

RIPON ELEMENTARY SCHOOL



**Student & Parent
Handbook
2020-2021**

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Ripon Elementary

School Staff

Administrative Staff

Principal: Dana Phelps

Secretary: Laura Barna &
Lu Ann Vander Meulen

Teachers

TK: Jamie Holt

Kindergarten: Jayme Curtiss & Melanie Perez

First Grade: Pao Chhim & Mayra Gomez

Second Grade: Cynthia Wyrsh &
Laura Viss / Christen Sousa

Third Grade: Eric Dambrosio & Alyssa Miculinich

Fourth Grade: Nicole Bodeson & Kelcie Sanny

Fifth Grade: Sara Pittson & Heather Stevenson

Sixth Grade: Jessica Rangel

Seventh Grade: Kayla Machado &
Susan Taylor

Eighth Grade: Shandi Ross & Jamie Thomas

Tier 3: Ann Siegel

Title 1: Texas Keo

Learning Center: Margaret Flores & Cheryl Ramey

Speech: John O' Connor

Occupational Therapist: Justin Mattiuzzo

Physical Education: Jacob Rodriguez

Support Staff

Librarian: Rebecca Cavazos

Bilingual Paraprofessional: Jodi Landa

Custodians: Larry Moreno & Jeremy Pratt

Lunch Cashier: Wendy Perkins

Cafeteria: Maria Nunes

Teaching Assistants

Learning Center: Gina Meyers & Crystal Viera

Speech: Denise Mayer

Yard Duty: Sonja Reyes, Irene Rodriguez, Ana Landa

MISSION STATEMENT

We create critical thinkers to develop powerful leaders.

SCHOOL HOURS

School hours are from 8:15 a.m. until 2:00 p.m. each day for kindergarten through third grade. School hours for grades four through eight are 8:15 a.m. until 2:50 p.m. Every Monday and Wednesday is a minimum day with a dismissal time of 2:00 p.m. for grades four through eight unless notified otherwise. Please check the school or District calendar for changes.

Before School

Please have your child at school no later than 8:15 a.m. as this is school start time daily. The line up bell rings at 8:12 a.m. **Children should NOT arrive earlier than 7:45 a.m. unless having breakfast, or remain on campus after their dismissal time.**

After School:

Students who participate in an after school supervised activity must leave campus after school and return at the starting time of the activity. (For example, student getting out at 2:50 and having basketball practice at 4:00, must go home after school and return for practice.)

DID YOU KNOW?

Supervision WILL NOT be provided for students who arrive before 7:45 a.m. or remain later than their dismissal time.

Supervision WILL NOT be provided for students who arrive before 7:45 a.m. or remain later than their dismissal time.

Children in kindergarten through third grade **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. If your child can't be picked up at dismissal time please make arrangements with our After School Program.

RELEASE OF CHILDREN DURING SCHOOL HOURS

Under NO CIRCUMSTANCE should a student leave the campus during the school day without proper permission.

If it is necessary to pick your child up during the school day, please go to the office to sign your child out. 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 he/she returns during school hours. Students must be signed out by their parent or guardian.

If at all possible, please make appointments after school.

Emergency or Disaster release will be made by Office Personnel ONLY.

ATTENDANCE PROCEDURES

TARDINESS

A student arriving after 8:15 a.m. is considered tardy and must go to the school office and get a Tardy Report form to be admitted to class. Punctuality is important to instill in children early in their development. Consideration of teachers and other students is

important. Excessive tardiness will result in consequences and habitual tardiness will be considered defiance.

Unexcused tardies will be counted each academic trimester. Students start each trimester with zero tardies. The consequences for tardies are as follows:

| | |
|-----------------------|--------------------------------------|
| 1 st tardy | warning |
| 2 nd tardy | warning |
| 3 rd tardy | lunch recess detention |
| 4 th tardy | 30 minutes of after school detention |
| 5 th tardy | 1 hour of after school detention |

All tardies, after the 5th, result in 1 hour of after school detention for each occurrence.

Unexcused tardies over 30 minutes will be counted as truancy events in SARB referral

ABSENCES

The Ripon USD has an adopted Attendance Policy. **Students will only be excused from an absence if it falls under the state category for excused absences. All other absences will be marked as unexcused.** This policy defines the types of student absences:

Excused - illness, medical appointment, quarantine, jury duty, and funeral service of a member of the immediate family.

Approved - appearance in court, observation of a holiday or ceremony of his/her religion, religious retreat, and interview for employment or college. Except in the case of a family or personal emergency requiring immediate attention, a request for an approved absence must be received in the school office no less than 3 days prior to the start of the absence. Each request shall be in writing and provide the following information: (a) date of the request, (b) date(s) of the absence, (c) a clear statement of the reasons for the absence, and (d) parent signature.

