will walk directly to the playground before school. After school, students are to line up at the curb in front of the Multipurpose Room. Bus citations given for inappropriate behavior may result in the suspension of bus privileges.
2. **Bicycle-** Students in grades 3-6 are allowed to ride a bicycle to school. Students must follow city bicycle rules which include wearing a helmet. Students who come to school without a helmet will not be allowed to ride home. Bicycle riders cross at intersections or crosswalks and walk their bikes across the street. Bikes are never ridden on school grounds or brought onto the playground or into the school corridors. Upon entering the school parking lot, bikes must be walked to the bike racks and locked. Students who ride recklessly or double may lose the privilege of riding a bike to school.



3. **Skateboards**, motorized scooters, roller blades or roller skates are not allowed on campus at any time.
4. **Car**- Please park in unmarked stalls only. Parking/stopping along the red curb or on the yellow diagonal lines is not permitted. Please keep all crosswalks and bus loading zones clear. No parking or stopping in front of the office at any time.
5. **Walking**- Students are responsible to the school for their actions on the way to and from school. Fighting, teasing, and vandalism are not tolerated.

## Pick up and Drop off Procedures

The parking lot at Running Springs was not designed to handle the amount of traffic pushing through it each day during drop off. If all drivers follow the procedures below and work together as a team, pick and drop off will be safe and efficient.

**BE READY** - Have your student ready to unload before getting to school. Parents- stay in your car and have backpacks handy (not in the trunk).

**WINDOWS DOWN** - Roll down your driver side window – look and listen to those around you.

**NO EARLY UNLOADING** - Do not unload early – unload only when you've reached the drop off area (yellow striped area closest to the front curb of the school).

**PULL FORWARD** – Pull forward as far as possible and closest to the Multi-Purpose Room (MPR) to allow traffic to move behind you.

### LOWER GRADE PARKING LOT

1. The entrance to the parking lot from Running Springs Drive is one lane.
2. Upon entering, drivers will need to follow the arrows through the parking lot and curve left to a single drop-off/pick-up lane. Students will use the loading/unloading zone (marked with yellow stripes) when exiting and entering their cars.
3. Drivers must pull their cars as far forward as possible towards the multipurpose room to drop-off or pick-up students.
4. In the morning when students leave their cars, they are to walk across the yellow stripes over to the curb. When they are being picked-up after school, students will wait on the curb until their car has stopped. Then they will walk across the yellow striped loading/unloading zone to the car and get in.
5. All cars are to continue from the loading/unloading zone to the exits as quickly as possible to prevent traffic from backing up.
6. Drivers exiting the lower grade parking lot who wish to turn left onto Running Springs Drive or who want to proceed straight across down Banner Ridge will need to use the left lane. Those who want to turn right on Running Springs Drive need to use the right exit lane.
7. Parents who need to come to the office or who need to accompany their children on campus must first park their cars in the parking lot. There will be unmarked spaces in both the lower and upper grade lots for parents to use.

## UPPER GRADE PARKING LOT

1. The entrance to this parking lot is located on the far south end of the lot (below the upper grade classrooms). Drivers need to use the right lane only to enter this lot. Upon entering, drivers will follow the arrows through the parking lot and curve left on to a single drop-off/pick up lane.
2. Drivers need to pull their cars as far forward as possible to drop-off or pick-up students.
3. Students will exit on the yellow stripes and walk to the curb when they are dropped-off in the morning. When they are being picked-up in the afternoon, students will wait on the curb until their car has stopped. They will then walk to the car and get in.
4. All cars are to exit the loading/unloading zone as quickly as possible to prevent traffic from backing up. **IMPORTANT:** When exiting, drivers need to continue through the loading/unloading zone, and exit either left or right on to Running Springs Drive.
5. Parents who need to come to the office or who need to accompany their student on campus must first park their cars in the parking lot. There will be unmarked spaces in both the lower and upper grade lots to use.

Inclement Weather - Weather conditions may impact arrival/dismissal procedures. When necessary, students in grades TK, K, and 4-6 will report directly to classrooms upon gates opening. Students in grades 1-3 will report to the MPR. At dismissal, TK and K students may be dismissed from the exterior door of the library. All other grades will be kept under covered walkways until students see their family.

