



THOMAS PAGE ACADEMY STUDENT HANDBOOK 2022-2023

This publication is also posted on the school's website.

THOMAS PAGE ACADEMY MISSION STATEMENT

The Thomas Page Academy Community supports the intellectual, physical and emotional development of our students. We will challenge ourselves to be a quality school that positively impacts student learning through changes and improvements in our educational design and delivery of services. Our school community believes in the potential of every student. We believe our unified effort will enable all students to learn and achieve in a manner that will prepare them to become caring and successful citizens of the 21st century.

SCHOOL HOURS

School hours are from 8:20 a.m. until 2:00 p.m. each day for kindergarten. School hours for grades first through eighth are 8:20 a.m. until 3:00 p.m. Every Tuesday is a minimum day with a dismissal time of 12:00 p.m. for grades kindergarten through eight. Please have your child at school no later than 8:20 a.m. each day. Children should not arrive earlier than 7:50 a.m. or remain on campus after their dismissal time unless they are participating in a supervised activity. School campus will not be open before 7:50 a.m. Supervision will not be provided for students who arrive before 7:50 a.m. or remain later than their dismissal time. Children in kindergarten are not permitted to wait for siblings or other children being dismissed at the later dismissal time. The above procedures are designed for the safety and well-being of your child. Parents should also not be on campus without a Visitor's Pass during school hours. When dropping off or picking up your child, parents should remain in the designated pick up area only. Pick up area is located by the front school parking lot. Students are expected to watch for their ride to arrive, if your student is delayed or does not notice your vehicle you will be asked to pull into the parking lot to wait. In order to facilitate traffic safely and efficiently, vehicles will not be permitted to wait for extended amounts of time at the curb.

OFFICE AND ADMINISTRATION CONTACT INFORMATION

We're here to help!

Lynzie Brodhun, Principal

Email: Lynzie_Brodhun@crpusd.org

Phone: 707.792.4860

Catherine Woods, Assistant Principal

Email: Catherine_Woods@crpusd.org

Phone: 707.792.4860

Dia Jenkins, Office Manager

Email: Dia_Jenkins@crpusd.org

Phone: 707.792.4860

Tiffany Fogg, Office Assistant

Email: Tiffany_Fogg@crpusd.org

Phone: 707.792.4860



RELEASE OF CHILDREN DURING SCHOOL HOURS

Under no circumstances are students allowed to leave the campus during the school day without permission. When it is necessary to pick your child up during the school day, you must go to the office to sign your child out. Students must be signed out by the parent or guardian. Please do not go directly to the classroom. The office staff will notify the teacher that you are there to pick your child up. Please sign your child back in if (s)he returns during school hours. If at all possible, please make appointments after school.

VISITORS

School visits, conferences, and classroom observations need to be pre-arranged with the teacher and principal or designee (EC 49091.19b). To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session. Visitors will be issued a pass to be worn while on campus. Classroom and school volunteers must have a current TB test and fingerprints, and must complete the CRPUSD Volunteer Application Form, which will be kept on file in the school office. Non-school-age siblings may not accompany volunteers on field trips, when working school events, or when working in classrooms.

MEDICATION

In compliance with the Education Code Section 49423, no medication will be accepted or administered at school without meeting the following requirements:

1. Physician and parent/guardian request forms filled out completely including both physician and parent signature. You may pick these forms up at the school office. No medication will be administered without detailed physician instructions.
2. Medication taken to school must be furnished in its pharmacy labeled bottle or in the original pharmacy labeled injectable medication kit.
3. The medication must be brought to the school by the parent/guardian and presented to office personnel. Students cannot carry medications on their persons, on the bus, or on the school grounds. Non-prescription medications such as aspirin, Tylenol, cough drops, etc., will not be administered at school even at parent's request. As a parent/guardian, you have the right to bring medication to school and administer said medication to your child if you feel it is necessary.

HEALTH REQUIREMENTS

All students enrolling at Thomas Page Academy are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, varicella, rubella and Hepatitis B. All students entering 7th-12th grade will need to show proof of a Tdap vaccination booster before they will be allowed to attend school.

STUDENT ATTENDANCE POLICY

Attendance and Absences - Students' attendance patterns often have a direct link with achievement. Frequent absences hurt academic performance, and consistent attendance leads to academic success. California State Law mandates that unless children are ill, they must be in school on time every day.

Absences are considered excused for the following reasons:

1. Student illness
2. Student medical appointment
3. Bereavement (some restrictions apply, please contact the school office).
4. Some religious observances

Please communicate with TPA administration and office staff regarding absences from school, so we can work together in providing the most impactful educational experience possible for your student. For any of the above reasons,



California State Law further stipulates that parents must notify their child's school office within 24 hours regarding absences. This can be done by calling the TPA office at: 707-792-4860. When your child returns to school, you should send an absence note with an explanation for the child's absence from school. *All* other absences are considered unexcused. Three unexcused absences can result in referral to SARB (School Attendance Review Board). Excessive excused absences and excessive tardies may be cause for referral to SARB. If your child has excessive excused absences (more than 14 in a school year), the school can require that a doctor's verification of illness be provided for each absence or there may be cause for referral to SARB. If you would like more specific information regarding school attendance laws, please ask in the office for the School Attendance Review Manual.

TARDINESS

Tardiness is a serious detriment to each child's and each classroom's success. When a child is tardy, it prevents him/her from benefiting from the most important part of a school day: greeting our school community and preparing for a day of focused learning together. Tardiness is a serious distraction for the teacher and students who are punctual because it detracts from the progress of the class. Please assist your child to learn the valuable lesson of personal responsibility by setting the example for punctuality. It is a most valuable life skill.

We recognize that sometimes events beyond our control cause students to be late. That is why we provide two tardies every trimester without consequences. Here are some reasons it is important for your child to be on time for school:

- Being late causes the day to begin in a hectic and rushed way for your child, and can be upsetting for the child.
- When a child enters the classroom late, the teacher must stop and repeat what has been missed.
- Even 5 minutes of tardiness disrupts education for everyone in class.
- Every minute of class time is valuable and vitally important for children's learning and success.

