

Raskob Student Handbook

2014-15

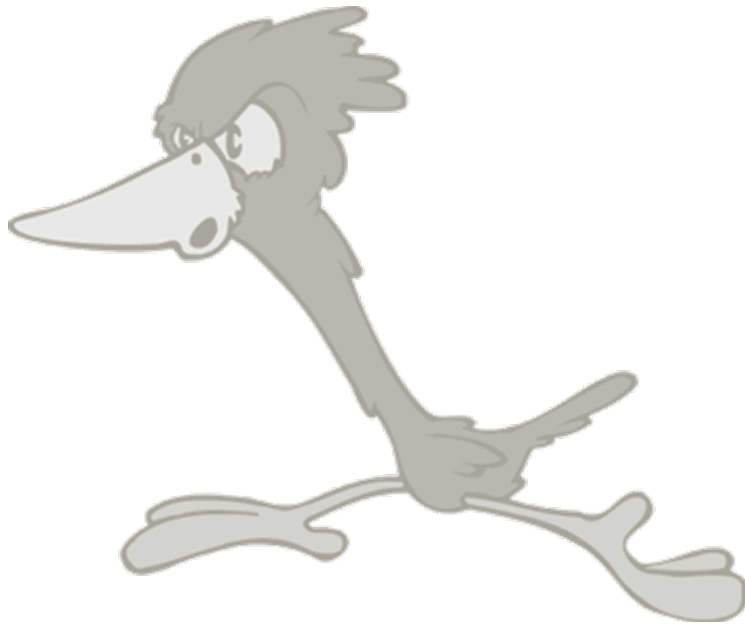


TABLE OF CONTENTS

<u>I. Basic Information</u>	4
Mission and Creed	4
Accreditation/Associations	4
Goals and Objectives	5
Main School/Office Contact Information	6
<u>II. School Schedules</u>	6
School Calendar	7
Bell Schedule/Hours of Operation	8
Drop-Off/Pick-Up	9
Absences/Illness	9
Late Arrival/Dismissal	10
<u>III. About Our Program</u>	11
Academic Program	11
Assessment	11
Advisory	12
Class Fee	12
Field Trips	12
Physical Education	13
Homework	13
After-School Programs	14
Sports League	15
Transition/Graduation	15
Specialist Services	16
<u>IV. Citizenship</u>	17
School Rules	17
Dress Code	18
Behavior & Social Skills	19
Problem Solving Strategies	20
Disciplinary Action	21
Harassment	22
Possessions	24
Technology Acceptable Use Policy	25
<u>V. Student Life</u>	28
Assemblies	28
Student Leadership	28
Social Events	28
Lunch	28
Lost and Found	29
<u>VI. Health and Safety</u>	29
Visitors	29
Immunization	29
Medication	29
Emergency Procedures	29

VII. Communication	30
Student Planners	30
Email	30
Telephone/Messages	30
Teacher Communication/Case Management	31
Parent Conferences	31
Student Study Team Meeting (SST)	31
Individualized Education Plan (IEP)	32
Confidentiality	33
VIII. Parent Involvement	34
Parents' Association and Resources	34
Participation/Volunteer Expectations	34
Fundraising	34
Tax Deductibility	35
Campus Access	35
Parent/Guardian/Student Acknowledgement	36

I. BASIC INFORMATION

Mission Statement

Raskob Learning Institute and Day School is a co-educational school for bright students from diverse cultural and economic backgrounds with language-based learning disabilities. Raskob seeks to recognize and nurture the talents and strengths of each student while remediating areas of academic weakness through individualized curriculums and multi-sensory teaching approaches. Raskob's safe and nurturing environment fosters the academic and social growth of each child. By participating in Raskob's program, students experience success and recognize themselves as learners.

Accreditation/Associations

Raskob Day School holds a current and unconditional certification as a nonpublic, nonsectarian school from the California Department of Education. Raskob contracts with a number of local school districts to provide educational services to their students. Raskob is also fully accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC). Raskob is also a member of the California Association of Special Education Schools (CAPSES). Other memberships include the East Bay Independent Schools Association (EBISA), the East Bay Learning Disabilities Association (LDA), and the Parents Education Network (PEN).

Raskob Learning Institute Creed

Respect for the individual child, and

Acceptance of where and what they are.

Structure, yet freedom within it,

sKillful teaching, with consideration for the

whOle child, and dedicated adherence to the

Belief that the child who fails can yet succeed.

Raskob Day School

Goals and Objectives

Community:

Raskob students are socially responsible individuals who will demonstrate ethical and involved commitment to their community by:

- Accepting responsibility for their actions, and using sound judgment for personal choices
- Demonstrating respect for a diversity of learners in their school community
- Exhibiting, through action and expression, a respect for the environment

Competency:

Raskob students will be socially, emotionally, and physically competent individuals who are:

- Diverse thinkers
- Technologically literate
- Socially and emotionally grounded, demonstrating self-awareness, pro-activity, and perseverance
- Self-directed in goal-setting and goal-driven learning
- Flexible in their cognition and able to adapt to changing situations
- Knowledgeable about nutrition and are leading active and healthy lifestyles

Raskob students will exhibit educational competency in academic and enrichment activities by:

- Utilizing learning strategies to access key concepts in the curriculum
- Demonstrating knowledge in core content areas
- Reading and writing effectively
- Applying functional math skills in real-life activities and situations
- Demonstrating functional organizational skills in their daily academic endeavors

Communication:

Raskob students will acquire and effectively use active forms of communication to:

- Express thoughts through written and oral communication
- Demonstrate verbal and non-verbal actions that convey empathy and compassion
- Exhibit social awareness through collaboration and cooperation
- Self-advocate for social, emotional, and academic needs

Staff List

Administration

Edith Ben Ari
Stefani Wulkan
Polly Mayer
Jessica Baiocchi
Ricardo Almada
Marlen Valle

Executive Director
Lead Teacher / Assistant Director
Clinic Director
Director of Admissions / Program Coordinator
Dean of Students
Front Office Administrator

Faculty and Teaching Associates

Hillary Cohen
Valerie Cordes
Kaitlin Higuera
Megan Almada
Erika Williford
Nicolette Hagstrom
Megan Sweeney
Mark Lopez
Melissa Flores
Karen Sinn
Joshua Schmidt
Rebecca Berreman
Ali McKenna
Kira Maritano
Emma Ammirati
Dana Mack
Paul Bancroft
Kimberly San Gabriel

Elementary Teacher
Elementary Teacher
Elementary Teacher
Middle School Math Teacher
Middle School Reading Teacher
Middle School Writing Teacher
Middle School Science Teacher
Middle School Social Studies Teacher
Physical Education Teacher
Teaching Associate
Teaching Associate
Teaching Associate
Teaching Associate
Teaching Associate
Teaching Associate
Teaching Associate
Teaching Associate
Teaching Associate

Enrichment Programs

Music Teacher
Art Teacher

Josh Schmidt
Nancy Jones

Specialist Services

Stacey Outten
Dr. Kate Perry
Zell Siepser
Liz Isono

M.F.T.
Educational Psychologist
Speech Therapist
Occupational Therapist

August

22nd New Student Lunch 12:00-1:00
22nd New Student Check-In 1:00-2:00; 2:30 Teacher
Check-in
25th First Day of School
25th Back to School Tea 8:30 CA Room

September

1st Labor Day **NO SCHOOL**
2nd First Day of ASP
11th Back to School Night

October

**1st-- Professional Development ALL STAFF- Noon
Dismissal NO ASP**
3th Photo day
17th Spirit Day Assembly
20th – 28th Parent Teacher Conferences –
23rd – 24th Minimum Days (12:00 Dismissal)

November

1st Financial Aid Applications Accepted through SSS
10th Veterans Day Observed **NO SCHOOL**
21st Turkey Trot & Spirit Day Assembly
24th – 28th Thanksgiving Break **NO SCHOOL**

December

19th Minimum Day (12:00) **NO ASP**
19th Winter Performance
22nd – 1/2/15 Winter Break **NO SCHOOL**

