

# Family Handbook

2021 - 2022



## THE RHOADES SCHOOL™



### 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

Web: [www.rhoadesschool.com](http://www.rhoadesschool.com)

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

Twitter: [https://twitter.com/rhoades\\_school](https://twitter.com/rhoades_school)



# THE RHOADES SCHOOL™



## **Mission:**

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

## **Vision:**

Students are challenged with a rigorous curriculum, a supportive peer group, and suitable guidance in an encouraging and thoughtful manner. We seek to establish in each student the singular love of learning.



## **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.

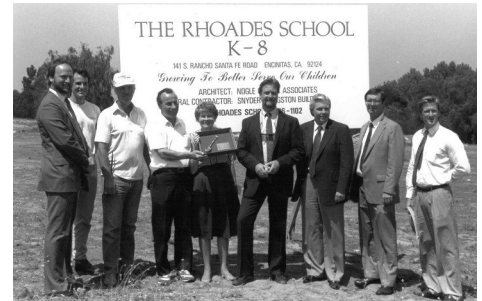
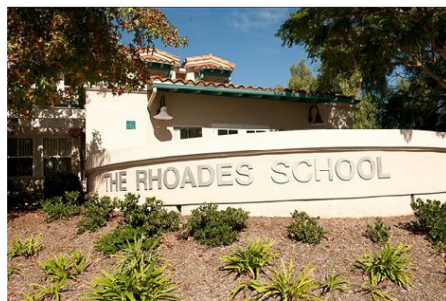


*The Rhoades School accredited by [WASC](#) (Western Association of Schools and Colleges).*



# A Message From the Head of School, Dr. Regina McDuffie

The Rhoades School is unique among the educational options that exist in San Diego County. As a TK – 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, communicated either implicitly or explicitly, 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

Website: [www.rhoadesschool.com](http://www.rhoadesschool.com)

Twitter: [@Rhoades\\_School](https://twitter.com/Rhoades_School)

Facebook: [@RhoadesSchool](https://www.facebook.com/RhoadesSchool)

#### The Rhoades School - **Lower School**

141 S. Rancho Santa Fe Rd.

Encinitas, CA 92024

(760) 436-1102

### Office Hours

Lower School Office: 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 half days.

### School Hours

#### **Lower School:**

School hours vary according to grade level:

**TK:** 8:45 a.m. - 2:30 p.m.

(Morning & After-School Extended Day available)

**Kindergarten:** 8:45 a.m. - 2:40 p.m.

(Morning & After-School Extended Day available)

**Grades 1 & 2:** 8:45 a.m. - 2:50 p.m.

(Morning & After-School Extended Day available)

**Grades 3 - 5:** 8:45 a.m. - 3:05 p.m.

(Morning & After-School Extended Day available)

### Administration Contact Information

Head of School - Dr. Regina McDuffie

[rmcduffie@rhoadesschool.com](mailto:rmcduffie@rhoadesschool.com)

760-436-1102, ext. 308

Director of Admissions - Sasha Turtz

[sturtz@rhoadesschool.com](mailto:sturtz@rhoadesschool.com)

760-436-1102, ext. 302

Lower School Assistant Principal - Jeff Nolan

[jnolan@rhoadesschool.com](mailto:jnolan@rhoadesschool.com)

760-436-1102, ext. 309

#### The Rhoades School - **Middle School**

910 Encinitas Blvd.

Encinitas, CA 92024

(760) 944-6335

Middle School Office: 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 half days.

#### **Middle School:**

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

(After-School Extended Day available)

