

RAMONA ELEMENTARY POLICIES & PROCEDURES

School Hours:

School begins promptly at **8:00 a.m.** for all students in Grades K-6 and dismisses at 2:05 p.m.

Students should not be on campus earlier than 7:50 a.m. unless they are eating breakfast. Students eating breakfast, which is served from 7:30 to 7:50, are not allowed to arrive before 7:30 a.m.

Attendance Verification:

1. Contact the Attendance Office (760-787-4400) when your child is absent from school. Please leave a message on the recorder.
2. Students who are to be released early must be checked out by a parent (or other adult listed on the Emergency Card) at the Ramona Elementary School Office.
3. If you wish to withdraw your child from this school, the School Office should be notified at least one day in advance of the move so that the classroom teacher/office can complete the necessary paperwork.

Classroom Visitations:

ALL visitors to the school site must first check in at the office before going to the classroom. These visits should be arranged in advance, so please contact the teacher to make an appointment.

Bus:

The Ramona Unified School District furnishes transportation to and from school for the students within its attendance boundaries. Contact the Transportation Department at 787-2058 for bus fees and schedules.



Medication:

When a student is required to take medication prescribed by a physician, the health office personnel will assist in this requirement. Medications will not be administered for more than 3 days without a Physician's statement.

The Physician's Recommendation for Medication authorization form, to be signed by parent and doctor, is available in the health office. School personnel cannot administer medication at any time unless contained in a prescription bottle with the student's name, dosage, and time to be administered clearly marked. Medications are not to be carried by the student for self-administration unless indicated by the prescribing physician.

Meals:

Breakfasts and hot lunches can be purchased on a daily basis from the cafeteria or purchased by pre-paying for the week or month. Students can bring a sack lunch and purchase milk or juice. Breakfast costs \$1.25 and lunch costs \$2.50. Both free and reduced-price Federal Lunch Programs are available, and include breakfast and lunch.

Applications are available in the office or online.

Lost and Found:

We recommend that you code your child's clothing that he/she might take off at school, such as sweaters and coats. Codes should also be put on lunch boxes and sack lunches. Codes are recommended rather than names as codes prevent strangers from identifying your child by name. Children are asked to turn anything of value that they might find on the school grounds into the office or to their teacher.

School Insurance:

At the beginning of each school year student insurance forms are sent home with each child. The school does not provide coverage for your child. You deal directly with the insurance carrier. Coverage becomes effective on October 1 for subscribers.

In case of an accident or injury at school, the child is given first aid and every effort is made to contact you for instructions. It is important that changes in telephone numbers or addresses be reported to the school. In case you cannot be reached, we will call the person named on the Emergency Card to act on your behalf.

Textbooks/Library Books:

Each student is issued a set of textbooks and supplied with non-consumable materials (i.e. rulers, scissors, etc.) for class use. Students are expected to care for the books (including library books) and materials and return them in June in a similar condition as when they were received. Students will be charged for excessive wear and tear or loss of materials. Report cards/promotion certificates/activities may be withheld pending financial restitution/return of lost materials.

Technology:

The use of technology, including computers, chromebooks, ipads and headphones, is a *privilege with responsibility*. Students are expected to use technology according to the Technology Agreement included in the First Day of School packet and that is signed by each student and his/her parent/guardian. Students may be financially responsible for the repair or replacement of stolen or abused technology. Report cards/promotion certificates/activities may be withheld pending financial restitution of stolen or damaged items.

Outstanding Bills:

Students with outstanding charges (i.e. unpaid lunches, lost books, stolen or damaged technology, fees paid by check not honored by the bank, etc.) may be subject to having report cards/promotion certificates/end-of-year activities withheld until all issues are resolved. Sixth grade students who do not make payment before school is out will not be allowed to pick up their schedule at Olive Peirce Middle School until the bill is paid.



SAFETY PROCEDURES FOR COMING TO AND LEAVING SCHOOL

1. Parents are asked to use one of three pull-through student drop-off/pick-up zones. If you have more than one student, please meet all of your students at the drop-off/pick-up zone for the youngest student.
 - Pull-through at corner of Ninth and D streets (*suggested for grades K, 1 & 2*)
 - Office pull-through on Eighth Street (*suggested for grades 3 & 4*)
 - Library pull-through on Eighth Street closer to cafeteria (*suggested for grades 5 & 6*)
2. At arrival and dismissal, a RIGHT ONLY turn is permitted when exiting ALL pull-through zones.
3. Bike riders, skateboarders and walkers must cross at street corners or crosswalks only. This will be enforced.
4. Parking must be in designated areas only. No double parking. Do not block sidewalks.
5. Students are never to walk behind parked cars.
6. Students needing to cross Main Street are to use the signals at Tenth Street or Seventh Street

Parental assistance in helping to reinforce these procedures with your children is important and appreciated. Should students have a concern or problem upon arriving or leaving school, we have Safety Patrol stationed at our three major crosswalks and teachers on duty at all entrances/exits.