January

5th School Reopens
19th MLK Day of Service **NO SCHOOL**
20th Spring ASP Begins

February

2nd – 6th Health Education Grades 5-8
6th Deposit, Enrollment Agreements Due
6th Financial Aid Applications Due to SSS & Raskob for
Priority Consideration
11th Science Fair
16th – 20th Presidents Week **NO SCHOOL**

March

2nd – 6th B.A.S.I. Testing ALL Students
9th – 13th Optional Parent Teacher Conferences Grades
2-7
9th – 13th Optional High School Check-in for 8th
Graders
12th Financial Aid Decisions Made & Mailed
30th –April 2nd Field Studies Week

April

3rd – Staff Development Day – **NO SCHOOL**
6th – 10th Spring Break **NO SCHOOL**

May

4th -8th Teacher Appreciation Week
7th High School Info Night & High School Night Fair
14th Raskob Open House (6:00-7:30)
22nd Spring Performance
25th Memorial Day **NO SCHOOL**

June

4th Awards Night & Potluck
10th Eighth Grade Graduation
11th Eighth Grade Skip Day
12th Last Day of School Minimum Day (12:00
dismissal)**NO ASP**
22nd Raskob Summer Clinic Program Session I Begins

Bell Schedule/Hours of Operation

PLEASE NOTE: all students are released at 2:15 on Wednesdays

Raskob Elementary Schedule (grades 3-5)

Mondays, Tuesdays Thursdays and Fridays	
8:00 – 8:25am	morning recess/arrival
8:25 – 8:30	passing period – to classrooms
8:30 – 11:15	classroom instruction
11:15 – 12:00	lunch and recess
12:00 - 3:00	classroom instruction

Wednesday, early release	
8:00 – 8:25am	morning recess/arrival
8:25 – 8:30	passing period – to classrooms
8:30 – 11:15	classroom instruction
11:15 – 12:00	lunch and recess
12:00 – 2:15	classroom instruction

Middle School Bell Schedule

DAYS	Schedule
M/T/Th/F	Schedule
8:00 – 8:25	Morning recess
8:30 - 9:20	Period 1
9:22 - 10:12	Period 2
10:14 - 10:30	SSR/Brunch
10:30 - 11:20	Period 3
11:22 - 12:12	Period 4
12:14 - 12:49	Lunch/Recess
12:51 - 1:41	Period 5
1:43 - 2:33	Period 6
2:35 - 3:00	Advisory

Wednesday	Schedule
8:00 – 8:25	Morning recess
8:30 - 9:18	Period 1
9:20 – 10:08	Period 2
10:10 – 10:58	Period 3
11:00 – 11:48	Period 4
11:50 – 12:35	Lunch Recess
12:37 - 1:25	Period 5
1:27 – 2:15	Period 6

Drop-off/Pick-up

Important Safety considerations

We are committed to your child's safety at all times. Unstructured times before and after school are closely monitored by staff to assure your child's safety. We do not have the staff to monitor your student beyond the times listed. **A \$10 late pick up fee will be charged for each 15 minutes past the scheduled pick-up time after regular school hours if a child is not enrolled in the Afterschool Program; this fee also applies to any school events that may occur outside of the regular school day (evening dances, field trips, Field Studies Week).** Please be considerate of our schedules and help us keep your child safe.

- § Students may arrive at Raskob no earlier than 8:00 am and must be picked up by 3:15 pm on Monday, Tuesday, Thursday and Friday and by 2:30 pm on Wednesdays if they are not signed up for the after school program.
- § To decrease traffic and increase safety, all students should be dropped off and picked up in the Raskob parking lot adjacent to the playground. All traffic must enter at the top of the hill from the HNU student parking lot.
- § Students **must** be picked up promptly after formal supervision/Afterschool Program ends. ***Any family who picks up their child more than 15 minutes from the end of the school day will be charged a late fee of \$10 per 15 minutes late that will be billed through our business office.***

If you are going to be late: call the main office @ 436-1275 x2 or the After School Program Line @ 436-1444 if your child is enrolled in ASP.

- § All students must be signed out by an approved parent/guardian/pick-up designee if they are leaving at any other time than their official school or enrichment activity plan. Failure to sign your student out of school will result in a phone call home to verify your student's whereabouts.
- § If you have an emergency need for supervision, please contact Raskob immediately to put a supervision plan in place.

Absences/Illness

If your child will be absent or unavoidably late, please call the school before 8:30 a.m. When a student returns from an absence, he/she needs to bring a note from home explaining the absence. The note should include:

- § the full name and grade of the student
- § the date(s) of the absence
- § the reason for the absence
- § the signature of the parent

A doctor's note may be required if the absence is longer than five consecutive school days. Please notify us immediately if an ailment is contagious, as we are required to notify other parents.

Our teachers prepare their lessons for a set number of school days, and students who miss school are being deprived of valuable instruction. We are prepared to help students who miss school because of illness or absences that cannot be prevented.

Raskob Day School strongly encourages family-centered activities, including family trips, but NOT during school time. It is detrimental to the educational program of your child if he or she is absent from school. Scattered attendance produces scattered performance. You can help us in this regard.

Raskob is not obligated to provide work packets for student absences unrelated to illness/emergency. Any work missed is expected to be completed within a reasonable amount of time upon return to school.

Please try to make dentist, orthodontist, and doctor appointments after school hours.

In addition, for students whose schooling is funded by school districts, any absence that is not illness-related means a loss of tuition for Raskob. If it's absolutely unavoidable for a student to miss school when not ill, please let us know at least a week in advance and teachers will put together a packet of work for independent study.

Any student who becomes ill during the day should report to the front office. If the student needs to go home, the parent/guardian will be called to pick up the student. A student will not be permitted to leave campus unless the parents/guardians can be contacted.

All injuries sustained in school should be reported to the teacher or coach in charge as soon as they occur, whether the student considers the injury significant or not.

Truancy or "cutting" is defined as an absence from class for any part of the school day without the knowledge and consent of parents, guardians, and school authorities. Truancy will result in academic credit being withheld for work missed, plus appropriate disciplinary actions.

Late Arrival/Dismissal and Tardiness to Class

If your child will arrive late due to an appointment, etc., please notify the school office in advance by telephone or email. Upon arrival to school **you must sign your child in at the office in order for them to get a slate slip to class**; students are not admitted to class without a late slip.

If your child needs to leave early, please notify the school office in advance with the reason for early dismissal. When you arrive to sign your child out at the front desk, your child will be called to the office.

Chronic tardiness is a serious concern for Raskob Day School administrators and teachers. Parents will be asked in for a family conference if a student is consistently late. If tardies continue, then the result may be academic credit being withheld for work missed, such as earning an "Incomplete" on report cards, or other disciplinary action. Our instruction explicitly addresses how to prepare to learn. A late arrival starts the day disorganized. Students enter the class unprepared and unsettled.

III. ABOUT OUR PROGRAM

Academic Program

Raskob Day School's academic program is designed to meet the needs of each student and is guided by the California State Content Standards and Frameworks. Academic content is designed to remediate and accelerate. Teachers remediate skills in reading, writing, and math through intensive instruction and repetition. They accelerate through classroom discussions and hands-on activities that are designed to be challenging and intellectually stimulating. We emphasize research-based instructional strategies that are designed to be effective with students with learning disabilities.

The majority of Raskob's students are developing organizational strategies. All of our instructional activities are designed to aid in this development; they are incrementally structured, follow clear steps, and encourage the development of strategies for learning and studying. Students are explicitly taught to understand directions, textbooks, time management, organization of supplies, and other study skills. Students are also taught social skills: explicitly during homeroom; informally during unstructured times such as lunch, recess and free time; and therapeutically during social skills groups. Students are helped to understand their learning differences, how to learn strategically so that they can make progress, how to ask for the kind of help they need, and how to feel pride in themselves as learners and in their academic accomplishments. In short, they are taught to advocate for themselves.

Elementary classes average 12 students in size, are self-contained, and cover all the core academic subjects (i.e. reading, written language, math, social studies, and science). Each classroom is assigned a teacher and a teaching associate. Students are taught both in small groups organized by academic level, and in whole class lessons. Students also have teachers for P.E., art, and music classes.

Middle school students are taught in mixed grade classes of 6th, 7th, and 8th graders, averaging 10-12 students in size. Each classroom is assigned a teacher and a teaching associate. Students are grouped by their individual academic levels. Students also receive daily P.E. instruction; advisory, Sustained Silent Reading (SSR); and art and music weekly.