Independent Study - Grades K-5: If your child must be absent from school for five or more days, an Independent Study Contract will keep absences from being unexcused. An Independent Study Contract is simply a way for your child to have appropriate academic activities during a school absence, but it is in no way a substitute for school attendance. Please contact your child's teacher a week before the planned absence to have work prepared. You and your child will sign a contract guaranteeing the work will be completed.

SCHOOL LUNCH

There is no charge for breakfast and lunch at school. All students automatically qualify for the nutritious meals served by our CRPUSD Food Services Department. On Tuesdays, when school is out at 12 noon, every student has the option to get a bag lunch to take home.



STUDENT DRESS

Thomas Page Academy is an educational institution. A neat, clean appearance supports appropriate behavior and academic success. We expect students to dress accordingly. Any clothing that interferes with the business of teaching or learning is unacceptable. Students must change improper attire for an appropriate item of clothing to wear at school that day, or parents will be contacted to bring a change of clothing to school.

- Students are not allowed to wear buttons, T-shirts or other types of attire, or display school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene sexually suggestive, demeaning to other cultures or drug or gang-related are inappropriate and not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.
- Clothing that exposes parts of the body (e.g., bare torsos, belly-buttons, see-through clothing, short shorts or skirts (they must be mid-thigh or longer), low cut armholes, strapless dresses or clothing with major holes or tears is considered to be improper dress. The wearing of short shorts over stocking, hose, or sheer tights is not allowed.
- Strapless, spaghetti strap, or racer-back tops are not permitted.
- Ill-fitting clothing (e.g., excessive bagginess or tightness, oversized shirts, etc.) is not allowed at school. Pants must be worn at or above the hip bone. Sagging pants are not allowed in our learning environment.
- Undergarments (briefs, bra straps, etc.) should not be exposed.
- Shoes must be worn at all times.
- Attire, accessories, materials, or grooming reasonably identified as gang related through conspicuous display of colors, symbols, tags, statements, or style is not allowed. These items may include, but are not limited to, wallet chains, bandanas, specially printed t-shirts and hats, red or blue shoe laces.)
- Hats and hoods are allowed on campus; however, hats and hoods must be removed when entering any building on campus.
- Pajamas are not to be worn at school except for spirit days when such dress is allowed.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration.

Appropriate dress is part of social acceptance, requisite to specific activities and one of the goals of numerous school activities.

STUDENT AWARDS AND RECOGNITION



Academic Awards - Students in grades six through eight can earn academic awards, such as Honor Roll and Principal's Honor Roll for academic achievement. Honor Roll awards are awarded to students who earn a GPA 3.0-3.49. Principal's Honor Roll Awards are awarded to students who achieve a GPA of 3.5- 4.0.

Life Skills Awards - Students in grades kindergarten through five learn about essential life skills and positive attributes and habits in their classrooms. Each month selected students are awarded at a school assembly for demonstrating specific Life Skills. These Life Skills include:

- **Caring:** to feel concern for others **Common Sense:** to use good judgment
- **Cooperation:** to work together toward a common goal or purpose
- **Courage:** to act on one's beliefs
- **Curiosity:** a desire to learn or know about one's world
- **Effort:** to try your hardest
- **Flexibility:** the ability to alter plans when necessary
- **Friendship:** to make and keep a friend through mutual trust and caring **Initiative:** to do something because it needs to be done
- **Integrity:** to conduct oneself according to a sense of what's right and wrong **Organization:** to plan, arrange, and implement in an orderly way and keep things orderly **Patience:** to wait calmly for someone or something
- **Perseverance:** to continue in spite of difficulties
- **Problem-Solving:** to seek solutions in difficult situations and everyday problems **Responsibility:** to respond when appropriate, to be accountable for your actions **Sense of Humor:** to laugh and be playful without hurting others

Merits - Students in grades 6-8 earn merits for demonstrating RISE qualities (Respect Integrity Service Endurance), which lead to other rewards.



RISE Up!

TPA Merit Opportunities

Respect

- Write a 1 page paper on a time that you showed respect. Turn it in to your teacher.
- Write a detailed 'thank you' letter to a teacher or staff member. Turn it into your teacher, and then deliver it.
- Set up an appointment with Ms. Brodhun to volunteer in an elementary classroom during your lunch recess by helping a younger student with reading or their school work.

Service

- Make a card for a veteran, nursing home, or children's hospital patient. Show it to your teacher, and mail the card.
- Organize and run a service or awareness campaign at school. Submit plans and proof to Ms. Brodhun in the office for approval.
- Make an appointment to help a teacher in their classroom.
- Pick up trash or red baskets at lunch or recess. Have Mr. Matt sign off, and give it to your homeroom teacher.
- Schedule school beautification after school with Ms. Brodhun (must have parent permission letter).
- Write a helpful, positive Public Service Announcement to be read during school announcements and submit to Ms. Brodhun
- Volunteer to do extra chores at home. Write a note detailing what you did, and how long it took you to do it, and have your parents sign it.

Integrity

- Perform a random act of kindness, document it, and submit it to your teacher with a reflection on how your actions benefitted the community (1 page).
- Submit a 1 page journal reflection on a time you showed integrity. Explain the experience and what you learned from it.
- Create a poster with a clear, positive message (words, art, or both) that can be displayed on campus to promote the positive message to all. Turn it in to Ms. Brodhun in the office.
- Read a novel of your choice, and write a one-page reflection of the book. Give it to your teacher.

Endurance

- Submit to your teacher a one-page journal reflection on a time you demonstrated endurance. Explain the experience, how it positively impacted you and what you learned from it.
- Articulate three goals that you set for yourself, action steps you will take to achieve each goal, and how you will measure your success for each goal. Turn it in to your teacher.
- Beat your personal best time in the mile! Have your PE teacher write down both your previous, and new personal best, and give it to your homeroom teacher.

