

RUUS ELEMENTARY STUDENT & PARENT HANDBOOK



“Children are our most valuable natural resource”

RUUS ELEMENTARY SCHOOL
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HAYWARD UNIFIED SCHOOL DISTRICT
HUSD



Mission Statement

Ruus Elementary's mission is to enable all students to reach their highest potential academically and socially. Faculty, staff, parents, and students will work together to create a positive learning community based on mutual respect and personal responsibility. Through the cycle of inquiry, our instruction is to target specific educational goals. With academic knowledge, positive attitudes and abilities gained through their experiences at Ruus Elementary, our students will meet the demands of the 21st century.

Vision Statement

Ruus Elementary students will make a positive contribution to the world. They will be prepared for college and/ or career readiness to meet the demands and expectations of society. They will become responsible and respectful adults.

Goals

1. All students will be reading and writing at grade level expectations according to Common Core Standards.
2. All students will be able to interpret mathematical concepts by critically thinking and explaining their method, process, and result.
3. The Ruus community will embrace the Positive Behavioral Interventions & Support (PBIS) to build character throughout the Ruus Community.

WELCOME TO RUUS ELEMENTARY SCHOOL

Principal's message:

Hello Students and Families!

On behalf of the staff here at Ruus Elementary, I want to welcome you to the 2024-2025 school year. We are so happy to have you at our school. Whether you are a returning student or new to our school, we want to work together to ensure that this school year is the best one ever.

Ruus is currently undergoing a refresh and modernization project aimed at updating our classrooms to support 21st century learning needs. During this time, parts of campus may have limited or no access. Additionally some of our entrance and exit procedures may change. As the project progresses, we will be sure to communicate any new information or changes as needed.

I want to personally invite our grown-ups to support all of the amazing-ness that is Ruus. We have many parent committee groups such as the English Language Advisory Council, the African-American Student Achievement Initiative, School Site Council, or our Site Based Decision Making Team that would benefit from your involvement. Additionally, we have many opportunities for parent volunteers to help out on our campus. If you are interested in becoming a Parent Volunteer, please contact the office so that we can share the process with you.

Lastly, I want to emphasize the importance of coming to school daily and being on-time. Students receive their best learning experience and outcomes when they come to school on time every day.

We are so excited to see what this school year has in store for us and we are so grateful that we get to share in the experience with you and your families.

CODE OF CONDUCT

Dear Students and Parents:

Our goals at Ruus School are:

- To provide a safe, caring and stimulating environment.
- To provide children with an equal opportunity in education.
- To help children develop emotionally, physically, intellectually and socially.
- To help children increase an awareness of the needs of others and take responsibility for their own behavior.

We aim to provide a pleasant and secure atmosphere that will enable students to learn to their fullest potential. These rules establish our expectations for all students, and we believe all students are capable of living up to them. High standards of conduct are essential to a great school. We expect all students to do their part to help make this school the best possible place to be educated. Parent support is crucial in helping us accomplish these goals.

We thank you for your support and continued partnership.

Title I School-Level Parent and Family Engagement Policy

Ruus Elementary School

School year 2024-2025

With approval from the local governing board, Ruus Elementary School has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. The school works with the School Site Council (SSC) and other parent committees (e.g. English Learners Advisory Committee) to review and update the policy. The school has distributed the policy to parents and family members of children served under Title I, Part A. The school distributes the policy through its Parent Handbook. *EC* Section 11503; 20 United States Code [U.S.C.] Section [§] 6318[b][1-4])

Involvement of Parents in the Title I Program

To involve parents and family members in the Title I program at Ruus Elementary School, the following practices have been established:

- a) Each year, Ruus presents its Title I status at its annual Back To School Night. The presentation is to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. Parents are informed of these requirements and rights at SSC, ELAC, and at an evening Title I Parent Meeting.
- b) The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. These meetings include, but may not be limited to, Coffee with the Principal, English Learner Advisory Committee (ELACs), School Site Council (SSC), Parent-Teacher Association (PTA), and African American Student Achievement Initiative (AASAI). Parents are informed of these meetings in our monthly school newsletter, flyers that are sent home, and through phone messages.
- c) Ruus has developed a written Title I parental involvement policy with input from Title I parents. Input is taken at SSC (School Site Council) and at ELAC (English Language Advisory Committee) meetings. In addition, there is an ELAC representative on the SSC. The school sends the policy home with students and is also included in the Ruus Student Handbook.
- d) The school provides parents of participating children with the following:
 - 1. The school provides parents of Title I students with timely information about Title I programs. Parents are informed of these programs in our monthly school newsletter, flyers that are sent home, and through phone messages.
 - 2. The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Parents are informed at Back to School Night, brochures, and at teacher-parent conferences of curriculum, assessment, and proficiency requirements. This information also includes English Language Proficiency Assessments

for California (ELPAC) performance data, and benchmark English Language Arts and Mathematics. This information is also included in the Student Handbook, which is available on the website.