Assessment

All students entering Raskob are required to have completed a recent comprehensive psycho-educational or neuro-psychological evaluation. All Raskob students must adhere to a triennial (3 year) cycle of evaluation. These evaluations may be completed independently or through the Raskob Learning Institute Diagnostic Program. Additionally, each year in the Spring, all Raskob students are administered a battery of norm and criterion referenced achievement tests assessing academic skills. The profile of a student's progress is charted through the three-year comprehensive evaluation process, yearly Raskob normed assessments, and teacher observations of classroom performance via portfolio and criterion-referenced testing. Teachers often observe a change in attitude towards learning, feelings of deeper investment in learning, and a willingness to take academic risks. It is important to note that standardized tests do not always specifically measure an increase in attention span, better focus on visual and auditory input, more fluid motor control, increased fluency in language, a greater ability to follow directions, or a more organized approach to tasks. Raskob's multi-tiered evaluative approach allows for the development of informed and individualized educational goals for each student.

As a state certified, non-public school, Raskob participates in the California Standardized Testing and Reporting (STAR) Program. Only district funded students are required to participate in testing each year. Parents have the right to exempt their students from testing. Each year a small number of our students take part in testing with accommodations that may include but are not limited to: small group administration, extended time, writing in test booklet, frequent breaks, etc. Raskob may not receive the results of these tests. Parents should request the results of the STAR test from their district.

Advisory

As part of Raskob's commitment to developing the whole child, every student has an advisory period. Global themes for all advisory periods are based on principles from the "Life Success Strategies" from the Frostig Center, and are guided by character education themes which are determined by student need and input from families, faculty, students, and staff. These strategies include: self-awareness, pro-activity, perseverance, goal-setting, support systems, and emotional coping strategies. Additional topics may include: communicating effectively, resolving conflicts, dealing with peer pressure, friendship issues, developmentally appropriate health education and topics, and media influences. Middle school students have this time at the end of every day, whereas elementary students may have it two or three times per week. The 8th grade advisory program also includes activities tailored for transition to high school and post-secondary options. 8th grade students also complete an 8th grade project in preparation for graduation.

Annual Class Fee

Raskob Day School charges an annual class fee of \$250 per student, which includes a four day field study excursion each spring, a yearbook, school spirit activities such as: school assemblies and speakers, Thanksgiving Turkey Trot, and other engaging and enriching activities throughout the year. Fees not paid by September 15th will be billed to account.

Field Trips

Field trips are planned throughout the year to enhance study units and to provide connections to community. These trips are planned as a learning experience for the students. This can only be done through good planning and a certain amount of structure when the students are off campus. As lessons are planned around these trips, parents/guardians are asked to encourage students to remain on task during field trips and to refrain from engaging teachers or teaching assistants in conversation about their child or another student. Only parents/guardians of students enrolled in the school may participate as drivers/chaperones, and only students enrolled in the Day School may attend.

For your child's safety and well-being, a permission slip must be returned and be on file at school prior to the actual day of the scheduled trip or the student will not be able to participate and will need to spend the day at home. All drivers must be appropriately insured and each passenger must have a seat belt. Also, for the safety of all passengers, we ask that drivers refrain from using cell/car phones while operating the vehicle.

In addition to field trips during the year, Raskob has planned a field studies week for the entire school in the spring of 2011. All Raskob students participate in a variety of exciting, week-long thematic educational experiences.

A child not attending a field trip or Field Studies Week for any reason must stay home.

Physical Education

The philosophy of the Physical Education program is to help each student reach his or her full potential emotionally, socially and physically. Physical education activities emphasize motor development, fitness, positive self-image, and appropriate social interaction.

Students are required to participate in all P.E. activities. If requesting a child be excused from P.E., parents/guardians must send a written explanation to the classroom teacher. The note must specify the reason and the length of time. Although excused, the student will attend the P.E. class, but not participate in the activities. If a written note is not received, the student will not be excused from participation. *Any excuse requested for longer than five consecutive days must include a physician's authorization.*

Since students can not keep their items in a locker room, parents/guardians are asked to encourage students to wear shoes and clothing to school that will allow for maximum participation in P.E. This is not only for the comfort of the student, but is also important in helping to prevent injuries. You might wish to have your child leave P.E. shoes and an extra pair of socks at school.

Students must have separate shoes acceptable for P.E. use only. Tennis shoes or sneakers with non-marking white soles are required P.E. equipment. Shoes that mark the gym floor will not be permitted.

PE classes are held daily for approximately 45 minutes. During the school year, a wide variety of individual activities and team sports skills are offered to allow students to experience success, enjoyment and knowledge of different physical activities. Students' skills are enhanced through sequential instruction, practice, and competition. Students are also encouraged to develop coordination and motor development through activities designed to strengthen body and spatial awareness, laterality, balance, basic locomotor skills, and hand-eye/foot-eye coordination. An emphasis is placed on developing cardiovascular and total body fitness. Good sportsmanship and safety are also emphasized.

A swimming program is an integral part of planned physical activities. This program includes cardiovascular fitness, basic water safety instruction, swim and diving instruction, and water games. Swimsuits and towels need to come with the student daily during swimming months.

Our main concern will always be your child's safety and well-being. In the event of an accident or emergency, if it is deemed appropriate by the Physical Education Instructor or other personnel, an ambulance may be called to campus. Parents will be contacted immediately of any such incident. (Please keep us informed of any changes in emergency information, especially telephone numbers where you can be reached during the day.)

Homework

In general, homework will be assigned four nights a week, Monday through Thursday. Assignments will reflect individual needs and abilities. **Most importantly, homework is designed to build and strengthen individual responsibility for learning, along with reinforcing and improving skills.** The ultimate goal for each student is to assume the tasks of bringing assigned work home, budgeting time requirements, and returning completed assignments to school. There are several skills involved in fulfilling homework assignments, which include long-term memory, perception of time, organizational ability, and self-discipline. Although students may need help at home with these skills, it is most beneficial for the student if he or she is allowed to become personally responsible for homework. Definite structure within the home, including a specific time

and place for working is most helpful. Successful completion of homework assignments will mean much more to the student when work has been done independently.

Each student should read daily using materials that are of personal interest, and are at an appropriate reading level. If there is confusion about appropriate reading level, this can be discussed with staff. Goals should be set which will most effectively encourage your child to read. These may be in the form of set time limits or specific chapters or pages. The more you can encourage your child to read for pleasure, and to read during leisure time, the more adept he or she will become and ultimately, a reading pattern will be established.

Reading should be a shared pleasure within the family. Observing parents reading for pleasure will enhance the child's perception of the worth of reading. It is also important to read to your child. This will offer exposure to a variety of ideas, information and vocabulary which may not be available otherwise. It will also develop a sense of language and the manner in which ideas are organized, sequenced, and expressed in writing. Furthermore, it may spark curiosity which will lead to additional reading by your child on a subject which is of interest.

Homework is an aid to improve a student's educational and personal growth. The purposes are specific, and it is important that assignments are completed and turned in when due. If this is done, it will avoid the necessity to complete homework at school during lunch or after-school.

After-School Programs

Raskob offers a comprehensive after-care program that includes Homework Clubs, educational therapy services, sports leagues, enrichment classes provided by outside instructors, and general supervision. The After School Program is offered from 3:00-5:30pm on Mondays, Tuesdays, and Thursdays; from 2:15-5:30pm on Wednesdays; and from 3:00-4:30pm on Fridays. The fall session begins on September 1, 2014 and runs through January 16, 2015. The spring session begins January 20, 2011 and will continue through June 5, 2015.

From Monday through Thursday, Raskob offers enrichment classes taught by instructors from the greater Bay Area community.

During Homework Club, students are given the opportunity to work on their homework in a small group setting under the supervision of a Teacher Associate. Parents may sign their children up for any or all four sessions offered (Monday-Thursday).

The Raskob Learning Institute Clinic Program offers 1:1 tutoring and remediation provided by Educational Therapists. Services are offered during the After School Program, and include 30 sessions a semester. Parents who choose to enroll in the clinic are also able to sign up for enrichment classes, general supervision, and Homework Club. These services are provided at an additional cost beyond RDS tuition. Contact Polly Mayer, Clinic Director, for more information, Mayer@hnu.edu or 510-436-1104.