RISE Awards - Each trimester students in grades six through eight who demonstrate RISE qualities: Respect, Integrity, Service, and Endurance are awarded during awards assemblies.

Tiger Rewards - When students demonstrate positive behaviors aligned with TPA's behavior expectations they are rewarded by staff members with Tiger Rewards. A portion of the Tiger Reward is placed in the raffle box in the school office for weekly raffle drawings and prizes. The other portion of the Tiger Reward can be taken home for family to celebrate.

EXPECTATIONS FOR BEHAVIOR

All students have a right to learn. In order to ensure the learning environment is suitable for a variety of learners, each classroom teacher will establish their own set of classroom rules and expectations of behavior for students in accordance with education code. Thomas Page Academy utilizes Positive Behavior Intervention and Supports (PBIS) framework and developed a matrix of expected student behaviors from which all classroom routines, policies, and procedures are derived. Included in this document will be the official TPA Behavior Expectations, as well as schoolwide student systems of rewards and consequences that reinforce positive, safe behaviors.



SCHOOL BEHAVIOR EXPECTATIONS, INTERVENTIONS, AND CONSEQUENCES

Thomas Page Academy School emphasizes a strong core education while providing students with a variety of enrichment activities. The success of this program depends on the establishment and maintenance of a positive learning environment for all students. Below is a guide for parents and students. It outlines the basic rules and regulations which all students must follow (EC 44807.5, EC 48908). Please read and discuss with your child. All school rules, expectations, and procedures are explicitly taught to all students. If you have any questions about our behavior expectations, please call the school.

Thomas Page Academy applies appropriate, progressive responses to violations of school rules and expectations. Consequences and interventions for violations of school behavior expectations are fair and enacted with the goal of positively shaping student behavior. Restorative practices are frequently used in response to behavior violations with the goal of helping students make positive choices and learn from harmful behavior. Consequences will be applied appropriately based on the severity of the violation and California Education Code will be followed.

Behavior Expectations -

Grades K-5: Be Safe, Be Respectful, Be Responsible Grades 6-8: Respect, Integrity, Service, Endurance (RISE)



Behavior Expectations for Thomas Page Academy Middle School

Location:	Respect	Integrity	Service	Endurance
CLASSROOM	<ul style="list-style-type: none"> Use kind words and actions. Use appropriate voice level. Respect others right to learn. 	<ul style="list-style-type: none"> Focus on Learning. Be on time. Materials and classwork ready. Be an active learner. 	<ul style="list-style-type: none"> Encourage and Assist others. Help with Classroom organization and tidiness. 	<ul style="list-style-type: none"> Give 100% effort at all times. Ask clarifying questions. Turn work in on time.
LUNCHROOM	<ul style="list-style-type: none"> Use polite table manners. Be in order. Voice level zero when your teacher arrives. 	<ul style="list-style-type: none"> Go directly to your destination. Hands to yourself. Invite others to sit with you. 	<ul style="list-style-type: none"> Clean up after yourself. Help others. Return red baskets. 	<ul style="list-style-type: none"> Focus on Kindness. Focus on using manners and following expectations. Stay in your space until dismissed.
PLAYGROUND	<ul style="list-style-type: none"> Play fairly. Include everyone. Follow yard duties instructions. 	<ul style="list-style-type: none"> Include everyone. Use kind Language. Keep hands and feet to self. 	<ul style="list-style-type: none"> Pick up & dispose of litter. Put equipment away. Share equipment. 	<ul style="list-style-type: none"> Solve problems peacefully. Go quickly to class immediately when the whistle blows.
BATHROOMS	<ul style="list-style-type: none"> Give everyone privacy. Take care of the facilities. 	<ul style="list-style-type: none"> Flush toilet after use. Tell an adult about problems. 	<ul style="list-style-type: none"> Help keep restroom clean. 	<ul style="list-style-type: none"> Use the restroom quickly & quietly. Wash hands with soap and water.
LIBRARY	<ul style="list-style-type: none"> Use kind language. Keep hands & feet to self. 	<ul style="list-style-type: none"> Work hard and responsibly. 	<ul style="list-style-type: none"> Keep library neat & orderly. 	<ul style="list-style-type: none"> Stay on task, focused on reading and or working.
OFFICE	<ul style="list-style-type: none"> Be kind to office staff. Wait patiently with a book or class work. 	<ul style="list-style-type: none"> Have a note from an adult. 	<ul style="list-style-type: none"> Use a low voice level. Be considerate. 	<ul style="list-style-type: none"> Continue reading or working until your turn.
ASSEMBLIES	<ul style="list-style-type: none"> Use audience manners. Remain positive at all times. 	<ul style="list-style-type: none"> Listen attentively. 	<ul style="list-style-type: none"> Enter and exit calmly and respectfully. Be supportive. 	<ul style="list-style-type: none"> Participate positively.
BUS	<ul style="list-style-type: none"> Follow directions of bus driver. Use Kind language & actions. Use voice level 0-2. 	<ul style="list-style-type: none"> Keep bus clean. Keep hands & feet to self. 	<ul style="list-style-type: none"> Offer a seat to others. Help others. 	<ul style="list-style-type: none"> Always help younger students. Focus on safety.
HALLWAYS	<ul style="list-style-type: none"> Keep hands and feet to self. Use voice level 0 always. 	<ul style="list-style-type: none"> Use kind academic language. Take care of school property. 	<ul style="list-style-type: none"> Keep hallway clean. 	<ul style="list-style-type: none"> Walk, don't run