3. If requested by parents of Title I students, the school provides opportunities for regular meetings that allow parents to participate in decisions relating to the education of their children. Parents can meet with school personnel at teacher-parent conferences, SSC and ELAC meetings, or at any given time when parents wish to meet to discuss their student's progress.
- e) The School Site Council (SSC) and an English Learner Advisory Committee (ELAC) Representative work together to conduct an Annual Review of the SPSA. Their comments are published in the SPSA under each section's Annual Review, and are made available to the Governing Board. In addition, the SSC and the ELAC representative collaborate to update the SPSA each year.

Building Capacity for Involvement (Parent and Family Engagement Policy Continued)

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds establishing the practices listed below. (20 U.S.C. § 6318[e])

- a) Our school provides families with the opportunity to learn about the standards, assessments, Title I, and how to best monitor and support their children through the annual Back to School Night event, monthly Coffee with the Principal meetings, and regular English Learner Advisory Committee (ELAC) meetings, African American Student Achievement Initiative (AASAI) meetings, Parent-Teacher Association (PTA) meetings, and School Site Council (SSC) meetings.
- b) Family Engagement Specialists provide support and meetings for parents around advocacy and academic standards to best support their students at home. Materials are also provided through Coffee with the Principal, ELACs, AASAI, PTA, and SSC meetings.
- c) Professional Development for staff occurs regularly through monthly staff meetings, site-level PD offered annually, and SSC training. In addition, ELAC provides information for teachers and the school for how to support their English Learner children.
- d) We have a bilingual Family Engagement Specialist housed at the Parent Center, on site. The FES focuses on academics, advocacy, and social-emotional support and information. For

English Learner parents, we provide information on the regulations to support English Learners, the implementation of programs at the district level through our DELAC, and we also offer district-wide Town Hall meetings for Special Education parents, and for all parents, around the needs of their students. Town Halls are always provided in both English and Spanish.

- e) Overall 60%+ of our Ruus population is Spanish speaking, and all information is sent home in both English and Spanish.
- f) The school will provide additional support as requested by parents.

Accessibility

Ruus Elementary School, to the extent practicable, provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under section 1111 of the ESEA (20 U.S.C. § 6311), as amended by ESSA, in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

Communication with all groups goes through Coffee with the Principal, and all materials are shared in both English and Spanish. Our Family Engagement Specialist is on site and works directly with parents, typically the Parent Center. Webpage for the school site provides comprehensive information, in English and in Spanish, in its Student Handbook. EL Specialists and Principals have meetings with parents of ELs through ELACs. Principals convene with School Site Councils. Principals also attend AASAI meetings.

Parent/ Family/Pledge:

I realize that my child's years are very important, and I understand that my participation in my child's education will help his or her achievement and attitude. Therefore, to help my child meet or exceed the state's high academic standards, I agree to carry out the following responsibilities to the best of my ability:

- Require that my child completes his/her homework
- Attend Back to School Night, Parent Conferences, and Open House, Coffee with the Principal, School Site Council, and ELAC
- Read and agree to the Ruus Code of Conduct and cell phone/technology use
- Communicate the importance of education and learning to my child
- Provide a quiet time and place for homework
- Monitor and limit my child's screen time
- Read to my child and encourage my child to read every day (20 minutes for grades TK -3, and 30 minutes for grades 4-6)
- Communicate with the teacher or the school when I have a question, comment or concern

- Ensure that my child arrives on time and attends school every day, gets adequate sleep, and regular medical attention and proper nutrition
- Consistently monitor my child's progress in school
- Participate in activities at school, such as school decision making, volunteering and/or attending parent-teacher conferences, Back to School Night, Open House, Coffee with the Principal, School Site Council, and ELAC
- Communicate the importance of education and learning to my child
- Respect the school, staff, students, and families (no bullying)
- Read school newsletter and other communication via Class Dojo and other means

Parent's Signature

Date _____

RUUS SCHOOL RULES

- BE RESPECTFUL
- BE RESPONSIBLE
- BE SAFE

What does PBIS stand for? -Positive Behavior Interventions and Supports

Why do we want to recognize expected behavior?

It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate behavior. Research has shown that recognizing students for engaging in expected behavior is even more important than catching students breaking the rules. In fact, research on effective teaching has found that teachers should engage in a rate of 4 positive interactions with students to every 1 negative interaction (**4:1 ratio**). As staff it is very easy to get caught up focusing on catching students engaging in negative behavior. The goal of an acknowledgment system is to increase the number of positive interactions that all school staff have with students.

At Ruus Elementary we use PBIS to acknowledge students for appropriate behavior. Through this program we hand out **Paw Points** to students for following the school rules.

