

RIPONA ELEMENTARY SCHOOL



**Student & Parent
Handbook 2023-2024**

Ripona Staff

Administrative Staff

Principal: Nate Baroni

Secretary: Fabiola Garza-Nuno, Jaquie Perez

Librarian: Kim Camara

Teachers

Transitional Kindergarten: Melanie Martinez, Sarah Stevenson

Kindergarten: Dawn Machado, Noely Sepulveda

First Grade: Michelle Evans, Gillian Lehman

Second Grade: Laura Johnson, Oscar Tejada

Third Grade: Pam McClure, Estephania Torres

Fourth Grade: Chelsea Ellis, Grace Baker

Fifth Grade: Julissa Cardenas, Stephanie Macias

Sixth Grade: Annie Thompson, Manon Gregg

Seventh Grade: Emanuel Areias, Lisa Roper

Eighth Grade: Brenda Finley, Taylor Bettencourt

Counselor: Michelle Pinasco

Education Specialist K-5: Eileen Daniel

Education Specialist 6-8: Adia Munoz

Title 1: Jenna Valponi, Patty Goeppert

Support Staff

Bilingual Paraprofessionals: Maira Bejasa, Ashley Valdez, Berenice Chun, Suzy Vega

Custodians: Jeremy Bradford, Nick Cruz

Lunch Cashier: Dawn Vanderweide

Cafeteria: Denise Dotterer

Health Aide: Katherine Smith

Teaching Assistants

Title 1: Samantha Greiman, Kailee Jackson, Mariana Gutierrez, Desiree Navarrete, Cassie Campiotti

Learning Center: Tatyana Wall, Ramon Perez, Stacy Shirley

TK: Marlene Bautista, Vanessa Jauregui

Yard Duty: Andrea Hollingsworth, Melissa May, Kimbra Rica,

Spanish: Maria Ruiz-Medina

Speech: Janna Gordon

Physical Education: Steven Dean

Music 1st-3rd & Chorus: Steven Dougherty

Band: Sarah Gaipa

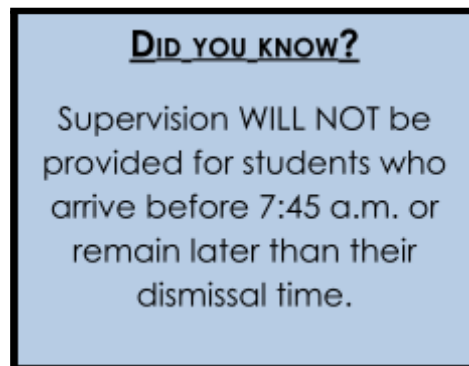
SCHOOL HOURS

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 are early release days 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. **Children should NOT arrive earlier than 7:45 a.m. nor 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, a student getting out at 2:50 and having basketball practice at 4:00, must go home after school and return for practice.)

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.

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.

VISITORS/VOLUNTEERS/PARENTS

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, provide a copy of current CDL, 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.

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.

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	lunch recess detention
5 th tardy	1 hour of 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 a SARB referral.

ABSENCE

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) 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 the 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.

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 4-8 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.

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

Under the National School Lunch Program (NSLP) and School Breakfast Program (SBP) option, all meals are served to enrolled students at no cost. If a student wants a second lunch, they will be charged a full price lunch of \$4.50 which includes milk. If a student were to want a second breakfast, the second meal is \$2.50. If your student would like to purchase an a la carte milk, the cost is .50¢.

DID YOU KNOW?

You can make deposits to your child's lunch account on-line and view meals that your child eats.

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

Parents are encouraged to make payments in the school office or ONLINE before the first day of school. Deposits can be made before school by visiting the school office and filling out a deposit slip with your child's name on it and the amount of money you intend to deposit.

NO DELIVERY SERVICE FOOD ACCEPTED. Due to excessive disruption and safety concerns, we do not accept food deliveries from outside delivery services (i.e., DoorDash, Uber Eats, etc.). We will only accept food deliveries from parents/guardians for their own child(ren) and delivery MUST be dropped off in the front office for student/s to pick up. Any unauthorized food deliveries will not be accepted. Please note that the money paid for the food will not be reimbursed.

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. Clothing shall be sufficient to conceal undergarments at all times. See-through, or fish net fabrics, halter tops, off-the-shoulder, low-cut tops, bare midriffs, A-shirt, muscle T-shirts, sagging pants, and skirts or shorts shorter than mid-thigh are prohibited.
 - 2.3. Undergarments, sleepwear and indoor slippers shall not be worn as an outer garment.
 - 2.4. Footwear shall be non-distractive and safely secured to the foot.
 - 2.5. 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

Ripona 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/or suspension.*

Bicycles & Scooters

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 or sidewalks on school grounds at any time. *Failure to adhere to the rules will result in verbal warning, parent contact, recess restrictions, detention, suspension and/or banning of the student's bicycle/scooter from campus.*

Roller blades & Skates

Roller blades and skates are forbidden at all times on school property. 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. 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.

Skateboards

Students using skateboards to travel to school are not to ride skateboards on school property.