Sports League

MIDDLE SCHOOL (Practices and games TBA)

Co-ed Soccer or Flag Football – September through November
Co-ed Basketball – January through March

Raskob is a member of a competitive sports league. We organize teams, practices and games for our Raskob students. We hold practices for middle school teams 1-2 days per week and have games within the league several times throughout the season.

If your child is interested, willing and eager to be in a league they have options to participate on practice days, and then sign up for an enrichment activity, educational therapy services, or general supervision after practice. On the days they do not have practice they can sign up for all classes offered, or go home. Once we have students signed up for leagues, we can formally set practice schedules. We encourage all students to participate in the Raskob sports league. Our goal is to have students, no matter what their athletic level, experience personal success and learn to value the importance of teamwork.

Sign up for this activity only if your child is willing and eager to participate in structured and competitive practice and games. Students will be expected to regularly attend practices, maintain academic standing in all classes, and be well-behaved in order to participate in the sports leagues. If a coach deems a student unable to keep up with school work and sports league, or if a child's behavior is not in accordance with Raskob behavior expectations, he/she will not be allowed to continue in the sports league. At such time, the student will be re-assigned to a Homework Club.

Due to Sports League scheduling, the season may be over before the end of the After School Program session. If this happens, students will be placed in Homework Clubs to ensure supervision.

No refunds or make-up sessions are offered due to student absence or expulsion from the program. All students and parents must sign a behavior contract to ensure the safety and success of all participants.

Raskob does not want the fee for our competitive sports league be prohibitive. If you need financial assistance for your child, please complete a Sports League financial assistance form and return with your registration by the due date posted.

Transition/Graduation

Raskob strives to support students and families during transitions. When entering Raskob, students are transitioned into school in a careful and deliberate manner; we allocate ample time to help them understand and master the school routines, make peer connections to foster friendships, and get accustomed to the academic rigor.

When students and families are preparing for the transition to high school and graduation, Raskob staff provides intensive and individualized assistance. This assistance takes several forms, including individual conferences, information nights, detailed recommendation letters, communication with the receiving school, and alumni talks.

We believe that positive transitions are best accomplished with much preparation and reflection. When it comes time for 8th grade graduation, Raskob has a tradition of a “graduate-centered”

celebration. We believe that graduation day should be the culmination of a Raskob Day School experience marked by honest communication about learning strengths and needs, social and academic competence and growth, community service, and maturation.

Specialist Services

Specialist Services are provided at an additional cost and are not included in the Raskob Day School tuition.

Speech and Language: Raskob has a fully integrated speech and language program. Our speech and language therapist provides evaluation and treatment that target all areas of oral and written language. Interventions are carefully chosen based on the individual student's profile and translated to the classroom by means of communication and collaboration with Raskob's teaching staff. Referrals for treatment are determined by the speech and language therapist and school staff. Treatment is conducted through individual, small group, or collaborative "push in" settings to improve the following areas: processing of auditory information, word retrieval, expansion of vocabulary, articulation, phonological awareness, organization of written and oral information, sequencing, verbal problem solving, and pragmatics/social use of language. All specialists provide regular consultations and communicate with families and faculty.

Psychological Services: Group and individual counseling is provided by an Marriage and Family Therapist (MFT) or an Educational Psychologist. Social skills groups are held on a weekly basis for 45 minutes and regular consultation and communication between the psychologists, families, and the teaching staff occurs. If the specific psychological service that is needed is unavailable, referrals will be made.

Occupational Therapy: An occupational therapist is available to evaluate fine and gross motor difficulties and to provide individual treatment. Therapy focuses on sensory-motor integration, the development of improved coordination for large movements, the development of improved muscle strength, as well as fine motor tasks such as paper and pencil activities. Regular consultation and communication with teaching staff occurs.

Note – A family may request a referral and/or screening for specialist services at any time.

IV. CITIZENSHIP

School Rules

1. Engage in behavior that promotes positive interpersonal relationships and cooperation and collaboration.
2. Engage in behavior that does not interrupt the learning of yourself and others.
3. A reasonable noise level is expected in and around the school.
4. Walk at all times when in the building and during passing periods.
5. Let others work and speak without being interrupted.
6. Keep hands, feet and objects to self.
7. Any harassment or abuse is not tolerated. This includes verbal, physical, emotional, and sexual harassment.
8. Skateboards, roller blades, radios, cell phones, pagers, electronics, etc. are not permitted unless otherwise cleared by administration.
9. Gambling of any kind is not allowed. Students may not trade, sell, or gamble for food, trading cards, money, etc. on school grounds.
10. Gum chewing, eating, and drinking during class time is allowed only with teacher permission.
11. Plagiarism is against school rules. The definition of plagiarism is “representing the work of others as one’s own.” This includes failing to acknowledge or properly document sources of information including electronic (internet) sources.

Plagiarism

Students may not:

- Copy another person’s homework, test answers, or other academic work.
- Allow other students to copy or paraphrase homework, test answers, or other academic work.
- Submit, as one’s own, previously published material.

The goal of academic work is to gain knowledge and skills. Cheating and plagiarism circumvent the process teachers have carefully planned that will help students achieve this goal. Violations of this policy may result in disciplinary consequences, reduced credit or no credit for the assignment, and additional assignments to make up for the lost educational experience.

Inappropriate Possessions and Searches

Items inappropriate for school will be confiscated. It is impossible to name everything, but this category would include but is not limited to knives, firecrackers, replicas of guns, bullets, B.B's, alcohol, tobacco, matches, drugs, certain magazines, electronics, any toy/item that may be a distraction to students. Appropriate toys may be used at lunchtime, depending upon staff discretion. *Campus security and/or police may be called in the event that a student is found with a weapon.*

Raskob is a drug and alcohol free school. This policy is strictly enforced on and around school premises and at all school sponsored activities, both on-campus and off-campus. Students found to have possessed or used controlled or mind-altering substances will be required to submit to assessment by a school-approved agency. School authorities will review the assessment and determine the school’s response.

Possible consequences of the assessment may include, but are not limited to expulsion, probation, periodic testing and assessment, education, counseling, and exclusion from school activities.

Failure to comply with the outcome of the assessment may result in expulsion or other disciplinary action. Failure of parents/guardians to cooperate and support the conditions for the student's continuing at the school may result in the expulsion of the student.

Search: In cases where an administrator has reasonable cause to suspect that a student may be in possession of an illegal, dangerous, or stolen substance or object, the administrator may ask the student to submit to a search of the contents of the student's locker, backpack, pockets and outerwear and electronics (cell phones and computers) in the presence of another adult staff member. Should a student refuse to submit to a search ordered for reasonable cause, s/he may be suspended or expelled from school.

Modesty Dress Code:

Students must come to school dressed in a manner that is consistent with our dress code. We want students to be dressed in a way that promotes good student morale and school spirit. We expect our students to meet a reasonably high standard of personal appearance. In order to help our students develop and maintain a healthy self-concept and properly represent our school on the Holy Names University Campus and in the larger community, some of our students may need parental guidance in choosing appropriate school clothing. We realize this can be a sensitive issue, and we are working to have a balanced and reasonable dress code.

Our Modesty Dress code applies to any Raskob related event or function, on or off campus.

- ü All clothing must be clean and unturned. Clothing which is not worn appropriately, not properly fastened, or with tears or holes that are indecent will not be permitted.
- ü Sunglasses, hats, and hoods may not be worn during instructional periods. They may be worn before and after school and during recess and passing periods.
- ü Applying hair products, spraying perfumes or colognes, and applying cosmetics are allowed only in restrooms and designated areas.
- ü Boys may wear long pants or Bermuda style shorts (no tight fitting, cycling-type shorts). If necessary boys should use a belt that keeps their pants from sagging. Low-rise pants are not acceptable.
- ü Girls may also wear long pants or Bermuda style shorts (no tight fitting, cycling-type or work out shorts), as well as dresses and skirts and blouses. Girls' clothing should be a suitable length for both classroom and P.E. activities, and shirts should fall to the top of pants. Clothing that unreasonably exposes the midriff or has an unreasonably low neckline is not permitted in the school building during school hours. The list of restricted items includes: backless to the waist tops and dresses, tube tops, and mini-skirts/dresses or shorts that are shorter than mid-thigh.
- ü Boys and girls – Outfits that are transparent, tight and/or display under garments (boxers, thongs, bra straps, etc.) are not allowed.
- ü Tank-type T-shirts are not to be worn to school by students unless they have straps that are three fingers in width or more. Tanks must not have long and/or loose arm holes.

