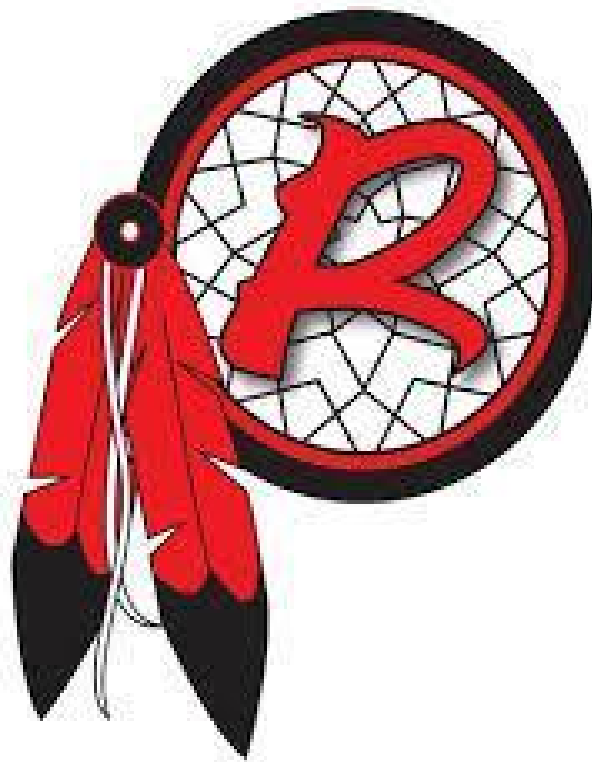


RIPON ELEMENTARY SCHOOL



**Student & Parent
Handbook
2024-2025**

Table of Contents

Ripon Elementary School Staff 2

Mission Statement 3

Attendance

School Hours 3

Release of Children 3

Attendance Procedures 3 & 4

Tardiness 3 & 4

Visiting/Volunteering

Visitors/Volunteers/Parents/Guardians 5

Homework

Homework Policy 5

Homework When Absent 5

School Lunch

Lunch 5

Deliveries 5 & 6

School Rules

Dress Code 6

Bathrooms 6

Bicycles & Scooters 6

Skateboards, Roller Blades & Skates 6

Equipment 7

Climbing on Equipment 7

Gum or Candy 7

Throwing Objects 7

Toys 7

Hands Off Policy 7

Laser Pointers 7

Cell Phones & Electronic Devices 7 & 8

Detention 8

Behavior Contracts 8

Student Health & Safety

Playground Rules 8

Climbing Equipment 9

Traffic Safety 9

Field Trips 9

Communications

School Website 10

Remind 10

Conferences & Report Cards 10

Newsletters, Student Agendas, Bulletin 10

PFC 10

Student Recognition

Assemblies 10

Honor Roll 10 & 11

Monthly Awards 11

Positive Behavioral Intervention & Supports

(PBIS) 11

Athletics 11

Ripon Elementary

School Staff

Administrative Staff

Principal: Rachel Henley

Secretary: Bre Graves

Teachers

TK: Jamie Holt

Kindergarten: Elisabeth Fereria &

Breanna Hickerson

First Grade: Pao Chhim & Mayra Gomez

Second Grade: Jayme Curtiss/Melanie Perez &

Christen Sousa

Third Grade: Alyssa Miculinich/Kelcie Sanny &

Eric Dambrosio

Fourth Grade: Nicole Bodeson & Laura Viss

Fifth Grade: Sara Pittson & Heather Stevenson

Sixth Grade: Jessica Rangel & Bryanne Lucas

Seventh Grade: Sarah Kibler & Kayla Machado

Eighth Grade: Susan Taylor & Jamie Thomas

Tier 3: Daisy Farias

Learning Center: Gina Myers & Kari Bettencourt

Speech: John O' Connor

Occupational Therapist: Justin Mattiuzzo

Physical Education: Justin Beron

Support Staff

Librarian: Melanie Balding

Psychologist: Lana Scott

Counselor: Joel Ramirez

Bilingual Liaison: Jodi Landa

Bilingual Para: Elizabeth Cruz

LVN: Caitlin Carnes

Custodians: Josue Cervantes & Irene Rodriguez

Lunch Cashier: Sonja Reyes

Cafeteria: Maria Nunes

Yard Duty: Amanda Camacho, Alexes Garcia, Lyndsey McDonald, Ann Vandermeulen

Crossing Guard: Tina Lujan

Teaching Assistants

Learning Center: Ramon Perez, Crystal Viera, & Sara Corder

TK: Alyssa Jauregui

Title 1: Michelle Fosmire, Serena Manzanares, Ana Landa

Tier III: Danielle Allen, Gina Taberna, Lynsey Bates

Speech: John O'Connor, Denise Mayer

PE: Jesse Perez

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, a 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 **TK 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. 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	15 minutes of after school 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, a copy of their current Driver's license, 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 4-8 should record their daily, weekly and long term assignments in their Student Planner (if requested by the teacher). 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).