Behavior Expectations

Thomas Page Academy Elementary School

Location: **Safe** **Respectful** **Responsible**

CLASSROOM	<ul style="list-style-type: none"> • Enter and exit quietly • Stay in seat unless directed • Hands and feet to self 	<ul style="list-style-type: none"> • Use kind words and actions • Follow voice level chart • Let everyone learn 	<ul style="list-style-type: none"> • Be on time • Have materials and classwork ready • Be an active learner
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LUNCHROOM	<ul style="list-style-type: none"> • Enjoy your own meal • Stay in your seat until dismissed 	<ul style="list-style-type: none"> • Use polite table manners • Stay in your seat until dismissed 	<ul style="list-style-type: none"> • Clean up after yourself
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PLAYGROUND	<ul style="list-style-type: none"> • Follow grade level playground rules • Follow yard duty staff instructions • Keep hands and feet to self 	<ul style="list-style-type: none"> • Play fairly • Include everyone • Share equipment 	<ul style="list-style-type: none"> • Have permission to leave playground • Solve problems peacefully
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BATHROOMS	<ul style="list-style-type: none"> • Keep water in the sink • Wash your hands • Put paper towels in garbage can 	<ul style="list-style-type: none"> • Give everyone privacy • Use the restroom quickly and quietly 	<ul style="list-style-type: none"> • Flush toilet after use • Tell an adult if there is a problem
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LIBRARY	<ul style="list-style-type: none"> • Keep hands, feet and objects yourself 	<ul style="list-style-type: none"> • Use a voice level 0-1 • Put books back properly 	<ul style="list-style-type: none"> • Wait for your turn • Treat books carefully
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OFFICE	<ul style="list-style-type: none"> • Sit quietly reading or working while you wait 	<ul style="list-style-type: none"> • Wait patiently • Be kind and polite to office staff 	<ul style="list-style-type: none"> • Have a note from an adult • Read or work while waiting
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ASSEMBLIES	<ul style="list-style-type: none"> • Enter and exit orderly 	<ul style="list-style-type: none"> • Use good audience manners 	<ul style="list-style-type: none"> • Listen attentively
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BUS	<ul style="list-style-type: none"> • Stay seated • Face forward • Keep your hands to yourself 	<ul style="list-style-type: none"> • Follow directions from bus driver • Use voice level 0-2 • Use kind language 	<ul style="list-style-type: none"> • Keep bus clean
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HALLWAYS	<ul style="list-style-type: none"> • Walk safely • Keep your hands to yourself 	<ul style="list-style-type: none"> • Use voice level 0-1 at all times 	<ul style="list-style-type: none"> • Keep hallways clean and damage free
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<i>LINE BASICS</i>	<ul style="list-style-type: none"> <i>Voice level 0</i> <i>Face forward</i> 	<ul style="list-style-type: none"> <i>Hands by your side</i> <i>Stay single file</i> 	<ul style="list-style-type: none"> <i>Stay in your line</i> <i>Quiet walking feet</i>
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Beverages - Beverages other than water and unopened juices, are prohibited on school campus. Students are to refrain from bringing to school sport drinks, coffee drinks, soda, 1-2 liter bottles of any beverage, etc. Any item brought to school by a student that creates a distraction or disturbance may be confiscated. Students are to refrain from drink sharing with one another. *Failure to follow this behavior expectation will result in confiscation of the item, parent contact, and appropriate, progressive discipline will be applied.*

Bullying – Bullying will not be tolerated at Thomas Page Academy. Bullying includes, but is not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of California Education Code 32261 and directed specifically toward a pupil or school personnel. Bullying is repeatedly and intentionally doing harm (physical harm to another’s body or property, emotional harm to another’s self worth, or social harm to another’s group acceptance) where there is an imbalance of power between the victim and the bully(s).

Seth’s Law - Bullying and Harassment

CRPUSD strives to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Board Policy 5145.3

REPORT IT

Any person that has been a victim of, or witnessed bullying / harassment on school grounds, during school activities, or going to and from school is highly encouraged to report the incident immediately to a counselor, administrator, or other adult personnel on campus. Students have an option of reporting the incident anonymously through the STOPIt app on their cell phone (middle school & high school) or by simply handing in a letter, or written note, to the school office.

INVESTIGATION

The principal or designee shall promptly investigate all complaints of bullying / harassment. The student who filed the complaint shall have an opportunity to describe the incident, present witnesses and other evidence of the bullying / harassment, and put his/her complaint in writing. Within 10 school days of the reported incident, the principal or designee will review their findings with the parties involved, unless circumstances dictate that more time is needed to conduct a thorough investigation. If more time is needed to complete the investigation, the parties will be notified of the reason for extension. If it is determined that bullying / harassment did occur, the principal or designee will state what interventions and corrective action was taken to address the bullying / harassment and prevent any further incidents in the future. If the student is in disagreement with the outcome of the investigation, an appeal can be filed at the Department of Student Services located at 7165 Burton Avenue, Rohnert Park, CA 94928.

TRANSFER REQUEST



A child that has been reported as a victim of a violent offense or bullying as defined by state law is entitled to transfer to another school within or outside the District, under California Education Code 46600(b). Placement at a requested school is contingent upon space availability. Transfer requests can be obtained at the Department of Student Services located at 7165 Burton Avenue, Rohnert Park, CA 94928.

Student Services Department
7165 Burton Avenue
Rohnert Park, CA 94928
(707) 792-4540

Bullying Interventions and Procedures - It is vitally important that our students report bullying to a teacher or school administration. *Reporting bullying works.* Thomas Page Academy takes this issue seriously and is successful at correcting behavior. We need to know about bullying so we can investigate and address the situation. We educate students on the subject of bullying to help stop problems before they start. Students are to reach out to a school staff member or use the STOPit Application in instances of conflict or bullying. The STOPit Application can be utilized by downloading it to a smartphone or tablet device using the school code: GOTPA

Steps taken to intervene with and correct bullying:

- Conflict resolution with administration, mental health staff, or other school staff
- Interventions and discipline strategies consistent with the site's progressive discipline policies designed to end harmful behaviors and encourage positive behaviors will be utilized.
- Students who engage in the act of bullying may be placed on a behavior contract for the safety of all students involved.
- If the bullying persists, the harm-doer may be suspended and site administrative conference(s) may be held.