- ü Appropriate footwear must be worn in the building at all times.
- ü Articles of jewelry that can potentially cause a safety concern or hazard or can easily deface school property are not permitted.
- ü Any clothing deemed disrespectful and/or distracting will result in immediate removal from class. A phone call will be made to obtain appropriate dress clothing from home. Examples include alcohol, tobacco, drug-related, or adult-themed/sexual clothing items or brands.

Behavior and Social Skills

Social skills refer to those behaviors deemed appropriate by a given culture/society. Though small children react to their environment with instinctive responses, the maturing child learns and becomes skilled to react according to the set standards of his or her society.

A major factor in the development of acceptable behavior is the child's perception of his or her own worth. Self-respect and self-esteem are prerequisites for positive social interaction. This personal sense of respect and esteem is developed through successful accomplishments in areas that the child sees are valued by society. If a child performs skills that are important and necessary to society, the child becomes proud of himself or herself.

This pride and self-respect are generalized beyond that particular accomplishment, and gives the child a pervasive feeling of well-being. Secondly, the child is satisfying another important need, the need to contribute to his or her world, thus becoming an important and necessary member of society. The significant adults in each child's life, through role-modeling, are capable of providing multiple opportunities for helping the child to achieve these goals of self-respect, self-esteem, and well-being.

Positive contributions to a group, whether family or school, lead to greater feelings of self-worth. It is therefore incumbent upon those who work with children to foster a sense of responsibility to the group as a whole. Children are encouraged to support each other in their academic and social endeavors. They learn to have empathy for another's feelings and practice courtesy when carrying on daily routines. Consideration for others expands and gives great rewards to each student. Students achieve satisfaction from being able to contribute to the well-being and development of other students. Many children do not master social skills without direct instruction. The daily advisory period is devoted primarily to social skills instruction using various research-based curricular resources.

We are eager for our students to not only develop positive attitudes about our campus but also to develop positive attitudes about themselves and the work they do. Each and every student of Raskob Day School is an ambassador of Raskob, and our good reputation is dependent upon continued courteous behavior to our neighbors. We are part of the larger community of Holy Names University and value and foster that relationship through our daily actions. Students are provided daily opportunities to interact appropriately with the larger community through our shared campus, use of physical education facilities and the university library.

Problem Solving Strategies

In order to facilitate students in resolving their own difficulties, Raskob Day School has instituted a **three-step Conflict Resolution Plan** for students to follow. If a student has a conflict with a schoolmate, he or she is to do the following:

1. **Tell the student, "I don't like ... (be specific about action, state what person is doing), because... (It hurts my feelings, makes me angry, etc.) ..., and I want you to stop."**
2. **If it happens again, let the teacher or teaching associate know this so s/he can help, if needed.**
3. **If it happens again, let the teacher or teaching associate know, and the appropriate action will be taken.**

By implementing this system, the school provides concrete instructions to the students on how to problem solve/manage their conflicts, and also lessens the need for disciplinary measures.

Raskob Day School uses the cognitive planning strategy – **STOP/PLOT/GO/SO** to help students problem solve and promote healthy behavior.

STOP: Involves stopping yourself, staying calm and identifying the problem.

- *Stop myself*
- *Stay calm by taking a deep breath, counting to ten or walking away*
- *Ask myself, "What is the problem?"*

PLOT: Involves brainstorming choices and thinking about the consequences.

- *Ask myself, "What are my choices to solve the problem?"*
- *Ask myself, "Which choice is best for this situation?"*

GO: Involves putting the plan into action.

- *Go for it!*

So: Involves thinking about how the plan actually worked.

- *Ask myself, "How did my plan work? Should I do something different next time?"*
-

Raskob Day School uses research-based, core social language vocabulary to instruct and cue students to promote the social, emotional and academic development of all students through effective communication.

Disciplinary Action

In recommending or determining disciplinary action, the administration of Raskob may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting while taking into account the best interest of the school. If deemed appropriate, the administration may choose to impose one or more of the following actions:

A. Conversation: The first line of discipline is the conversation. Faculty members will often relay expectations and suggestions of future behavior through a one to one dialogue exchanged between parties.

B. Conference: This is a formal conversation held between a student and administrator to discuss discrepancies between classroom expectations and actual student performance.

C. Detention: Detention usually consists of a removal of privileges. Depending upon the nature of the incident(s), a student could be detained from lunch recess, study hall, enrichment activities, and/or be assigned an independent project.

D. Special Behavior Program: Should the child exhibit behaviors that require measures beyond basic teacher management, Raskob follows the procedures detailed in a behavior management plan. A plan in which the student's individual needs are addressed is developed and followed. This is viewed as an opportunity for the student to rectify his or her difficulties with faculty structure and support.

E. Probation: A specified period of time during which any further violation of school rules will receive careful scrutiny and may subject the student to further disciplinary action.

F. In-School Suspension: A specified period of time during which a student is confined under faculty supervision to a specified area during the class day. Class assignments and homework are submitted by all teachers and completed with faculty supervision.

G. Out-of-School Suspension: A specified period of time for which the student is sent home and banned from attending classes or participating in the school program. Schoolwork is provided for the duration of the suspension in all academic classes when possible. The student is responsible for completing all work satisfactorily and submitting it to each teacher on the first day of class following his/her return to school.

The suspension conference with an appropriate school administrator includes the following:

- § Notice of grounds for suspension
- § An explanation of the evidence or facts upon which the school official has determined that the student has committed a serious offence.
- § An opportunity for the student to present his/her own version of the facts or explain the events or actions upon which the suspension is based.
- § The student along with parent/s must attend a re-entry conference with an Administrator before being allowed to return to school.

H. Expulsion: The student is permanently separated from the program at the school. The student may no longer participate in any school program or related activity. Expulsion may occur when the student has received several suspensions during a semester.

Suspensions and expulsions are rare and decisions to resort to the most severe disciplinary actions are made on a case by case basis. Although it is not possible to list all possible causes for suspension and expulsion, the following are problems that make severe disciplinary action more likely:

- § The student exhibits an ongoing pattern of behavior which interferes with his or her educational development or that of other students in the school.
- § The student requires frequent or constant one-to-one attention in order to function adequately in school.
- § The parents do not attend the individual conferences and/or do not follow through on the school's recommendations for implementing agreed upon programs.
- § Tuition payments become delinquent.
- § Possession of drugs/alcohol/weapons.
- § Possession and or distribution of pornographic or other objective material.
- § Assaultive contact or threatening language/behaviors.
- § Serious disrespect or damage to school personnel or property.
- § Repeated harassment of fellow students.

The severity of a student's actions may inform the severity of the consequence. Levels of consequence begin with a conversation and progress in severity; however, there is no set sequence of steps. The determination of a consequence is related to several factors, including severity of the violation, history of the student, and overall impact on the school. A student, having received a consequence for a violation, must be aware that further violations will result in a more severe sanction.

Parents or guardians are liable for all the damages caused by misconduct of their children on the school/university campus and during school sponsored field trips. Parents and guardians are liable for all textbooks or any other school property loaned to the student and not returned and or damaged. Parents are expected to supervise their children during any Raskob event outside of regular school hours. These include, but are not limited to, Back to School Night, Science Fair, Open House, Award Night etc.

Per the terms of our master contracts with school districts, all non-public schools (NPS), including Raskob, have the right to terminate a contract with a student at anytime.

Harassment

Raskob Day School is committed to providing a safe learning and working environment free of harassment. The school maintains a strict policy prohibiting sexual harassment and harassment because of race, religion, creed, color, cultural heritage, national origin, ancestry/background, handicap, medical condition, age, sexual orientation, gender orientation, financial status/socio-economic status or any other bias protected by federal, state or local law or ordinance or regulation. Policies are posted in public areas at Raskob.