Unexcused - absence which is not excused or approved. Each day of an unexcused absence counts as a separate truancy event.

Requirements for attendance accounting include:

1. Verbal excuses for absences, in person or by telephone, will be accepted no later than the day following a one-day absence or the second day of a multiple day absence.
2. All other excuses will be in writing. The note must include (a) the date the note was written, (b) date of the absence, (c) specific reason for the absence, and (d) parent signature. In the case of an absence due to illness, the note will state the nature of the illness.
3. Students may be disciplined for failing to provide a written note.
4. Partial day absences for unexcused reasons, regardless of the time of occurrence, shall be counted as unexcused tardies. These tardies shall count towards a declaration of truancy.
5. Students whose absences are deemed excessive (10 absences or 10% of the school year) may be required to provide a doctor's note or be checked in the school office in order for an absence to be counted as excused.

Students who miss school work because of an **excused absence** shall be given the opportunity to complete all assignments and tests that can be reasonably provided. The assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable amount of time. EC 48205

Students who miss school work because of **unexcused absences** shall be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

The teacher of any class from which a student is suspended shall require the student to complete any assignments and tests missed during the suspension. EC 48913

In order to participate in an after school activity, such as dances, band, plays, or athletics, the student must be in school the day of the activity. If the activity is planned for a Saturday, the student must be in school the Friday before the activity.

Parents are encouraged to discuss any questions regarding attendance with the school principal.

VISITORS/VOLUNTEERS/PARENTS/GUARDIANS

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 and/or parents, shall register and check-in immediately upon entering any school building or grounds when school is in session. Visitors and/or parents will be issued a pass to be worn while on campus

Classroom and school volunteers/parents must have a current TB test and must complete the RUSD 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.

HOMEWORK

All teachers will expect students to complete homework. It is each student's responsibility to be sure that homework is completed correctly and turned in on time. Students in grades 5 and 6 should record their daily, weekly and long term assignments in their Student Planner. This book will help the student manage their time and homework assignments. Planners may also be used for grades 4, 7, and 8 as needed.

Failure to complete assigned homework may result in teacher-assigned disciplinary action (verbal warning, detention), parent contact, detention, in-school separation, and suspension.

Homework When Absent:

Anytime a student is absent, it is the student's responsibility to check with the teacher to determine which assignments must be made up in their absence. When your child is 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. EC 48205 BP 6145

SCHOOL LUNCH

A student lunch cost is \$3.00 per day; \$15.00 per week and milk is \$.30 each. Parents are encouraged to make their first payment in the School Office or ONLINE before the first day of school. Once the school year begins students or parents are to pay for lunch in the office any morning from 8:00 to 8:15am. Each payment must include a deposit slip, available in the school office, with the student's name and amount.

DID YOU KNOW?

You can pay your child's lunch account on-line and view meals that your child eats. Charging lunches is for emergency use only.

Visit www.mymealtime.com to make a deposit in your student's account.

STUDENT DRESS GUIDELINES

1. Proper school dress shall include but not be limited to the following (Dress and Grooming AR 5132)

- 1.1. Clothes will be safely secured with appropriate fasteners.

- 1.2. Clothing will not be so long as to be stepped on or subject to catching on school furniture, equipment, etc.
- 1.3. Clothing will be approximately mid-thigh in length or longer. Spandex type or form fitting clothing must be covered by an over-garment, which are approximately mid-thigh or longer. When assessing length, consideration will be given to the pupil's stature and body type.
- 1.4. Clothing or jewelry may not be decorated with artwork, stitching, patches, or emblems that draw attention to body parts or promote personal views on defiant or violent behavior, alcohol, drugs, tobacco, sex, or gang affiliation.
- 1.5. Sleeveless clothing will have a minimum one-inch width shoulder strap and armholes of a size that the chest and back area may not be seen.
- 1.6. Clothes will not show a bare midriff.
- 1.7. All clothing will be clean and free from odor, dirt, paint, food, oil and other substances.
- 1.8. Hair will be clean and fashioned appropriately for school so as to not draw excessive attention or serve as a classroom distraction.
- 1.9. Excessive use of cosmetics, perfumes/colognes or body spray is not encouraged or recommended.
- 1.10 Caps or hats should not be worn indoors.
2. **The pupil's attire may be consistent with the above statements of dress and grooming but not be acceptable dress because of certain conditions, which include but are not limited to the following:**
 - 2.1. The garment is made of thin material, lace or woven in such a style that the skin pigmentation of the torso or upper leg may be seen.
 - 2.2. Undergarments, sleepwear and indoor slippers shall not be worn as an outer garment.
 - 2.3. Footwear shall be non-distraction and safely secured to the foot.
 - 2.4. Clothing, hats or jewelry that have symbols, colors, names, suggestive actions or gang activity that, in the opinion of the school administration, are not appropriate for school, disruptive to the class or promotes violence.