Bullying/Cyberbullying Board Policy 5131.2 - *The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.*



Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students.

Such training shall be designed to provide staff with the skills to:

- 1. Discuss the diversity of the student body and school community, including their varying immigration experiences*
- 2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims*
- 3. Identify the signs of bullying or harassing behavior*
- 4. Take immediate corrective action when bullying is observed*
- 5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior*

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance



personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Buses - We are fortunate at Thomas Page Academy to have school bus services through West County Transportation. All students using bus services are required to have a bus pass every time they ride. There is a charge for bus passes as well as replacement fees for lost passes. Students must be in line, adhering to TPA line expectations, before getting on the bus. Students are expected to remain sitting in their seats through the entire duration of the bus ride with no changing of seats unless directed by the bus driver. Students can receive bus citations and bus suspensions from West County Transportation for demonstrating unsafe or inappropriate behavior on the bus. Thomas Page Academy also addresses student behavior on the bus and can assign consequences for unsafe or inappropriate behavior on the school bus. Please speak with your child about the importance of bus safety. *Failure to adhere to the bus expectations can result in verbal warning, parent contact, loss of bus privileges, restricted recess, and suspension.*

Cell Phones and Other Electronic Devices - We discourage students from bringing any valuable electronic devices to school because of the possibility of damage, loss, or theft. Thomas Page Academy cannot and does not assume responsibility for such devices. Due to the disruption of the learning process; student use of cell phones is allowed only after 3:00 pm when school is over for the day.

Cell phones must be turned off/turned in and put away before school, during normal school hours, including recess, lunch, and between classes as well as all school functions. The same policy applies to iPods, tablets, MP3s, and other such players. Classroom use of these devices is not allowed and will result in the devices being confiscated and returned only to a parent or guardian. Students may also face



disciplinary consequences for class disruption and lack of cooperation. Any item brought to school by a student that creates a distraction or disturbance may be confiscated. All electronic games must be left at home. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, no recorded image of the Thomas Page Academy campus, teachers or students are to be posted to social media or the Internet electronically without administrative approval. *If the school employee finds it necessary to confiscate the device, it can be returned to a parent or guardian at the end of the school day. Repeated violations can result in progressive discipline, i.e. suspension and expulsion.*

Cigarettes, Tobacco, Drugs, Alcohol - These items are not to be brought to school. TPA's physical education curriculum includes tobacco, drug, and alcohol prevention and education. *Violation of the rules will result in consequences informed by Board Policy and CA Education Code. Repeated violations will result in progressive discipline, i.e. suspension and expulsion.*

Climbing on Equipment - Student safety is of the utmost importance at TPA. Trees, basketball poles, fences, softball backstops, buildings, etc. are not for climbing. *Violation of the safety expectations can result in verbal warning, parent contact, loss of recess privileges, and suspension.*

Community Service - EC48900.6 As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. For the purposes of this section, 'community service' may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

Equipment - Football, softball, kickball and frisbee games must be played on the grass, not on the blacktop or in walkways. Balls may not be kicked on the blacktop or thrown at buildings.

Food - Food may only be eaten in designated areas and at designated times on campus. Food is not allowed on the playground. Any item brought to school by a student that creates a distraction or disturbance may be confiscated.

Gum - Gum is not allowed at school. *Violation of the rules can result in confiscation of the gum.*

Hands-off Policy - Students must keep hands and feet to themselves at all times. Public displays of affection (PDA's) are also not allowed. This includes hand holding, hugging, kissing, etc.

Homework - Teachers will expect students to do homework. It is the student's responsibility to be sure that homework is completed correctly and turned in on time. Anytime a student is absent, it is his/her



responsibility to check with the teacher and find which assignments (s)he will need to make up. Parents should make every effort to attend Back to School Night or contact your child's teacher to learn about the classroom expectations. *Failure to complete assigned homework can result in teacher-assigned disciplinary action or interventions like: verbal warning, loss of recess, parent contact, in-school separation, student/parent/teacher conference, etc.*

Hours - School begins at 8:20 AM for all grades. Grade K- is dismissed at 2:00. Grades 1-8 are dismissed at 3:00, except on minimum days. Tuesday schedule is 8:20 to 12:00 for all grades. Students should refrain from arriving to school before 7:50 AM.

Instructional Device Student Use The Cotati-Rohnert Park Unified School District may provide technology devices to its student body in order to facilitate the integration of technology driven curriculum in the classroom. These devices (iPads, Chromebooks, etc.) are the sole property of the School District. The ownership of all software, services, and network resources provided for these devices is retained by the Cotati-Rohnert Park Unified School District.

STUDENT USE POLICIES

Students are permitted the use of these devices only when adhering to the policies listed below:

1. School provided technology shall be used strictly for instructional/educational purposes during the school day.
2. Devices must be charged at home and be present and ready to use for class instruction daily. There will be no charging of devices at school unless an exception is made by an instructor.
3. Device chargers and cables are the responsibility of the student and will not be replaced by the district if lost or damaged.
4. Devices are not to be removed from district provided cases (if present) either at school or when at home.
5. Use of social media applications while at school is prohibited and may be filtered/blocked on school provided networks. This includes "chatting" apps.
6. Playing games and streaming video during instructional hours is prohibited unless specifically approved by an instructor.
7. Technology devices should be off the student's desk and put away unless an instructor has specifically directed the class to use them.
8. Any attempt to circumvent wireless network policies and security measures is prohibited. This includes the use of VPN and P2P sharing apps.
9. Any non-standard modification to the hardware or software of the device is strictly prohibited.
10. Devices may be remotely observed and managed by the district to ensure appropriate use and functionality.
11. Students will relinquish the device to any instructor/administrator/technology team member when it is requested with or without warning or cause. There should be no expectation of privacy with these devices.
12. The Technology Services Department retains the right to add, remove, and update apps, software, or data on these devices in order to ensure the overall functionality of the device and ensure student safety.