Sexual Harassment

The Equal Employment Opportunity Commission defines sexual harassment/discrimination as, "any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submissions to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment." (Work place will be translated as school environment.)

These behaviors will not be tolerated at Raskob Day School. All members of the Raskob community can work and learn in security and dignity and are not required to endure insulting, degrading, or exploitative treatment. Any violation of this policy including engaging in the following behaviors is a basis upon which disciplinary action will be taken up to and including dismissal:

1. Abusing the dignity of a student or employee through insulting or degrading sexual remarks or conduct.
2. Threats, demands, or suggestions that a student's, employee's or potential employee's status is contingent upon his/her tolerance of, or acquiescence to, sexual advances and or physical taunting.
3. Retaliation against a student or employee for complaining about the behavior described above.

It is the policy of Raskob Day School that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of Raskob Day School. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public. All such harassment will not be tolerated.

Harassment in any form, including sexual, verbal, physical, threats, demands and retaliation is prohibited. Harassment includes but is not limited to:

- § Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
- § Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
- § Physical conduct such as assault, unwanted touching.
- § Retaliation for having reported or threatened to report harassment

SEXUAL HARASSMENT GUIDELINES

Sexual harassment is prohibited at Raskob Day School. Sexual harassment can occur when, but is not limited to:

1. Submission to or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

2. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures or cartoons.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of student, including promises or threats regarding grades, course admission, performance evaluation, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s). i.e. student to student, employee to employee.

Students or employees who believe they are being harassed should immediately report the incident to a classroom teacher, teaching assistant or the administrative team.

Possessions

Some of our students bring objects to school that attract attention from the teacher and elicit approval from peers. While we recognize that occasionally it is nice to share objects of social interest, we ask that students refrain from this activity unless sanctioned by a teacher.

We understand that some students bring cell phones to school for safety and off campus/after school use; however, school rules state that any electronic devices must be turned off and out of sight during school hours, including ASP, and any school-sponsored events. Any electronics confiscated during these times must be released to a parent by an administrator.

It is each student's responsibility to ensure that all possessions are kept secure from possible theft and/or vandalism. Valuables should be left at home. Raskob cannot and does not assume responsibility for stolen, lost, damaged, or vandalized possessions.

In addition, there are items that are never to be brought to school.

§ No play guns, knives or war-like objects

§ Pets due to allergies – please contact administration for permission.

§ Cell phones or other electronics, stuffed animals/toys unless needed for educational or health purposes or special circumstances.

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Raskob Day School believes it is necessary for all persons to become aware of acceptable uses of technology. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. Raskob retains the right to monitor all technology usage and files for compliance to all regulations and/or procedures. This includes inspection of electronic devices students bring to Raskob including technology devices like, but not limited to: cell phones, personal computers, electronic data devices such as MP3 players and iPods. We intend to partner with families and have ongoing discussions with our students at all grade levels about appropriate communication strategies and uses of technology. **We expect that families will partner with us by checking the times and dates phone calls, texts, images, emails, messages/postings, etc. are sent and received by your child on all their electronic devices, including social networking sites.**

Technology, particularly laptop computers and Chromebooks with wireless Internet access, are available to students at Raskob. Our goal in providing these resources to our students is to enhance innovative education for students with learning disabilities through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of technology and network resources. The student's and parent or guardian's signatures on the attached contract is binding and indicates that he/she has read the terms and conditions carefully and understands their significance. In addition, ALL employees must sign and adhere to the provisions of this acceptable use policy.

TERMS AND CONDITIONS

1. **Acceptable Use** - The use of technology at school must be in support of the curriculum and in accordance with the educational goals and objectives of Raskob Day School. Students will be personally responsible for this provision at all times when using the school's network, computers, digital cameras, tablets, handheld devices and all other technology. By providing access to unique resources and opportunities for collaborative work, technology can enhance student performance. United States Public Law 106-554, known as the Children's Internet Protection Act
 - 1a. **CELL PHONES** – Cellular phones are only allowed for health and/or safety reasons. If a child has permission to have a cell phone while on campus, they are to remain out of sight and turned off during the school day (this includes before and after school activities). Any violation of this policy will result in temporary confiscation of the device in the front office for parent/guardian pick-up. Repeat offences can lead to detention, suspension and possible probation. Refer to the handbook for instructions about how to contact your child during the school day.
 - 1b. **ELECTRONICS/MUSIC** – Laptops, iPods, portable game systems, music, etc., may only be brought to school with specific permission. These devices are to remain out of sight and turned off during the school day unless they are being used for educational purposes with teacher permission (this includes before and after school activities).

Materials brought to school must be appropriate enough for a teacher to hear and play in the classroom. Students are not allowed to bring or trade "burned" music or possess harassing images, music and videos. Any violation of this policy will result in temporary confiscation of the device in the front office for parent/guardian pick-up. Repeat offences can lead to detention, suspension and possible probation.

2. **Privileges** - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the disciplinary consequences earned by the student.

3. **Network Etiquette** - Users are expected to abide by the Raskob Day School rules of network etiquette. These include, but are not limited to the following:

- Be polite; use appropriate language; do not send abusive messages to others.
- Invading the privacy of individuals inside the Raskob community is prohibited. Do not reveal or share personal addresses, phone numbers and other personal information about families, students and faculty without their express permission. Any information that violates the privacy and confidentiality of any member of the Raskob community through videos, pictures, message boards, social networking websites, shared GoogleDocs etc., both inside and outside of school, will be investigated and can result in disciplinary action.
- Note that Electronic Mail (email) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities. TPSS provides email accounts for its employees and does not warrant access to other email services or messaging services.
- Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, or annoying other users using chat, talk, or write functions). Hardware or software shall not be destroyed, modified, or abused in any way.
- The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.\
- Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
- The illegal installation of copyrighted software for use on Raskob computers is prohibited.
- Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited. Any software or actions that impact the integrity of the local area network (LAN), wide area network (WAN), or other networks are forbidden.
- Chatrooms may be used only with approval from building level administrator and the guidance of the teacher for instructional activities.
- Transmission of any materials in violations of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions and ALL threatening or obscene material.
- All software purchases and installations should be approved by Raskob and the HNU Information and Technology Department.

- Use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
- Subscription to a listserv, bulletin board, or on-line service must be pre-approved by building administrators and HNU IT staff if connection is made through the HNU network.
- Gaining unauthorized access to resources or entities is prohibited.
- Students may not use the “myRaskob” domain for personal use outside of class-related assignments at home or during school hours. This may result in disciplinary consequences.
- Using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.
- Posting communications without the author’s consent is prohibited. Posting or sending anonymous messages is prohibited.

4. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or Wide Area Network (WAN), you must notify the school administrator who will notify the HNU IT Department. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer users may be denied access to technology resources.

5. **Vandalism** – Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks that are connected to the HNU network. This includes, but is not limited to, the uploading or creation of computer viruses.

6. **Consequences of Misuse** – Administration shall discipline any user who accesses, sends, receives, or configures electronically any profane, pornographic and/or obscene language or pictures. Any individual failing to follow the above “Terms and Conditions” is subject to appropriate disciplinary measures as determined by school administrators.

7. **Bypassing Filters or Security Systems** - Attempts to remove, modify, or bi-pass software, hardware, and configurations installed to prevent Internet or other access to pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and disciplinary action from school.

8. **Monitoring** – Teachers agree to instruct the students on acceptable technology use and monitor all student technology use to insure student compliance with this policy. Students agree that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.

9. **All electronics brought to Raskob are done so at your own risk.**

V. STUDENT LIFE

Assemblies

Raskob Day School seeks opportunities to build community and school spirit, to give students chances to practice public speaking and performing, to support schoolwide character education themes, and to publicly acknowledge and reward academic progress and good citizenship. These goals are the primary purposes of monthly assemblies. Each month students are gathered together as a school to discuss the calendar, hear announcements, discuss significant events in the school/community/world, view classroom performances and student exhibitions, and acknowledge birthdays.