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 all 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 the student would want a second breakfast, the second meal is \$2.50. If your child would like to purchase an al la carte milk, the cost is \$0.50.

We highly encourage all families to please fill out the free and reduced-priced meals form.

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.

Parents may not eat in the cafeteria with students but are welcome to eat with their child at a table outside the cafeteria or off campus.

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.

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

Proper school dress shall include but not be limited to the following:

1. Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, weapons, gang affiliation or other illegal activity.
2. Appropriate shoes must be worn at all times. For example, shoes must be securely fastened to the foot with a strap. Slippers are not permitted.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. All shirts/tops must have straps over both shoulders. Shorts must be long enough for adequate coverage that allows for all body parts to be concealed at all times. For example, no part of the hips or buttocks should be visible at any time during any school activity.
5. Students shall be allowed to wear sun protective clothing, including but not limited to hats, for outdoor use during the school day.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition or other circumstance deemed necessary by the Principal or designee. In addition, the Principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

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, loss of field trip, detention and/or suspension. Vandalism will result in parent contact, student cleanup, detention, paying for damages and suspension.*

Bicycles & Scooters All bicycles and scooters are to be walked to the crosswalk at Main Street and Acacia Street. All bicycles and scooters are to be parked only in the bike rack and locked. Do not play around the bicycle rack. Bicycles and scooters are **not** to be ridden in the hallways, walkways in front of the school, or blacktop areas at any time.

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

Skateboards, Roller blades & Skates

Skateboards, rollerblades and skates are all 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 activity, detention and/or 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 activity, 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 candy or gum, verbal warning, loss of activity, 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 activity, detention and/or 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 activity, 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.*

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, smartwatch or other mobile communications device during instructional time is at the discretion of the teacher. 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. This includes "airpods" as they are synced to cell phones and/or other electronic devices. 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/electronic device use will*

result in verbal warning, parent contact, confiscation and/or detention.

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

Detention

Students may receive detention 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, email or telephone contact. Parents will need to sign the disciplinary referral form and students must bring it back to school the next school day. *Failure to return the disciplinary referral may result in loss of activity, detention time being doubled, and/or suspension.*

Behavior Contracts

Behavior Contracts may be put in place for students that struggle to comply with 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 activities/privileges (field trips, school events, and/or ceremonies) or in extreme cases a referral to the Disciplinary Review Board (DARB).

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 hallways 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. Tag and ball tag are 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, tag, 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, slide, or any other apparatus.

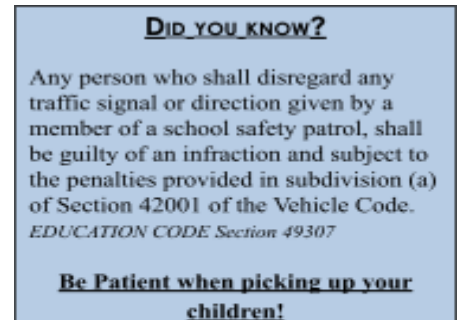
- ✓ No “King of the Mountain” type of play on any apparatus. That would include pushing, pulling or otherwise physically moving to another student. No “chicken fights.”
- ✓ Students will not sit on top of the rock wall.
- ✓ Students may only hang upside down on the pull-up bars. Two hands are to be on 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 activity, 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. Bus parking zone may not be used for drop-off or pick-up.
2. Please 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 and scooters 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 or scooter and walk it inside the bike area. When leaving school, bicycles and scooters 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 emailed to the school secretary 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.

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)

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 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 mailed home. The last report will be mailed 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 through Aeries portal.

Progress Reports - Student progress reports are mailed 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 our students will watch our Arrowhead News which is created by staff and students about upcoming events, school reminders, lunch menu, character traits, etc.

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 4:00 PM. Check out the dates on our website: www.riponel.com.

Student Recognition

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 7th-8th grade meeting this 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 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

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