## Guidelines for Student Fees

The Orange Unified School District has published "Guidelines for Student Fees" that we follow when planning field trips and Outdoor Science School programs. Public schools are prohibited from charging mandatory fees for educational activities, and are required to provide all materials, supplies, and equipment to students free of charge. Donations may be collected however, for the following:

- May collect donations for field trips, excursions and insurance in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds (Education Code 35330(b); 35331.)
- May collect donations for Outdoor Science School provided no student is denied the opportunity to participate and there is an alternative activity for students who stay home. This applies only to those programs that comply with Education Code 8760 et seq. (Education Code 35335.)
- May charge for replacement cost of district books or equipment lost by student or willfully cut, defaced or injured; this assumes the item is returned without damage beyond normal.

# Running Springs Academy - Homework Policy

*The Running Springs staff is committed to providing a quality education which will empower all students to achieve academic success, embrace life-long, and become productive citizens. An essential component in working to meet this goal is the establishment of a strong partnership between staff, students and their families. We believe homework should be purposeful, reflect classroom instruction, and help facilitate communication between school and home. Homework at Running Springs is designed to provide students additional practice on academic skills, develop and contract new meaning from content, and promote school learning in the home environment.*

<b>Part I: Purpose Statements</b>	<i>For each grade level, articulate the purposes for which work is assigned.</i>
<b>Transitional Kindergarten</b>	Homework is designed to encourage parent/child interaction. The tasks reinforce key concepts essential to Kindergarten readiness.
<b>Kindergarten</b>	Homework provides an opportunity to enrich and reinforce concepts being taught in class. Homework also promotes parent involvement and foundational study habits.
<b>First Grade</b>	We encourage students to develop responsible study habits by practicing, reviewing, and mastering concepts learned in class. In addition, we expose them to enrichment.
<b>Second Grade</b>	Homework is to reinforce daily lessons, develop independent reading skills, form a home-school connection where parents are actively monitoring progress, while building responsible, independent learners.
<b>Third Grade</b>	Homework is used as an extension of the classroom learning. It reinforces the daily learning and allows each student to check their own understanding of concepts and to drive instruction for the following day. Homework also develops good study routines and promotes personal autonomy needed for academic success.
<b>Fourth Grade</b>	Homework is an opportunity to reinforce learning and develop study skills/work habits while involving parents in the learning process. Additionally, homework provides time for self-assessment while fostering independence and establishing routines.
<b>Fifth Grade</b>	Homework is to build student responsibility, independence, and study habits, including time management, in order to practice, review, and enrich their educational program.
<b>Sixth Grade</b>	Homework is to review and reinforce concepts taught in class. Assignments will develop time management skills, promote positive study habits, and foster student accountability that will prepare them for the rigors of middle school.

<p><b>Part II: Purpose Statements</b></p>	<p><i>For each grade level, articulate the purposes for which work is assigned.</i></p>
<ul style="list-style-type: none"> <li>• Help provide a consistent, organized, and distraction-free workplace for homework to be done.</li> <li>• Monitor you child’s computer, phone, and technology usage.</li> <li>• Monitor your child’s homework and assignments on Student Portal.</li> <li>• Help your child prioritize assignments by reviewing homework logs daily to ensure efficient use of time.</li> <li>• Help your child establish a consistent schedule for completing homework or help him/her create a schedule each week that reflects that week’s activities.</li> <li>• If homework seems excessive or you have concerns, please communicate with your child’s teacher.</li> </ul>	
<p><b>Part III: Purpose Statements</b></p>	<p><i>The means by which parents/guardians shall be informed about: homework expectations; how homework is factored into student grades, when it is factored into student grades; how to respond when homework demands feel excessive.</i></p>
<ul style="list-style-type: none"> <li>• Homework policies will be communicated through several platforms including Back to School Night, during parent conferences, on school and teacher websites, in newsletters, and in student planners.</li> <li>• Homework will be communicated through a variety of means such as weekly communication folders, daily Dojo messages, Haiku, Parent Portal, and homework journals.</li> <li>• In addition, we will communicate with students by discussing homework expectations during class time and during one-on-one conferences.</li> </ul>	