BICYCLE RIDERS

61153152. Students in grades 3-6 may ride bicycles if they wear a helmet and use a bicycle lock.
61153153. Bicycles are to be placed in the bicycle rack with locks on the bicycle.
61153192. No students are to remain in the bike area, nor should they enter the bike area during the day.
61153232. Bicycles are not to be ridden in the hallways or on the playground at any time.
67543040. Walk bicycles across the street and down the sidewalks when entering or exiting the school.
67543080. Enter and exit school along the sidewalks to the bike rack.
67543081. Always obey all traffic laws, signs and signals.
67543120. **Bicycle helmets are required when coming to or going home from school. Students who do not have helmets will have their transportation held in the office until a helmet is provided or parent picks up items.**
67543168. Bike riders disobeying or defying Safety Patrol members or not following the above rules will be in jeopardy of losing bike-riding privileges.



SKATEBOARDS / SKATES / SCOOTERS

1. Skateboards, skates and scooters are discouraged due to lack of storage space on campus.
2. Scooter riders must wear a helmet to and from school.
3. Once on school grounds, any wheeled vehicle must be walked, not ridden.
4. Skateboards and scooters are not to be ridden in hallways or on the playground at any time.
5. Always obey all traffic laws, signs and signals.
6. Skateboard and scooter riders disobeying or defying Safety Patrol members or not following the above rules will be in jeopardy of losing skateboard/scooter privileges.



STANDARDS OF BEHAVIOR

It is our objective to teach good citizenship and responsibility. We encourage students to follow rules, cooperate and respect the rights of others.

General Student Expectations:

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

1. Treat others and their property with kindness and respect.
2. Keep hands, feet and objects to oneself.
3. Walk quietly to and from all activities.
4. Follow directions the first time.
5. Be on time and prepared for class.
6. Use class time appropriately.
7. Students will follow the directions of adult staff members.
8. No toys or personal sports equipment are allowed unless prior teacher permission has been granted.
9. Animals may be brought to school only with prior approval.
10. Students should not bring excessive cash to school, generally no more than \$5.00.
11. Electronic devices (ipads, ipods, etc.) may only be used under teacher direction.

Bus Loading Expectations:

1. Stand and talk quietly while waiting for the bus.
61152296. Keep hands, feet, and objects to self.
61152336. Listen and follow directions the first time.
61152384. Follow all bus rules.

Lunch Time Expectations:

1. Stand quietly in cafeteria lines when waiting to enter the building.
61152424. Use an inside voice while at tables.
61152464. Practice cleanliness and good manners.
61152512. Raise hand to be excused.
61152552. Deposit all your trash in the trashcan before you leave the eating area.
61152553. Students are encouraged to bring healthy drinks and healthy snacks.
61152554. Use appropriate language at all times.

Playground Expectations:

1. Be a good sport, play fair, and follow game rules.
61152592. Seek peaceful solutions to problems and disagreements.
61152640. Be responsible for equipment and school grounds, including plants, trees and buildings.
61152680. Keep the playground and bathrooms clean.
61152720. Listen and follow all directions given by Campus Safety Officers.
61152768. Use appropriate language at all times.

61152769. Running is allowed only on the field.
61152770. Unsafe games such as play fighting are not allowed.
61152771. Students will freeze when the bell rings and hold on to equipment.
61152772. Students may not retrieve equipment outside fenced areas.

Cell Phone Expectations

1. ***During school hours, cell phones must be turned off unless express permission has been given by a teacher for instructional use.***
2. Cell phones are not to be used during school hours, including recess/lunch.
3. Cell phones must remain in backpacks or with the teacher.
4. If a cell phone is disruptive or used during school hours, it will be confiscated.
 - a. 1st Offense – Teacher will confiscate the cell phone and return it at the end of the school day.
 - b. 2nd Offense – Teacher will confiscate the cell phone and send it to the office. A parent/guardian may retrieve the cell phone. Student and parent/guardian must complete the RUSD Cell Phone Waiver.
 - c. 3rd Offense – Student will be required to check his or her phone in each day with the classroom teacher.