Middle School Principal - Joanne Pate

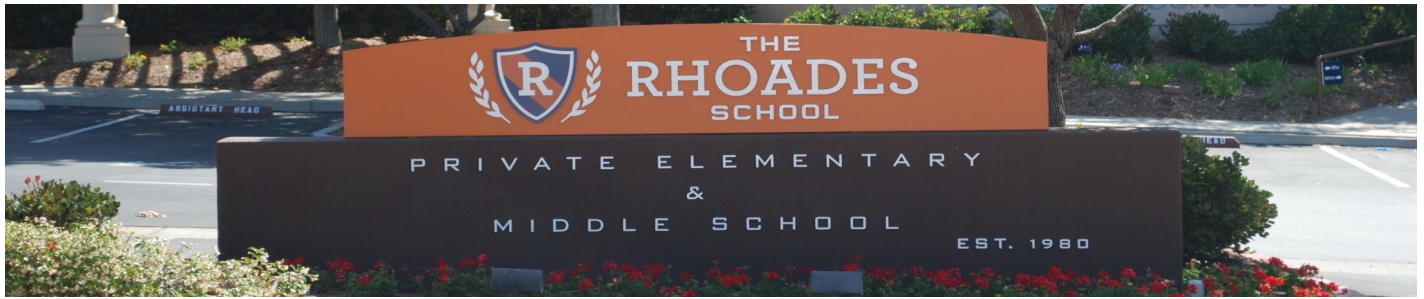
[jpate@rhoadesschool.com](mailto:jpate@rhoadesschool.com)

760-944-6335, ext. 501

Business Manager - Danene Schott

[dschott@rhoadesschool.com](mailto:dschott@rhoadesschool.com)

760-436-1102, ext. 303



### **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.

### **Visitors**

When allowed, all visitors must sign in at the front office and receive a visitor badge. To avoid distractions during classroom time, visitors should not visit classrooms without previously making arrangements with the classroom teachers.

### **Photography**

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.

### **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

### 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. The Head of School reviews 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:

When allowed on campus, all visitors should ring the doorbell to be let into the office. **All visitors, including parents, must sign in at the front office.**

### Security Cameras & Alarm System

Security cameras are placed throughout both 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.

## HEALTH & WELLNESS POLICIES

### Immunizations

All students attending The Rhoades School must have copies of their current immunization records on file with the school office. Additionally, the State of California has specific requirements for health records for TK, Kindergarten, Grade 1, and Grade 7. See [shotsforschool.org](http://shotsforschool.org) for more information.

In 2016, California introduced a new law regarding personal belief statements (see [here](#) for more information). Before Grade 1, students must provide a copy of the 'School Entry Health Checkup Requirement' (green form) prior to the first day of school.

### Medication Policy

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

#### ***Non-prescription Medications***

Parents must complete a [Medication Policy & Administration Authorization Form](#) available online in order for school personnel to be able to administer medication. 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 Medications***

All of the above information must be provided with a signed note from the prescribing doctor. The medication must be provided in the original pharmacy container with the pharmacy prescription securely attached and legible. Please refer to the [Medication Policy & Administration Authorization Form](#) for any medications that your student might need to bring with them to school.

#### ***Severe Allergies or Asthma***

An allergy and/or asthma action plan, completed by a physician, must be submitted to the school if a student has been prescribed an epi-pen or inhaler, or has severe allergies requiring the use of an inhaler or any condition causing anaphylaxis.

[Sample Allergy Action Plan](#)

[Sample Asthma Action Plan](#)





## Illness Policy

When a student becomes ill or injured at school, 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, strep throat, head lice, 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 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.

Parents must prescreen for illness and COVID-19 symptoms each morning prior to arrival. See the pre-screen checklist [here](#).

### ***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. Any symptoms of COVID-19 (fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea). If a child has any COVID-19 symptoms, the child must be kept home until the child meets the following criteria:
  - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
  - ii. Other symptoms have improved; **and**
  - iii. The child has a negative test for SARS-Cov-2, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g. Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since system onset.
2. A rash. (An exception would be a rash due to allergic reaction).
3. Any contagious disease such as, but not limited to, COVID-19, strep throat, chickenpox, measles, mumps, pink-eye, and head lice. Please report any occurrences to the office.
4. 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.
5. If a child has been breathing rapidly, with effort or wheezing.
6. 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.

## **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. If necessary, an ambulance or paramedic may be called in an emergency. Until the arrival of a parent or medical personnel, the administration will make the necessary decisions regarding the care of the child.



## PARENT COMMUNICATION & PARTNERSHIP

### Parent 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. Emails will be returned within 24 hours on the next school day. Additionally, the school sends weekly Rhoades Reminders to our community.

Lower school classroom teachers will send bi-monthly communication via email and specialist teachers will communicate with you every other month.