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 the rule may result in verbal warning, parent contact, loss of recess privileges, detention and/or suspension.*

Gum & Candy

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

Toys

Toys 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/or 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.*

Cell Phones & Electronic Devices

Use of a cellular/digital telephone, pager or other mobile communications device during instructional time is not permitted. 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 recesses or breaks. Devices used during breaks will be confiscated and returned to the student and/or parent at the end of the school day. *Violation of cell phone use on school grounds may result in warnings, detention or 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 can not be used.

Detention

Students may receive detention slips for breaking school or classroom rules. Students will be expected to stay in at lunch or after school on the date detention is assigned. Parents will be notified about the detention by a written disciplinary referral, email, 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.*

Behavior Contracts

Behavior contracts may be put in place for students who struggle to comply with school rules. A behavior contract functions as a tool to help a student who needs to improve his/her behavior at school by making behavior expectations and consequences clear. Consequences may include detention, in school intervention, loss of privileges (field trips, school events), or in extreme cases a referral to the Disciplinary Review Board (DARB).

PLAYGROUND RULES

- All students will show RESPECT to all adults, other students, and property.
- Students will use appropriate language at all times and be considerate of others feelings.
- Students will keep their hands, feet, and objects to themselves.
- All students are expected to use common sense, make good decisions, solve problems, and follow school rules.
- Students will walk in corridors/designated areas.
- Students will not loiter around bathrooms and drinking fountains.
- Students will run and play ball in designated areas only.
- Students will use equipment (balls, jump ropes, hula hoops, etc.) as intended.
- No playing with equipment after the bells or while in line.
- No jumping from the equipment.
- No playing out of sight of the supervisor.
- No closed games unless closed by the supervisor.
- Eating allowed only in designated areas.

Any additional rules and/or directions given by a Supervisor are to be followed at all times.

PLAYGROUND CLIMBING EQUIPMENT RULES

- ✓ No standing on or jumping from the top of any other apparatus.
- ✓ No "King of the Mountain" type of play on any apparatus. That would include pushing, pulling or otherwise physically moving another student. No "chicken fights."
- ✓ Students must wear clothing that will not get tangled up with legs or arms while playing on the bars.
- ✓ 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 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 a child, always pull **to the curb**. Do not stop in the middle of the driveway or street to pick up or drop off a child.
3. Students are **not permitted** to cross the driveway or the parking lot unless accompanied by an adult.
4. The Bus Loop Entrance is for busses and district transportation vehicles only, no other vehicles are allowed in the bus loop.
5. Acknowledge and obey the Student Safety Patrols that are on duty.

DID YOU KNOW?

Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol, shall be guilty of an infraction and subject to the penalties provided in subdivision (a) of Section 42001 of the Vehicle Code.
EDUCATION CODE Section 49307
Be Patient when picking up your children!

7th/8th GRADE AFTER SCHOOL SPORTS

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 programs, please contact your site principal.

Sports seasons:

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

FIELD TRIP POLICY

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

The forms may be downloaded from the school website and faxed to the school in cases of emergency.

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

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 and 3rd report cards will be mailed home to parents. Student progress may be requested at any time. Parents are encouraged to monitor their child's progress.

COMMUNICATIONS

At Ripona 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 599-4104. The school office hours are 7:45 a.m. to 4:00 p.m. By visiting the school's website at riponaelementary.com you will be able to stay up to date with what is happening at school. 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.

FACEBOOK

Ripona's Parent Faculty Club has a Facebook group for parents of Ripona students. Parents and staff will post reminders of school events on this page as well.

PROGRESS REPORTS

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

STUDENT AGENDAS

Students in grades 3-8 use a planner to organize assignments and as daily communication as needed between parent/teacher

CONFERENCES

Please plan 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.

MONTHLY NEWSLETTERS

Each month newsletters are emailed home to parents and posted on the school website. The purpose of the newsletter is to inform parents of upcoming events. The monthly newsletters are updated by the PFC and the Principal.

DAILY ANNOUNCEMENTS

Each morning the Principal will make announcements and give information involving items of interest and concerns.

PARENT FACULTY CLUB (PFC)

Each month Ripona'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 6:00 PM in Room 9. Check out the school marquee and the monthly newsletters, and Facebook pages 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 appropriately. 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 7th-8th grade meeting these criteria are rewarded after each trimester with the opportunity to attend a district Honor Roll trip.

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 showing respect, making good decisions, and solving problems. Students in grades TK-3 earn a **CAUGHT BEING GOOD** ticket that is placed in a weekly drawing for prizes. Monthly goals for positive school behavior are also rewarded. Students in grades 4-8 earn **CAUGHT BEING GOOD** tickets which can be used as currency at the student store every Friday.

Ripona
Student Parent Handbook
2023-2024

Dear Parents,

Our Student and Parent Handbook is available for review on our school website:
riponaelementary.com.

We ask that you review the school expectations with your child.

☐

I will use the online school handbook to review school expectations with my child at home.

☐

I will take a printed copy and review school expectations with my child.

_____ (Student's name) _____ (Grade)

_____ (Parent Signature)

_____ (Date)