The Following Behavior IS NOT Permitted:

1. Any harmful behavior such as fighting, pushing, hitting, etc.
2. Profanity, vulgarity, or obscene behavior
3. Sexual harassment
4. **Bullying, threatening behavior, name calling, intimidation or cyber bullying.**
5. Stealing
6. Vandalism - School property (equipment, furniture, books, etc.) will not be defaced. Parents may be held liable for any damage
7. Laser pointers are not allowed at any time.

8. Gum chewing
9. Riding bicycles, rollerblades, scooters, or skateboards is not allowed on school grounds
10. No carbonated drinks are allowed for lunch or snack

Dress Code:

The following is **not to be worn** on campus:

1. Any garment that depicts drugs, alcoholic beverages, nudity, profanity, vulgarity, discrimination or inappropriate messages.
2. Clothing that exposes the midriff, chest, buttocks or undergarments, including “sagging” pants.
3. Clothing, shoes, or accessories that could pose a danger or threat to the wearer or others such as chains, sandals with no back strap, spiked bracelets, etc.
4. Wheeled shoes may be worn, but the wheels are not allowed on campus.
5. Gang-like attire is not permitted.

Students **should wear**:

1. Tennis shoes for P.E. and sports.
2. Tank tops should have at least an inch wide strap.

STUDENTS WEARING INAPPROPRIATE ATTIRE WILL BE ASKED TO CHANGE INTO “LOANER” CLOTHING FOR THE DAY OR REQUIRED TO CALL HOME FOR A CHANGE OF CLOTHES/SHOES.

CONSEQUENCES FOR MISBEHAVIOR

Negative consequences are necessary when a child chooses to misbehave. Consequences may be, but are not limited to, the following:

1. Students may receive a Playground or Student Discipline Report for breaking the rules. These may be sent home for parent signature and return.
2. Students may lose recess, privileges and participation in special events.
3. Students may be sent to time-out, detention time in another classroom or participate in “campus beautification activities.
4. Students’ personal belongings may be confiscated by staff and returned to parents upon their request.
5. Students may have in-school or home suspension.

SUSPENSION/EXPULSION

Suspension From School:

According to California Education Code No 48900, there are specific acts of misconduct, which may lead to suspension, expulsion, and/or transfer to another school. These offenses may occur at any time, including, but not limited to, while on school grounds, coming to or from school, or at a school sponsored activity. They are listed as follows:

- Possession of drugs, alcohol, or smoking materials
- Truancy
- Defiance of authority
- Causing or attempting to cause, or threatening to cause physical injury to another person
- Causing or attempting to cause damage to school property
- Obscene acts, including profanity or vulgarity (including sexual harassment)
- Possession of weapons or dangerous objects (i.e. knives, guns, Ninja stars, fire crackers, etc.)
- Extortion
- Thievery

The total number of days a student may be suspended in a school year will not exceed 20. For students who receive special education services, the maximum number of days cannot exceed 10 without a pre-disciplinary IEP meeting.

Suspension From Class:

A teacher may suspend a student from class, for any of the acts listed above, for the day of the infraction and the following day. The teacher shall immediately report the suspension to the principal and send the student to the office for appropriate action, which may include suspension from school or other disciplinary measures.

Expulsion:

Only the Board of Education may expel a student after granting the parents an opportunity for a hearing.

Additional information and Board policies regarding the consequences for drug and alcohol possession, use and sale (#5115.1); tobacco use (5115.2); discipline (#5144); sexual harassment (#5150); and student conduct and acts of violence (#5200) are available on request.

PLEASE NOTE: Effective July 1, 1995, **NO SMOKING** is permitted on any California school campus or facility.