SCHOOL RULES

Ripon Elementary School has an education program, which emphasizes a strong basic 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 adhere to. Please read and discuss them with your child. If there are any questions, please call the school.

Bathroom The bathrooms are to be used for their intended purpose, not for socializing or playing. *Horseplay in the bathrooms will result in verbal warning, parent contact, recess restrictions, detention and suspension. Vandalism will result in parent contact, student cleanup, detention, paying for damages and suspension.*

Bicycles & Scooters All bicycles & scooters are to be walked to the crosswalk at Main Street and Acacia Street. All bicycles are to be parked only in the bike rack and locked. Scooters may be left in designated areas specifically stated by your child's teacher. Do not play around the bicycle rack. Bicycles & scooters are not to be ridden in the hallways at any time. Bicycles & Scooters are not to be ridden on the blacktop before school or after school.

Failure to adhere to the rules will result in verbal warning, parent contact, recess restrictions, detention, suspension and banning of the student's bicycle/scooter from campus.

Skateboards, Roller blades & Skates

Skateboards, rollerblades and skates are all are forbidden at all times on school property. Violators may be reported to the police. Students are not to bring these items to school. If these items are brought to school they will be confiscated and returned to the parent for the first violation. A second violation will result in the item being confiscated for the balance of the school year. Wheels in shoes are not allowed at school.

Equipment

Football, softball, kickball and Frisbee games must be played on the turf and may not be played on the blacktop or in hallways.

Bats are to be swung only in designated areas. Balls may not be kicked on the blacktop. *Violation of these rules may result in verbal warning, parent contact, loss of recess privileges, detention and suspension.*

Climbing on Equipment

We have special equipment for climbing and they are the only approved places where students may climb. Trees, basketball poles, fences, softball backstops, buildings, etc. are not for climbing. *Violation of this rule may result in verbal warning, parent contact, loss of recess privileges, detention and suspension.*

Gum & Candy

Gum is not allowed at school. Candy may not be eaten in the classroom unless the teacher or principal gives permission. Candy may not be eaten on the playground as a morning snack. *Violation of these rules may result in confiscation of candy or gum, verbal warning, loss of recess privileges, parent contact, detention, and suspension.*

Throwing Objects

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

Toys

Toys or sports equipment are not allowed at school unless pre-approved for a class project such as show and tell.

Hands Off

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. *Violation of the rules will result in verbal warning, parent contact, loss of recess privileges, detention and suspension.*

Laser Pointers

California State Law, Penal Code Section 417.27, prohibits the possession of laser pointers on elementary and secondary campuses. *Possession of a laser pointer at school will result in confiscation, parent contact, detention and suspension.*

IS MY CHILD ADDICTED TO THEIR CELL PHONE?

Teens check their devices frequently and feel the pressure to respond quickly to messages making adults feel like they are "addicted" when in fact they are most likely making their friends their priority, like most teenagers. **WHAT CAN YOU DO AS A PARENT?** Schedule time for the phone to be off and schedule activities where the phone cannot be used.

Cell Phones & Electronic Devices

Use of a cellular/digital telephone, pager or other mobile communications device during instructional time is at the discretion of the teacher. Defiance of the cell phone policy based on the teacher's discretion regarding electronic devices in the classroom will result in the following consequences:

- *First time: Warning (device will be taken away and given back to the student at the end of the day and parent/guardian may be called).*
- *Second Time: After school detention and phone held in Principal's office for parent/guardian to retrieve.*
- *Third Time: Referral to Principal's office and may conclude with a 1 day suspension or other consequences, not limited to the loss of cell phone privileges on campus for the rest of the school year.*
- *Fourth Time: 3 day suspension and loss of cell phone privileges on campus for the rest of the school year.*
- *Fifth Time: 4 day suspension and loss of cell phone and privileges on campus for the rest of the school year.*
- *Sixth Time: 5 days suspension, recommendation for expulsion.*

Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy or rights of others. **Therefore, cell phones and electronic devices are not allowed at recess or breaks.** *Devices used during breaks will be confiscated and returned to the student and/or parent at the end of the school day. A second violation will result in confiscation and parent must pick up device. A third violation may result in suspension of device from school grounds – length of suspension to be determined by the principal.*

By signing this document you acknowledge adherence to the Ripon Elementary cell phone and electronic device policy.