TECHNOLOGY DEVICE FEES AND INSURANCE

Students shall be provided with a device appropriate to their grade level or instructional need by the district free of charge. There is, however, a set fee structure in place to ensure devices are repaired or replaced when damaged or lost. These charges both insure that the district is able to continue providing students with instructional technology and provide a level of accountability for students in the care and treatment of their assigned devices. Failure to pay fees associated with device loss or damage may result in a loss of privileges or having a high school diploma withheld until such a time as payments are received as outlined in Education Code Article 5.5 Section 49014 (g). The following fee structure does not apply to Elementary student devices as devices are generally stored in the classroom.

Accidental damage insurance is available to families with Middle and High School aged students at a rate of \$25 per school year per device. The window for purchasing insurance will open for 4 weeks from the start of the school year and must be renewed on an annual basis. Please visit the district website at www.crpused.org to purchase insurance for the 2022-2023 school year. By choosing to decline insurance coverage, you are agreeing to comply with the fee structure as outlined below for your student's district provided device:

Chromebooks

Charger Replacement if lost or damaged	\$40
Broken Keyboard	\$50
Broken Screen	\$75
Chromebook Replacement if lost or not returned	\$300

iPads

Replacement Lightning cable or charging brick	\$19 each
Broken Keyboard Case	\$99
Broken Screen	\$100
iPad Replacement if lost or not returned	\$350

Devices that experience hardware malfunctions and have not been damaged or mistreated during use will be replaced or repaired free of charge regardless of insurance status. This applies to accessories that are turned in without damage. Devices that are reported as stolen will also be replaced if the district is provided a police report that includes the device as a named item.

If a student leaves the district, but does not return their assigned device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply. Law enforcement may be involved for the purpose of recovering district property.

Parents and Guardians retain the right to opt out of receiving district technology for their student/s as long as they provide their student with the necessary technology to



participate in classroom instruction. If you want to opt your child out of using a district provided device, please complete the Technology Opt-Out form that can be found on the PowerSchool Parent Portal or on the District website.



Office - The office staff is here to assist students. Students should only come to the office if they have business there. All others should stay out of the office so that we may assist students, parents, and teachers efficiently. Students are expected to follow TPA's behavior expectations while in the office and other areas of campus.

Playground and Recess - Students are to stop playing and immediately line up when the bell rings. Students have no more than three minutes to get to class. During recess and lunch time students are to play in designated areas only and not in the corridors or amphitheater. Balls are not to be bounced against building walls. Students should immediately line up when the whistle is blown or bells ring. Any item brought to school by a student that creates a distraction or disturbance may be confiscated.

Recess Restriction - Recess may be restricted by teachers or principal for disciplinary purposes (AR 5144(c)).

Restroom - The bathrooms are to be used for their intended purpose and only when necessary. Students are expected to ask permission from teacher and sign-out before using the restroom and refrain from socializing, vandalizing, playing, and other off-task behaviors in the restrooms.

Skateboards, rollerblades, and athletic shoe skates - Riding skateboards, scooters and rollerblades is forbidden at all times on school property. *Skateboards ridden on school property may be confiscated and returned to the parent for the first violation. Further violations may result in the skateboard being confiscated for the remainder of the school year.*

Tardy: Tardy students should go to the office and check-in before going to class. *Unexcused tardiness can result in verbal warning, parent contact, referral to SARB for tardies.*

Throwing: Throwing rocks, classroom items, bark, sand, sticks or other items is not allowed at school. *Violation of this rule may result in verbal warning, parent contact, loss of recess privileges.*

SUSPENSION FROM SCHOOL

State law and District policy provide that a pupil may be suspended from school for any of the following reasons: Education Code 48900:



- (a) (1) *Caused, attempted to cause, or threatened to cause physical injury to another person.*
- (2) *Willfully used force or violence upon the person of another, except in self-defense.*
- (b) *Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.*
- (c) *Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.*
- (d) *Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.*
- (e) *Committed or attempted to commit robbery or extortion.*
- (f) *Caused or attempted to cause damage to school property or private property.*
- (g) *Stolen or attempted to steal school property or private property.*
- (h) *Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.*
- (i) *Committed an obscene act or engaged in habitual profanity or vulgarity.*
- (j) *Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.*
- (k) *Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.*
- (l) *Knowingly received stolen school property or private property.*
- (m) *Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.*
- (n) *Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.*
- (o) *Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.*
- (p) *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.*
- (q) *Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events. EC48900(q)*
- (r) *Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.*
- (s) *A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:*



- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.



ASSEMBLIES

TPA holds monthly assemblies to celebrate student success and bring our school community together in a fun, positive way. Assemblies usually occur near the end of each trimester. Parents are invited to join us for school assemblies. Courteous behavior in school assemblies is important and part of our school-wide expectations. Students should give full attention to the performers on stage and appreciation shown only through clapping hands. Shouting, booing, and failing to follow directions are never appropriate, and students who misbehave can be asked to leave the assembly.

CARE OF SCHOOL PROPERTY

Students can best show their appreciation of our beautiful campus by taking care of the buildings, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and may also face further disciplinary action. Except in cases of unavoidable accidents, students are liable and can be billed for all damage they may do to school property.

TEXTBOOKS

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks or library books. Grades may be withheld until restitution is made.

REQUEST FOR/MAKE-UP HOMEWORK WHEN ABSENT

When students are absent from school and needs homework assignments, please telephone the school office in the morning. The teacher will be notified and will arrange to have all homework in the office to be picked up after school, or sent home with another child if requested. If the request is not received in the morning homework may not be available until the following day. Homework must be made up in a reasonable amount of time, e.g. day for each day absent.