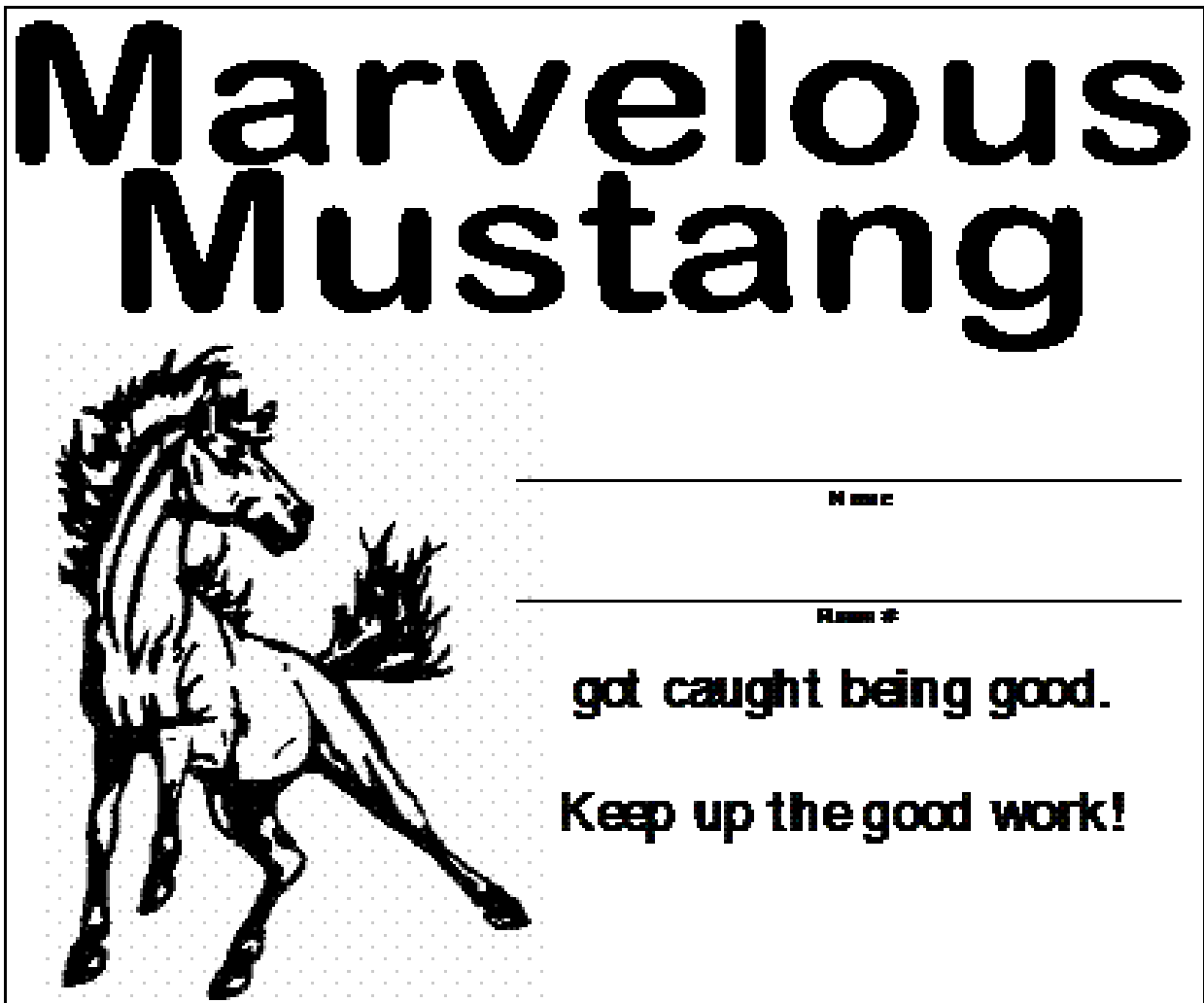


REWARDS FOR UPHOLDING BEHAVIOR EXPECTATIONS

Positive rewards for students demonstrating appropriate behavior may include, but are not limited to the following:

1. Monthly student recognition assemblies. Students with exemplary scholastic achievement and citizenship are recognized.
2. Students may receive "Marvelous Mustang" certificates.
3. Students who receive "Marvelous Mustang" certificates may participate in drawings at Fired-Up Fridays.
4. Classroom teachers provide incentives for good behavior.
5. Special activities for students demonstrating good behavior.

*Sample:



WE ARE ALL RESPONSIBLE

STAFF RESPONSIBILITIES

1. Maintain a positive classroom environment where every child is recognized and valued as an individual.
61151488. Support the Behavior Expectations as outlined in this handbook.
61151528. Communicate with students and parents regarding behavior successes and behavior problems.
61151568. Establish and post a classroom management program that elicits proper behavior and which gives every student full opportunity to learn without disruption.
61151616. Establish a system of mutual support in the development of students' appropriate personal standards of behavior.

STUDENT RESPONSIBILITIES

1. Be Responsible
2. Be Respectful
3. Be Safe

PARENT RESPONSIBILITIES

1. Support the Parent/Guardian Pledge.
58317864. Guide your child to develop acceptable behavior, which includes self-control and accountability for one's action.
43563344. Review Behavioral Expectations with family members, making sure that each child understands the standards of conduct expected by school staff.
59083048. Cooperate with school officials in carrying out appropriate consequences when such action is necessary.
72441472. Make sure your child is **on time to school every day**. If your child is ill or unable to attend school, a written note or phone call must be made regarding the reason for the absence.
72441473. **Recognize that not returning the Signature Letter at the front of this packet implies acceptance of all contents of the Behavior Expectations Handbook.**

RAMONA ELEMENTARY SCHOOL ANTI-BULLYING POLICY

Ramona Elementary School is committed to building and maintaining a Responsible, Respectful and Safe environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Bullying behavior targets the same student or group of students, or repeating the same type of behavior toward any number of students. It is repeatedly doing things such as:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Threatening to hurt someone
- Demanding money or other things in exchange for leaving someone alone
- Stealing or damaging another person's things
- Being part of a group of students who "gang up" on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or religion, or making fun of someone for being a boy or a girl
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Students at Ramona Elementary School will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult.