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

**Phone Calls** - You can also contact your teacher by phone. Teacher voicemail extensions are posted on faculty webpages at [www.rhoadesschool.com](http://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 & Teacher Webpages** - [www.rhoadesschool.com](http://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 parents 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.

**Parent/Guardian Conferences** - Two formal conferences (parent/guardian-teacher conferences for parents/guardians of students in Grades K-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. All conferences will be held via Zoom.

**Social Media Platforms** - Twitter & Facebook are a great way to stay up to date on school news.

Twitter: [https://twitter.com/rhoades\\_school](https://twitter.com/rhoades_school)

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) (Lower School and/or Middle School).

### The Rhoades Foundation

The Rhoades Foundation is a the parent/guardian support organization for The Rhoades School. It is a non-profit organization committed to the enhancement of educational opportunities for Rhoades students. The Rhoades Foundation is a vehicle for receiving and dispersing resources consistent with the above-stated objectives. These resources are dispersed at the discretion of the Board of Directors. The Rhoades Foundation and its Board of Directors may be reached at [www.RhoadesFoundation.org](http://www.RhoadesFoundation.org) or via email at [Communications@RhoadesFoundation.org](mailto:Communications@RhoadesFoundation.org).

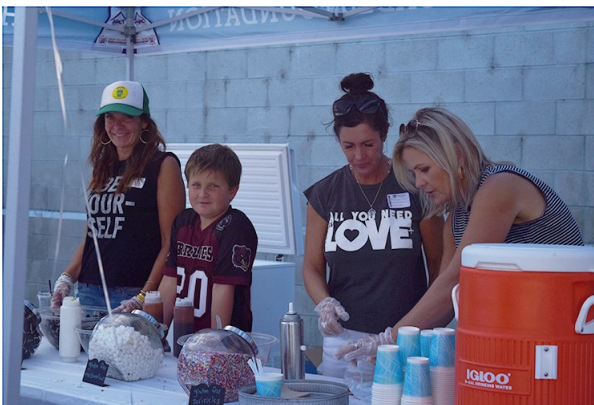
### Birthdays and Special Occasions

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. Birthday snacks must be individually pre-packaged (per student) and for the 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.





# **Lower School Policies & Guidelines**

## 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 unexcused<sup>1</sup>. 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 indicated the name of the student, grade, teacher and reason for the absence.

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

### Arrival and Dismissal

Lower School is in session during the following hours:

**TK:** 8:45 a.m. - 2:30 p.m.

**Kindergarten:** 8:45 a.m. - 2:40 p.m.

**Grades 1 & 2:** 8:45 a.m. - 2:50 p.m.

**Grades 3 - 5:** 8:45 a.m. - 3:05 p.m.

### *Arrival*

**Grades 4 & 5:** 8:15 a.m. – 8:25 a.m.

**Grades 2 & 3:** 8:25 a.m. – 8:35 a.m.

**Grades TK, K & 1:** 8:35 a.m. – 8:45 a.m.

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

There is no emergency drop in for After-School Extended Day.

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

Parents/guardians are required to [pre-screen](#) their children before attending school each morning. If a child has any COVID-19 symptoms, the child must be kept home until the child meets the following criteria:

- i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **AND**
- ii. Other symptoms have improved; **AND**
- iii. The child has a negative test for SARS-Cov-2, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g. Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since system onset.

Families with siblings in multiple grades should arrive during their oldest child's drop off time. Please do not queue in the parking lot prior to 8:15 a.m. Prior to 8:15 a.m., supervision is only available through Extended Day. Students should arrive at school during their arrival times listed above and will be greeted by a teacher in the parking lot. Students will immediately proceed to their classroom. If safety guidance allows, the flag ceremony begins at 8:50 a.m. Students who are not in their classroom for attendance at 8:45 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:** 3:05 p.m.

After-School Extended Day is available after dismissal until 6:00 p.m.

There is no emergency drop in for After-School Extended Day.

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. **Parents/guardians must remain in their vehicles. No walk ups are allowed.**

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.

### **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.** Parent/guardian chaperones are required to submit a negative TB test result to the school prior to the trip. Overnight chaperones must have an additional FBI and 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***

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 and legible and put in a Ziploc bag with the [Medication Administration Authorization Form](#) included.

## **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.



## **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).
- 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, 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.