SAFETY DRILLS

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire, earthquake and lock-down drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

FIELD TRIP POLICY

All students must have a signed permission slip the day of a field trip to go with their class. *If your child does not have a signed permission slip, he/she will not be allowed to participate. Only the District Field Trip Form will be accepted. All information on the note must be filled out completely in order for students to attend the trip. Permission cannot be given over the telephone.*

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills, and foster positive relationships between students and adults. Students must make a satisfactory attempt to complete class and homework assignments and maintain good citizenship in



order to participate in off-campus activities. Students remaining on campus will have an alternative assignment and placement. It is very important that students turn in all of their paperwork and monetary contributions before the stated due date for such items. Late paperwork will not be accepted. Parents who drive on field trips need to supply the required driver form. They should drive directly to the destination, with no stops along the way (such as gas stops.) Younger children are not allowed on field trips.

Parent Drivers for Field Trips: Parents must complete the necessary paperwork and have it on file in the office one week prior to the trip. This includes the Volunteer Affidavit Form, Parent Driver Form and a copy of valid auto insurance and Driver's license. *The Driver Form must be completed per field trip.*

Parent Driver Guidelines for Field Trips

The following procedures are a guideline:

1. Drive only to the designated locations with no "pit stops" or "detours" (Be sure that your car has gas and you have your own lunch as needed for the trip)
2. Meet in the teacher's classroom you are driving for, prior to the trip, so that you can get a map, directions, schedule of the days events and student expectations as each trip may be different. Do not show up right before students are to leave as this creates some chaos with trying to disperse students and explain expectations to adults.
3. *Do not* make special purchases for students in your group as this creates equity issues with the rest of the class. Should you want to do something special for your group, *please check with the teacher first.*
4. When transporting students back to school, park your car and escort students back to the classroom to ensure student safety. Parents driving don't always arrive at the same time so the teacher may not be back and those students that you are supervising will continue to need supervision until you release the students back to their teacher. Should you need to leave, escort your students to the office so that they are supervised.

Thank you for volunteering your time to transport students on trips. We want to offer a variety of trips to our students and parent support and cooperation are needed.

CONFERENCES AND REPORT CARDS

Report cards are issued three times each school year (Trimesters). At the end of the first trimester, parents will confer with their child's teacher. Conference notification time will be sent home by the classroom teacher for parents to confirm attendance. Parents are encouraged to schedule additional parent/teacher conferences as needed. The second report card will be sent home with students. The last report card is sent home on the last school day of the school year. Student progress may be requested at any time. Parents are encouraged to monitor their child's progress.

8th GRADE PROMOTION REQUIREMENTS

Thomas Page Academy's Eighth Grade Promotion Ceremony is an academic celebration and milestone recognizing our students' endurance and commitment to learning. **In order to participate in the ceremony, students must have a D-grade or above in all classes.** We expect our students to earn high grades that are a reflection of their hard work, like As, Bs, and Cs. We believe every student can work to achieve a strong grade in every class, and we are here to instruct, guide, and support each student.

TRAFFIC SAFETY



Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. All students should be *dropped off in the marked yellow zone areas* on the school curbs. This rule is only intended to prevent serious injury and to ensure the *safety of all students*.
2. *When picking up ANY student grades K-8, if the student is not ready to meet you at the curb, you must park your vehicle, pick up your child at the gate, and then escort your student back to your vehicle. Students are not permitted to cross the driveway or parking lot without an adult escort. Please speak to your student about watching for your arrival and please plan your time accordingly.* This policy is in place to keep traffic flow moving quickly and all Thomas Page students safe.
3. Please maintain *one lane of traffic* in the school driveway, pulling to the yellow curb for student pick- up. If your student is delayed, you must proceed immediately to a parking spot, otherwise traffic will back up into the street.
4. Do not park in the bus loading zones at any time of the school day.
5. Students may ride bicycles to school. Helmets must be worn and bike laws must be followed. All bikes must be parked in the bike area and must be walked once the student is on campus.

BUS RULES - PUPIL BEHAVIOR

High standards of behavior on buses need to be maintained at all times for the safety of all. Bus drivers have complete authority over pupils riding the bus. Students are expected to follow all bus rules and procedures. The bus driver may recommend suspension from the bus for any student who fails to comply with bus rules and safety requirements. Consequences will be administered at school for misbehavior on buses.

Because pupils riding the bus should not be harassed or bothered by other pupils and because the driver's concentration must be directed at all times to the safe operation of the bus, the following rules shall be followed:

1. Windows may be down unless the driver requires them to be raised.
2. No object may be thrown out of the window or in the bus.
3. Pupils must be seated while the bus is in motion with feet and knees out of the aisle.
4. Pupils must keep their feet out of the aisles while others are loading or unloading.
5. Pupils must walk at all times while loading or unloading; pupils must be seated promptly.
6. Noise must be kept at a level that does not annoy the driver or interfere with his duty.
7. Eating or drinking on regular bus runs is prohibited; the driver will determine exceptions on activity trips.
8. A pupil intending to leave the bus at other than the designated stop must have a pass from the school office.
9. Unnecessary movement as determined by the driver is not permitted.
10. Lighting matches, igniting objects or smoking is prohibited
11. No animals, including pets are allowed on the bus.
12. Pupils shall not argue with the driver or debate rules and regulations while the bus is in operation. Pupils may discuss procedures with the driver before and after the bus runs.
13. Students are to keep their hands and body to themselves while riding on the bus.
14. Students are to use appropriate language at all times on the bus.

If the bus rules are broken, corrective action will be taken which may include:

- Assigned seats
- Student accompanied by a parent, brother, sister, etc.



- Assigned work, washing windows, cleaning the bus, etc.
- Parent conferences at home and/or school
- Restitution of damaged or destroyed property
- Single or multiple day suspension of bus service
- Long term suspension of bus service
- Suspension from school

The school may take disciplinary action for students who do not follow school rules and expectations while riding the school bus.