Detention

Students may receive detention slips for breaking school or classroom rules. Students will be expected to stay after school on the date detention is assigned. Parents will be notified about the detention by a written disciplinary referral or telephone contact. Parents will have to sign the detention form and must bring it back to school immediately. *Failure to return the disciplinary referral may result in loss of recess privileges, detention time being doubled, and suspension.*

PLAYGROUND RULES

- All students should cooperate with each other.
- No personal play equipment or toys are allowed at school or on the playground. They will be confiscated and returned to a parent.
- No students are allowed in the corridors during recess.
- No "lockouts" are allowed. If a student comes to your game and asks to play, he/she needs to be welcomed to the game.
- All trash is to be deposited in the trash cans.
- No playing is allowed out of sight of the yard duty supervisor.
- If a ball goes over the fence, NO student is allowed to go get it. Notify the yard duty supervisor.
- No kicking of balls is allowed on the blacktop. The following games are for GRASS only: Soccer, Frisbee, Softball and Football. Ball Tag is NOT allowed.
- No throwing balls against any building.
- No climbing in trees, on buildings, on backstops or on fences.
- When the bell signals that recess is over, students are to proceed immediately to their lines.
- No physical contact sports are allowed including, but not limited to tackling or wrestling.

- Yard duty personnel at lunch-time may have additional rules. If so, those rules are to be followed without argument or complaint.

PLAYGROUND CLIMBING EQUIPMENT RULES

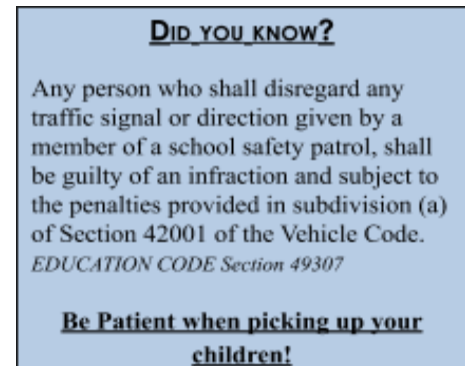
- ✓ No standing on or jumping from the top of the climbing wall or any other apparatus.
- ✓ No “King of the Mountain” type of play on any apparatus. That would include pushing, pulling or otherwise physically moving to another student. No “chicken fights.”
- ✓ Girls must wear shorts or pants, not dresses or skirts, while playing on the bars.
- ✓ Students will not sit on top of the rock wall.
- ✓ Students may only hang upside down on the pull-up bars. Two hands are to be on the bars at all times. No flipping off of any bars (forward or backwards) is allowed.

Failure to adhere to rules will result in verbal warning, loss of recess privileges, parent contact, detention or suspension.

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 and picked up in the marked yellow zone areas on the school curbs or park in designated parking. This rule is only intended to prevent serious injury and to ensure the **safety of all students**.
2. When picking up a child, always pull **to the curb in designated areas. Bus parking zone may not be used for drop-off or pick-up.** Do not stop in the middle of the street to pick up or drop off a child.
3. Students are not permitted to cross the street unless in the crosswalk.
4. Acknowledge and obey the Crossing Safety Person/students on duty every morning and at dismissal times. Patrollers on duty will control the crosswalk lights at Main Street and Acacia.
5. Bicycles may be ridden to school by students and parked in the bike area. Upon entering the school zone, a student must get off his/her bicycle and walk it inside the bike area. When leaving school, bicycles must be walked out of the school zone. The school zone includes the sidewalk on Main Street **-walk it, don't ride it on the sidewalk.**



FIELD TRIP POLICY

All students must have a signed permission slip turned in to attend a field trip with their class. Permission slips must be filled out completely and turned in before the day of the event. If your child does not have a signed permission slip, the student will not be able to attend the field trip. Parent permission CANNOT be given over the telephone.

The forms may be downloaded from the school website and faxed to the school in cases of emergency. (FAX# 209-599-8725)

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.

Non-school aged siblings and non-Ripon Elementary students may not accompany volunteers on field trips.

Field Trips are conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities. Students may be excluded from the trip if their presence on the trip would pose a safety or disciplinary risk. (BP6153)

Before students can participate in school-sponsored trips, parents/guardians must complete a permission slip for the student to attend the trip. (AR 6153)

Students, Staff and Chaperones must comply with conduct code BP 5131.