## **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. Parents/guardians contacted by administration
6. Day of reflection
7. Suspension
8. Disenrollment

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** - 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.

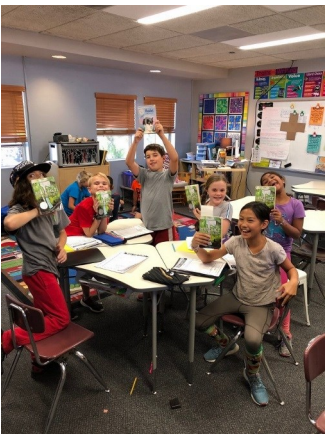
For safety and comfort, all students must wear closed-toed shoes, and are required to wear supportive, rubber-soled athletic shoes for Physical Education classes and recesses.

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.

### 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.



## 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
Kindergarten.....	none
First Grade.....	15 minutes
Second-Third Grade.....	30 minutes
Fourth-Fifth Grade.....	45 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. If these devices are out and/or in use without permission, they will be confiscated. Confiscated items may be picked up at the front office by the student at the end of the school day. After multiple offenses, parents will have to pick up the device.

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.

## LOWER SCHOOL After School Programming

### Extended Day

#### *Extended Day*

The Rhoades School offers both before and after-school care in our Extended Day Program. Students on campus 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 6:00 p.m. There is no charge for students dropped off after 8:15 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.

#### *Emergency Extended Day*

Emergency drop in for Extended Day is not available at this time. Students not enrolled in Extended Day must be picked up at their dismissal time.







## **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:

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

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

# **Middle School Policies & Guidelines**

## 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 unexcused<sup>1</sup>. 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.

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

### Arrival and 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.

Parents/guardians are required to [pre-screen](#) their children before attending school each morning. If a child has any COVID-19 symptoms, the child must be kept home until the child meets the following criteria:

- i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **AND**
- ii. Other symptoms have improved; **AND**
- iii. The child has a negative test for SARS-Cov-2, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g. Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since system onset.

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 4:30 p.m. without incurring Extended Day charges.

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

There is no emergency drop in for After-School Extended Day.

Students not enrolled in Extended Day must be picked up by 4:30 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.

### **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.** Parent/guardian chaperones are required to submit a negative TB test result to the school prior to the trip. Overnight chaperones must have an additional FBI and 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***

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 and legible and put in a Ziploc bag with the [Medication Administration Authorization Form](#) included.



## **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. Student may not copy the work of others, peers or authors, without citing their sources. 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. Day of reflection
6. Suspension
7. 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, 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** - 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

All students are required to wear a face covering while in school. The only times students are allowed to remove their face covering is while eating and during P.E. activities.

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 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.

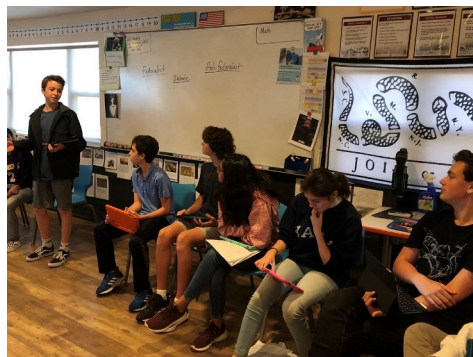
If a question arises regarding acceptable dress standards or student appearance, the final decision rests with the school administration.

### 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.

Cell phones and smart watches are allowed on campus, but we encourage students to leave them at home. 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. If these devices are out and/or in use without permission, they will be confiscated. Confiscated items may be picked up at the front office at the end of the school day. After multiple offenses, parents will have to pick up the device.

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.

### Guidelines for Applying to Secondary School or Other Schools

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

## MIDDLE SCHOOL After School Programming

### *Extended Day*

The Rhoades 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 4:30 p.m. without incurring Extended Day charges. Any Middle School student remaining after 4:30 p.m. must be signed up for Extended Day.

A supervised program is offered Monday-Friday from 4:30 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 4:30 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.

### *Emergency Extended Day*

Emergency drop in for Extended Day is not available at this time. Students not enrolled in Extended Day must be picked up by 4:30 p.m.







## **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
- Girls basketball
- Girls volleyball
- Co-ed cross country
- Co-ed track & field

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