Student Leadership

Raskob Day School believes that students should have opportunities to develop leadership skills and to become active citizens in their school community. One activity that develops these qualities is Student Leadership Club (SLC). Students who are interested in joining the Student Leadership Club fill out an application and participate in an interview with a faculty representative. Students are selected based on their level of motivation, ability to work in a group, and their ideas for school improvement. Students and faculty work together to develop and improve skills that impact communication, social and academic competence, and community well-being.

The students involved in leadership activities meet at least twice monthly to plan and organize school events. These events may include: school dances and other social events, community service projects, and school improvement projects. Members are asked to represent their grade and homeroom by communicating with their peers and representing their concerns and ideas. Students are encouraged to initiate ideas and projects that they care about.

Social Events

Raskob Day School organizes a number of social events throughout the school year to allow students to develop and maintain friendships. These may include school dances, parties, and outings in the community. Participation is optional but encouraged. Raskob faculty relies on parents to help plan, supply, chaperone, and provide transportation for these events. We greatly appreciate the history of generous volunteerism that Raskob parents have offered to make these events possible.

We ask that parents help us by supervising their children's social events with classmates outside of school to the extent that is appropriate for their chronological age and social development, and to take steps to prevent these events from being a distraction or disruption in school. Excessive phone calling, emailing or instant messaging can cause conflict in school. Gossip and boyfriend/girlfriend issues have also been known to be highly disruptive. We also ask you to help your child be discrete in handling party invitations and other social events. We will communicate with you if we notice problems developing and we ask you to keep us informed as well.

Lunch

Students should bring bag lunches as there is no school cafeteria. Students should only bring food that does not have to be heated, as there are no adequate kitchen facilities to manageably allow students to heat food. Thermoses are recommended as an alternative. Students are not permitted to use the food and drink machines on the college campus without teacher permission. Please **ALWAYS** send a sweater and/or jacket to school with your student since we normally eat lunch outdoors, except in the event of rain.

Lost and Found

The lost and found is located in the main building. Students may claim items during school hours. Items not claimed at the end of each quarter will be donated to charity. **Raskob strongly recommends labeling your student's clothing and other items for ease of return.**

VI. HEALTH AND SAFETY

Visitors

For the health and safety of Raskob students, visitors will please report to the office to sign in upon arrival, and sign out upon leaving campus.

Immunizations

Students enrolling for the first time in Raskob Day School must provide up to date immunization records before beginning school; it is a California State Law for students entering 7th grade. Continuing students must also update their immunization records according to Director's letter directives provided by Raskob.

Medication

Raskob Day School requires that all students who need medication during the school day must have:

1. A signed 2014-2015 consent form
2. Written instructions from a physician for any prescribed medication
3. Medication brought to school must be in the original prescription bottle or container and it must be properly labeled by a registered pharmacist.

Raskob Day School staff members are not permitted to administer any medication to your child unless these conditions have been met (Education Code Section 49423).

School personnel are not permitted to administer Tylenol, aspirin, or other over-the-counter medications without written approval on file, and parents must provide any such medication. Please do not send any medication to school to be self-administered by your child or to share with other students. Medication brought to school by students without the above conditions being met will need to be confiscated.

Emergency Procedures

Raskob Day School and Learning Institute are included in the Disaster Emergency Procedures plan developed by Holy Names University, which addresses the welfare and safety of all students, faculty, staff and anyone on campus during an emergency. Regularly scheduled fire drills and earthquake drills are taught and practiced with the students monthly.

There are fire extinguishers located throughout the building on both. Fire pull boxes are located on each level of the main building, and we maintain a supply of battery flashlights, battery radios and earthquake survival gear including sealed drinking water.

If school is in session during any disaster, teachers and staff will stay with the students until family contact has been made, and arrangements are specified. In addition to the Raskob telephone number, 510-436-1275, the telephone number for the Holy Names University operator in the administration office is 510-436-1000 and if telephones are operating, you should be able to call these numbers.

Please notify us of any change in the information on the emergency information sheet, including car-pool information.

VII. COMMUNICATION

Raskob Day School is committed to frequent communication between school and parents in order to ensure a productive partnership in the interest of each student benefiting to the greatest extent possible from their experience at Raskob. One of the primary mechanisms for communication will be through email announcements that include Microsoft Office 2013 documents as pdf attachments. Please try to upgrade to a comparable system to ease into this “greener” transition, and make sure Raskob has your most current email addresses.

General information will be updated and sent to families with announcements at the beginning of each month during the school year. We will also provide helpful links, calendars, and special announcements. You can also check for announcements as we update our website at www.raskobinstitute.org and from general updates on newschoolnotes.com. Have fun surfing!

Student Planners

All Raskob Day School students are issued a planner at school. The planner is an excellent tool for organization and communication. It is essential that families check the planner **daily** for assignments and communication from teachers.

Email

Email communication is another way to communicate with Raskob staff and faculty. Due to the large number of emails each staff member receives on a daily basis, the length of the email received by Raskob faculty may not be mirrored in the length of the response. Responses to emails are typically within 24 to 48 hours, during business hours, with priority given to communication that is time sensitive. Teachers may also respond to requests via the planner system. Teachers may also request personal or phone meetings if issues or questions raised in an email will take a more detailed response time.

Telephone Messages

If it is necessary for you to leave a message for your child during school hours, please telephone 510-436-1275. In general, it is not possible to speak to a student or teacher during school hours. Messages will be taken and forwarded to your child or the teacher. Please telephone before 2:45 if you need to let your child know about a change of plans for after school (example: take bus home, I will be late picking you up, etc.). Students must have permission to make or receive phone calls.

Teacher Communication/Case Management

Each child has a case manager. Your child's case manager in middle school is their advisory teacher. In elementary school, the case manager is the classroom teacher. Teachers will contact families regularly to inform you of accomplishments and concerns. If families should want to contact teachers, email is often the preferred method, and your child's case manager is the first point of contact. All Raskob teachers have an email address that is the following format: teacher's lastname@hnu.edu . You may also reach teachers by phone by leaving a message, or by calling them at a prearranged time (during prep, before school, or after school). Families and teachers, in some cases, may find it useful to establish a communication plan to coordinate reporting and establishing a reward system. This may be done on a daily or weekly basis either using a communication journal, student planner, email, or phone system.

There are many opportunities throughout the school year for parents to meet with administrators and teachers. While our doors are always open, if your concerns warrant a conference, we request that you schedule one in advance rather than drop in. We also request that parents not drop into classrooms unexpectedly. Many of our students are highly distractible and rely on the structure and routine that Raskob provides. Parents should check in at the front desk and wait for their child to come to them when early dismissal has been arranged. If lunch or other materials are being dropped off, they should be left at the front desk. We will ensure that your child receives the items.

Parent Conferences

Annual parent conferences are held throughout the year – please see school calendar for specific dates. Conferences are generally held between 12:00 pm and 5:00 pm but special arrangements will be made if possible. Recent test scores are discussed, as well as academic and social adjustment and progress. Participation in parent conferences is mandatory.

Student Study Team Meeting (SST)

The Student Success Team (SST) is a process Raskob Day School uses to provide educational care to students and families who require more specialized interventions.

A typical SST meeting lasts 45-60 minutes. It follows a structured format which includes: introductions, explanation of meeting purpose, discussion of student strengths, discussion of concerns/issues, brainstorming session in which all ideas are welcomed, summary of what actions will be taken, who is responsible for each action and the date to be completed, and choosing a follow-up SST meeting date (if needed).

SST /Case Management Question/Answers

1. **What is an SST?** SST stands for Student Success Team. It is collaborative problem-solving approach that Raskob uses to provide educational care to the students and families who require more specialized interventions. An SST will help to develop and implement strategies to help students with academic, behavioral and social needs in the classroom at home and in the community.
2. **What is a case manager and who is my child's case manager?** A case manager is a teacher is the contact person for your child. In the elementary school, it is your child's classroom teacher. In the middle school, it is your child's advisory/homeroom teacher.
3. **Who attends an SST?** Parents, all teachers who teach the child, executive director, dean of students, outside specialists as requested (SLP, OT, Psychologist), any additional outside supports that the parents request. All specialists and outside supports include an additional cost to the parents.
4. **Who can ask for an SST?** Teachers and parents.
5. **When should an SST be called?** SST's should be called when there is a school-wide academic, behavior or social issue/concern. If there is a question or concern about an individual subject, the teacher of that subject should be contacted individually via email or phone. Any additional, individual meetings can be set up as needed if an SST is not necessary.
6. **How is an SST scheduled?** A teacher requests an SST by letting the parents know about the request and then completing and SST request form. The completed form is sent to the front desk. The front desk receptionist then coordinates times and dates with parents and specialists. A parent can request an SST by contacting the case manager. The case manager will then follow the steps above.