Teachers and staff at Ramona Elementary School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response process (**A**ffirm Feelings, **A**sk Questions, **A**ssess Safety, and **A**ct by coaching child on what to do in the future).
- Look into all reported bullying incidents.

Consequences for Violation of the Anti-Bullying Policy

Depending on the severity and nature of the incident, Ramona Elementary School will take one or more of the following steps when bullying occurs:

Intervention, Warning, and Redirection of the Student doing the bullying:

A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.

Notification of Parents

School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school counselor.

Support for the Target of the Bullying

The student will meet with school staff to address self-advocacy strategies.

Resolution with the Target of the Bullying

The student may be required to write a letter of apology to the student who was bullied, along with an assurance that the behavior will stop. *Depending upon the nature of the incident*, the students involved may meet under staff supervision to help resolve the problem and ensure it does not happen again.

Referral to Professional School Support Staff

The student may meet with staff to help prevent future violations.

Consequences

The student may serve one or more days of detention during recess, or lose school privileges.

Suspension

In cases of severe or repeated bullying, the student may be suspended under school board policies.

“Treat Others With Dignity and Respect”



RAMONA ELEMENTARY TEAM

The school, parents and students will work together to help our students achieve California's high academic standards.

SCHOOL RESPONSIBILITIES

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards.
2. Provide parents with frequent reports on their child's progress: parent/teacher conferences, copies of MAP results in Fall, Winter & Spring for K-2 and Fall & winter reports for grades 3-6 which will display student growth. In addition, parents may receive progress reports at other times during the year according to the needs of the child or family. Some teachers post grades on PowerSchool. Parents who have internet access at home can check grades through the Parent Portal of PowerSchool. Parents with students in grades 3-6 will receive CAASPP score reports. All parents of English Language Learners will receive CELDT score reports.
3. Provide parents with reasonable access to staff. In addition to having access to phone messaging to the teacher/classroom, parents will have access to and will be encouraged to use teachers' school email addresses and web pages. These will be easily available on our school's web page. Teachers will make reasonable efforts to accommodate parent requests for conference appointments before and after school.
4. Provide parents with opportunities to volunteer and participate in their child's class and to observe classroom activities. Parents may arrange with the teacher dates and times for observations throughout the school year. Teachers will provide opportunities for parent volunteers, beginning at Back to School Night, and will welcome parent volunteers to meet their classroom needs.

PARENT RESPONSIBILITIES

- Ensure regular and timely attendance.
- Make sure homework is completed and completed within the timeline given.
- Monitor the amount and appropriateness of television/video/gaming/internet access.
- Volunteer/Observe in my child's classroom or supporting classroom activities.
- Participate, as appropriate, in decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.
- Communicate with my child's teacher when I have a concern.
- Promote respect for the school's rules and policies, and work in a positive and cooperative manner with school staff for continual improvement of the academic program.

STUDENT RESPONSIBILITIES

- Complete all homework on time.
- Ask parents or others for homework help when needed.
- Read every day outside of school time.
- Give parents and other adults any school information that is sent home.
- Ask teacher for help if needed.
- Use time well during the school day.
- Set personal goals for improving reading, writing and math skills.
- Remain committed to positive behavior that supports learning.

HOMEWORK

Teachers may choose to assign homework which can be an important part of school for all students. Studies show that students who build habits of doing homework regularly achieve better grades in school and develop skills such as time management and self-discipline which help them become more responsible adults. The RUSD Board Policy #5121 specifies that homework be designed for:

- Development of independent study habits.
- Reinforcement of learning by further application and experience.
- Enrichment through independent study, individual research and experimentation.
- Extension of regular classroom instruction.

Recommended **weekly** study times (not including unfinished class work) are:

Kindergarten	.50 to 1.0 hour
Grade 1	1.0 to 1.5 hours
Grade 2	1.0 to 2.0 hours
Grade 3	1.5 to 3.0 hours
Grade 4	2.0 to 3.5 hours
Grade 5	2.5 to 4.5 hours
Grade 6	3.0 to 5.0 hours

Homework is a shared responsibility of the teacher, the student and the parent. Assignment sheets and other support systems are available if needed.