COMMUNICATIONS/PARENT INVOLVEMENT

At Thomas Page Academy, home/school communication is a priority. It is critical that parents understand what is going on at school. We encourage you to call at any time if you have questions and/or concerns regarding your student and school. The school telephone number is 707-792-4860. The school office hours are 7:50 a.m. to 4:00 p.m. The following communication tools are employed at Thomas Page Academy School. We strongly encourage communication between school staff and parents, as well as family involvement at the many family events on campus throughout the school year.

Conferences - Please make arrangements to meet with your child's teacher if you have concerns about their progress or questions about classroom procedures. Our teachers are involved in many after school meetings, extracurricular activities, and trainings, and making an appointment would be the most efficient way to address your concerns. All staff have an email address where you can contact them via email, or you may call the school office and we will leave the teacher a message to return your call.

Email - All CRPUSD staff members utilize email. Email is an excellent way to communicate with school staff and faculty. Feel free to email teachers, administrators, and other staff members at any time. CRPUSD email addresses include staff member's first name, underscore, staff member's last name, followed by @crpusd.org, i.e.: `firstname_lastname@crpusd.org`
Please also ensure the school office has your most current email address, as the school frequently sends email notifications to all families.

English Language Advisory Committee (ELAC) - The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to students learning English as a non-native language. All parents and students are invited to attend ELAC meetings.

The meetings most frequently occur before or after PTA meetings on the first Monday of the month at 5:30 p.m. in the library. Check Facebook, electronic sign, and newsletter for specific meeting dates.

Facebook - Following Thomas Page Academy on Facebook is a great way for parents to stay connected to school events, photos, and information. Please follow Thomas Page Academy, @ThomasPageAcademy, on Facebook.

Family Events - TPA hosts many family events throughout the school year. Parent and family attendance and involvement in these events is highly encouraged. Two important school events each year include Back to School Night occurring early in the school year and Grand Showcase Open House occurring in early spring. Parent involvement plays a critical role in student success.



Homework Requests - When a student misses school due to illness, it is the student's responsibility to make arrangements with the teacher to make up missed work.

Newsletters and Websites - We encourage parents to view the monthly newsletter sent via email and posted on Facebook, as well as updates on the school and district websites. Hard copies of the newsletter can be available upon request. The purpose of the newsletter, TPA Facebook, and webpage is to inform parents of upcoming events and encourage family involvement. Important information, including school lunch menus, is also accessible by visiting the district website.

Parent Teacher Association (PTA) - Each month Thomas Page's PTA meets to discuss student events and fundraising for the school. PTA is a great way for parents to be involved in their child's school. Parents and students are encouraged to attend PTA meetings. This important group plays an essential role in planning many activities and creating opportunities for students during the school year. Meetings are held monthly, on Google Meet or Zoom until further notice. Check out the electronic school sign, Facebook, and the newsletters for meeting information.

PowerSchool - PowerSchool is our district's comprehensive student information system. Parents and students are able to check on students' academic progress through logging-in to PowerSchool from any electronic device. Please ensure you have your login information. We recommend parents use PowerSchool to check student grades at least once a week. You can receive login instructions and credentials from the school office. Please also ensure the school office has your most current email address, as the school frequently sends email notifications to all families.

Progress Reports and Report Cards - Student progress reports are sent home at the mid-trimester. Report cards are issued three times each year (trimesters) covering approximately twelve weeks of the student's work.

School Site Council - This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement and safety plans as well as setting school-wide goals. Meetings are held 4 times per year. Notices will be posted.

Volunteers Affidavit Form - We encourage parents to help in their child's classroom and chaperone field trips. For the safety of all students, parents are required to complete a Volunteer Affidavit Form and submit current fingerprint clearance before helping on campus or field trips. This form can be found online at crpusd.org, and the cost for the fingerprinting process can be paid by the school district. Adults will not be allowed in classrooms or to attend any field trips without an affidavit on file in the office. Each year the form must be completed.

LOST AND FOUND

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. The school is not responsible for personal property. Found articles should be taken to the office and will be placed in the Lost and found. Students should write their names on all lunchboxes, books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money (more than \$5.00) to school. Parents are strongly encouraged to regularly visit the Lost and Found.

STUDENT USE OF PHONE

Our school office is a place of business. Only in case of an emergency may students use the office telephone. Students will be called over the intercom system during break and lunch to pick up any item that has been brought in for them. Students may not use their cell phones during school hours.



MISCELLANEOUS

Academics at Home - In order to promote student growth and achievement we suggest students read at home every day for at least twenty minutes. Online learning programs such as Zearn and Lexia can be accessed at home using student accounts created in the classroom. We also recommend Khan Academy for supplemental practice and help in mathematics.

Athletics - Currently, Thomas Page Academy offers the sport, cross country. Students who are interested in representing TPA on the cross country team or other athletic teams as offered need to complete and turn-in the athletic packet before practices begin. The athletic packet includes a physical exam to be provided by a physician. Students can participate in school sports only when the athletic packet is submitted, including verification of physical exam. In order to participate in school sports, students must maintain a GPA of 2.0 or higher and be passing all classes.

Birthdays and Celebrations - Birthdays are special days and need to be celebrated after the school day, as celebrations at school are a distraction. Balloons and flowers are not to be delivered or brought to school. If they are delivered or brought, they will remain in the office until after school. Food for any class parties should be arranged through the classroom teacher, adhere to health code, and food allergies should be considered. Supplying food items that contain peanuts is prohibited.

Food Service - Students are not to bring large quantities of candy or other treats for distribution to others. Due to state law, our food service is responsible of the nutritional intake of students a half-hour before school until a half-hour after school. This means that fast food items such as but not limited to pizzas, hamburgers, ice cream, soda, etc. are no longer allowed to be brought to school during this time.

This applies to lunches and class parties. For class parties, food such as cookies or pizza can be ordered from Food Services at 588.5621. Please order 24 hours in advance.

No beverages other than water are allowed to be brought to school, this includes sodas and drinks such as coffees and teas. Sealed juices, such as juice boxes, are permitted for lunches.