Individualized Educational Plans (IEPs)

Raskob faculty fully participates in the IEP process for students who are funded by school districts. All students are entitled by law to have a special education evaluation and IEP if requested by a parent. This responsibility rests with the public school district in which you live. All students who are eligible for special education are entitled to an annual IEP review and meeting and a full psychological review every three years. As a courtesy, Raskob may attend an IEP for those students who are not funded for services at Raskob. In this case, Raskob staff, by law, may not write IEP goals. Rather, we will always provide present levels of performance for students in our classrooms. Families are advised to maintain good records and documentation related to their child's IEP.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA provides parents with the right to inspect

educational records, prohibits disclosure of confidential student records in many circumstances by school officials, and gives parents the right to challenge the content of educational records that are inaccurate. Copies of the FERPA statute and regulations are available at www.specialedlaw.net. Raskob families have the right to access and review their student's records at anytime. As a courtesy we request five days advance notice for transcript requests and copying of student records.

Raskob students are given the opportunity to participate in their own IEP meetings. All students are informed when they are having an IEP and who is on their IEP team. They are also informed that they may speak privately and confidentially with any member of their IEP team if they choose. Students in middle school are also given the opportunity to attend their IEP meetings if they elect to participate. All students are made aware of their IEP goals and objectives through teacher discussions and inclusion in the student's portfolios.

Raskob administration attend IEP meetings as representatives of the school. They are responsible for preparing suggested goals and reports and discussing students' progress at the meetings for NPS students. Raskob requests that IEP meetings are held at Raskob in order to minimize the disruption caused to the learning environment, especially if faculty members are called out of Raskob classrooms to attend IEP meetings. Raskob is happy to help families prepare for these meetings in advance, if requested. Copies of students' IEP documents are maintained in students' Raskob file.

If you should have questions about your legal rights or the IEP process, please contact the Executive Director. She can also provide referrals for attorneys and advocates, if needed.

Procedures to Ensure Students Have Been Informed of Their Right to Request Private and Confidential Communication with Members of the IEP Team

All students are given written notification of their rights to request an individual and confidential meeting with any member of their IEP team at any time. This written notification will be presented to students at the beginning of each school year, and will be explained to them individually by the Lead Teacher, and in his/her absence, the Executive Director.

At this time, students will be asked to sign acknowledgement and agreement stating they understand their rights. They will be given an opportunity for questions or clarification, as well as a list of with whom they can request to speak. The acknowledgement will also be signed and dated by the administrator present. The original document will be kept in a confidential student file, and a copy of the statement given to the student.

Confidentiality

All information concerning your child's academic and psychological records and progress reports is confidential under Federal and State laws (Public Laws 94-142 and 93-380 and California Laws, Chapter 1229, Statutes of 1974.) These reports may not be distributed to any professional or other person who is not a Raskob Institute/Day School staff member without the written consent, in advance, by the parents or legal guardian of the child, under the Family Educational Rights and Privacy Act of 1974, except by court order. The rights accorded to parents under the Act pass to students or former students at age 18. Requests to review records or to receive copies of records should be received with enough advanced notice for Raskob to comply, preferably five days in advance.

VIII. PARENT INVOLVEMENT

Parent's Association and Resources

We have worked with our parents to establish a voluntary parent group, the Raskob Parent Association (RPA). The purpose of this organization is to support and enhance the school through help in fundraising; funding of extra-curricular activities, classroom equipment, teacher education, and other projects; the education of parents about school and family issues; and support of faculty and administration. RPA meetings will be held throughout the school year and membership is between \$20 - \$40/year.

Families are encouraged to use the Parent Resource Learning and Lending Library in the lobby at Raskob. The Resource Library offer a variety of supports, including a learning disabilities resource library with books, journals and audio-visual materials, transition support services, community bulletin board, and the formation of a parent support group. Contact the Executive Director and the Raskob Parents Association for more information about resources and how to volunteer.

Participation/Volunteer Expectations

Raskob is a vibrant learning community that relies on the talents and generosity of all its members to remain strong. Continued parent involvement in the Raskob community is a priority, as it is widely recognized that there is a strong connection between parent involvement and student achievement.

Raskob has a formal requirement that each family fulfill 20 hours of volunteer time during the 2014-2015 school year. Families can also “buy out” their volunteer hours for the year with a \$200 payment to Raskob Day School.

We understand that many families would like to be involved and would like to commit themselves to projects that are meaningful and helpful. We also understand that family responsibilities, childcare, evening meeting, and a host of other commitments make finding a volunteer time more challenging.

Fundraising

At Raskob Day School, we are constantly working to improve the quality of the programs we offer the entire Raskob community. We enroll a wonderfully diverse mix of students and families, many of whom will receive some form of tuition assistance during their time with us. We seek out the latest professional development, instructional methods, and tools that benefit our diverse learners. There are many ways in which you can show your support for our mission to reach and teach bright students from diverse cultural and economic backgrounds with language-based learning disabilities. Some opportunities for involvement include Party Fundraisers, the Annual Fund, eScrip, and donation of time, expertise and/or materials to Raskob.

The Annual Fund: Each year ask parents, alumni, and friends to support our work with a generous donation to our Annual Fund. We ask that each and every member of our community make a gift to the fund in whatever amount they are able to offer. Any donation is greatly appreciated. 100% schoolwide participation in the Annual Fund makes a strong statement to potential funders about how special our program is. Thank you in advance for your generosity and commitment to Raskob.

Raskob Learning Institute and Day School's Tax ID #: 94 1358 307

Tax Deductibility

Raskob Learning Institute and Day School is certified to work with students diagnosed with a learning disability under the Individuals with Disabilities Education Act (I.D.E.A.). Accordingly, payments made for the special training provided at Raskob may be deductible medical care expenses under the Internal Revenue Code. The regulations under Section 213 of the Internal Revenue Code provide that while ordinary education is not medical care, the cost of medical care includes the cost of attending a special school for a learning disabled individual if his or her condition is such that the resources of the institution for alleviating such a disability are a principal reason for his or her presence there.

Whether expenses will be allowed in a particular case, however, will depend upon the facts and circumstances of each individual student's situation. There are also percentage limitations applicable to otherwise deductible medical expenses, depending on the parents' income. Therefore, before taking a tax deduction for expenses relating to the special education of a student, parents should confer with their tax lawyer or accountant about the rulings and regulations under Section 213 of the Internal Revenue Code and other applicable laws.

Campus Access

For the safety of all, Holy Names University is a gated campus. We ask for your full cooperation in ensuring smooth entry to the campus. All vehicles entering the campus must display a valid Holy Names University permit. Please complete and keep updated a campus access permit to allow for entry and parking.

Each permit applies to one vehicle. Holy Names University assumes no responsibility for theft, fire or damage to any vehicle or any contents therein. Acceptance of this permit is an agreement to abide by all University rules and regulations. Vehicles in violation of University regulations are subject to fine/and or towing in accordance with CVC sections 21113(a) and 22658. Permit is void if altered or is not displayed in a fully visible manner. Permit is valid only for the time period indicated by the categories described. By accepting this permit the recipient acknowledges that s/he reads and agrees to the foregoing conditions. Permits are not transferable.

All parking violations have a \$50.00 fine. Any parking violation on campus will result in a citation and fine or the removal of the vehicle. The violations list is not all inclusive and may be modified as needed. These modifications will be made public.

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT

PLEASE SIGN AND RETURN THIS PAGE TO THE FRONT OFFICE OF RASKOB DAY SCHOOL.

We have received and read the Raskob Day School Handbook for 2014-2015 which describes the policies and procedures of the school, and we have read and discussed the harassment policy as described on pages 21 and 22. We agree to abide by and support the policies of Raskob Day School.

Family and Student Name Printed: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____