COMMUNICATIONS

At Ripon Elementary School, 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 599-4225. The school office hours are 7:45 a.m. to 4:00 p.m. The following "communication tools" are employed at Ripon Elementary School. By visiting the school's website at www.riponel.com "About" section you will be able to click on a teachers name to view a **teacher's webpage** to see what is going on in the classroom. This also enables you to email teachers with any questions you may have about your child's school experience. Email is the most efficient mode of communication but we encourage parents to make appointments to "check-in" with your child's teacher if you have concerns.

REMIND: This is an app that provides texting from school to parents. Reminders of various school events such as field trips, assemblies, science camp updates, minimum day reminders etc. Remind is set up for parents to join by grade level. Directions on how to join are on the school website. It's FREE and convenient.

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 the teacher and receive the report card at that time. Conference notification time will be sent home by the classroom teacher for parents to confirm attendance. The 2nd report card will be sent home with students and signed envelopes should be returned with the parent's signature. 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.

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

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, trainings, and/or staff development activities, so 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.

Student Agendas - Students in grades 4 and 6 use a planner to organize assignments and as daily communication as needed between parent/teacher.

Monthly Newsletters - Each month a hard copy of the newsletter can be sent home with a student by request or it can be emailed to parents. We encourage parents to view the newsletter online in an effort to save on costs of printing and paper. The purpose of the newsletter is to apprise parents of upcoming events. Also included in the newsletter will be the school lunch and breakfast menus. This information is also accessible by visiting the Ripon Elem. website: www.riponel.com This information can be found in the "Latest News" section.

Daily Bulletin - Each day the office will issue daily announcements and information involving items of interest and concerns. This information will be read to all students each morning in the morning announcements.

Parent Faculty Club (PFC) -Each month Ripon Elementary's PFC meets to discuss student events and fundraising for the school. PFC is a great way for parents to be involved in their child's school. The meetings are once a month at 5:30 PM in the staff lounge. Check out the School Sign and the monthly newsletters for the meetings.

ASSEMBLIES

A good reputation for courteous behavior in school assemblies is important. Students should give full attention to the performers on stage and show appreciation through clapping hands. Whistling, shouting, booing and foot stomping is not acceptable. *Students that exhibit inappropriate behaviors during assemblies may be asked to leave the assembly.*

HONOR ROLL

To meet the criteria for Honor Roll each trimester a student must have a 3.0 or above grade point average, with no D's or F's. Those students in 4th-8th grades are awarded each semester for achieving Honor Roll status.

MONTHLY AWARDS

On a monthly basis, teachers select students they feel deserve special recognition. Students are recognized for academics, attendance, outstanding citizenship, character traits, and other special recognition awards.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Students are recognized daily for practicing Responsible, Respectful and Safe behaviors. Students earn a feather ticket that is placed in a classroom bag for monthly drawings. Monthly goals for positive school behavior are awarded at the monthly assemblies.

ATHLETICS

Ripon Unified School District offers an after school sports program for students in 7th and 8th grades. Our mission is to provide opportunities for educating students in physical fitness, character development and socialization skills through an athletic program that fosters teamwork, discipline, sportsmanship, and respect for opponents and officials. All students, parents and spectators are expected to follow the sportsmanship expectations that follow:

- Opposing teams and supporters must be treated hospitably as our guests.
- Team members/players will appropriately root on their team without being obnoxious, presenting themselves in a positive & supportive manner at all events.
- Coaches, players, and parents must work together to provide a positive experience at all events. Parents/spectators may not approach a coach or Ref. within 24 hours of an event.

Each student that wants to play must complete the After School Sports packet containing specific information about the RUSD sports program. The packet is found in the school office. For more information about the sports program, please contact your site principal.

Sports seasons:

- Aug-Oct: Girls Volleyball and Boys Soccer
- Oct-Dec: Girls Basketball
- Jan-Mar: Boys Basketball
- March-May: Boys Volleyball and Girls Soccer

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RIPON ELEMENTARY
STUDENT AND PARENT HANDBOOK
AGREEMENT
2020-2021

Dear Parents and Students,

Please read the entire Student and Parent Handbook and review it with your child. After you have done this, please sign the statements below and return it with your child during the first week of school.

I have reviewed this booklet in its entirety with my parents. I have reviewed all of the rules and my responsibilities. I accept my responsibility to follow them.

Student: Print Name

Student's Signature

Date

I have read and discussed the entire booklet with my student. I have reviewed the school rules and will support the school and their enforcement of them.

Parent: Print Name

Parent Signature

Date

(Keep in Handbook-Your Records)

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Parent: Print Name

Parent Signature

Date

(Return Parent Handbook Agreement to School by Monday, August 31, 2020)