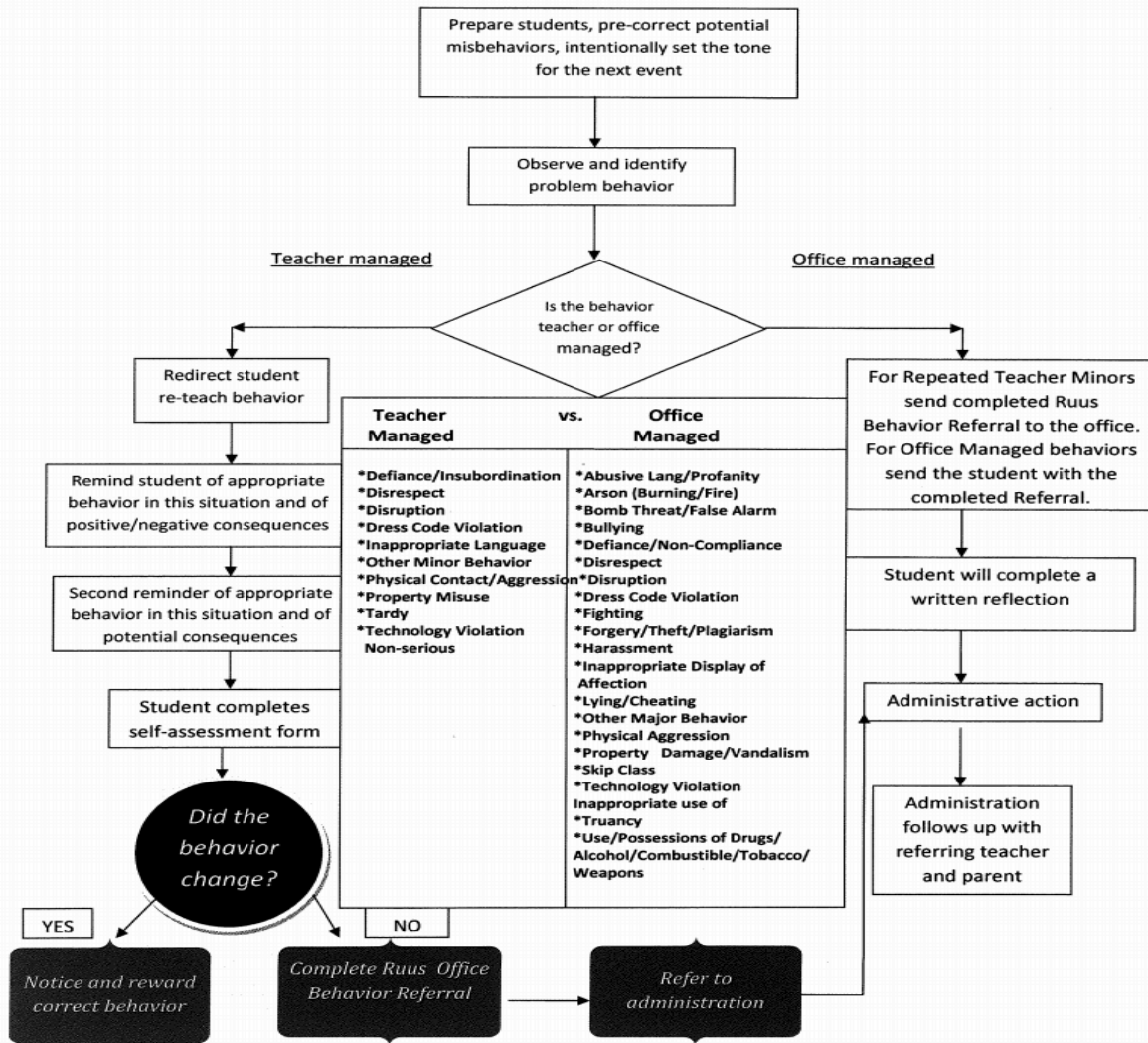
When recognizing students with a **Paw Points** it is important to identify specifically what behavior the student engaged in and link it to the appropriate school rule. For example:

Mary, I wanted to thank you for helping pick up the books someone knocked on the floor, you were being very responsible and it really helped me out. Here is a Paw Point.

Ideally, students should be given tickets immediately following the behavior and be told exactly why they received the token. In order to promote expected behavior it is important that students know when and why they are being acknowledged.



RUUS ELEMENTARY SCHOOL Student Behavior Management Process



June 5, 2014

Behavior Expectations at Ruus Elementary School

Location	Be Safe	Be Responsible	Be Respectful
Lunch Line	• walk calmly and quietly • keep hands, feet, and objects to self	• honor other's personal space • keep your line order	• Wait your turn • Know your lunch number • All students must enter the cafeteria
Playground/Recess (Outside)	• report strangers • report injuries • stay within boundaries	• all games are open • share • take turns • show and demonstrate good sportsmanship	• follow game rules • return equipment • stop activity at the bell • walk to your line • try to resolve conflicts
Cafeteria	• only leave cafeteria area with staff permission • stay seated in your designated area • only eat your own food	• keep your food on your tray • use manners and kind words • use inside voices	• bring healthy food • clean up around the table • walk to and from the tables • use the trash can
Restrooms	• keep water and soap in the sink • wash your hands • report problems to adults	• respect privacy and personal space • use restrooms quickly and quietly • keep walls and stalls	• put paper towels in the trash can • always flush • return to classroom right away • leave the

		clean	restroom better than you found it
Hallway	• Walk in an orderly, quiet manner • walk around yellow door lines • keep hands, feet, and objects to yourself • walk to the right side of the hallway	• admire displays with eyes only • greet others with a silent wave • use calm and quiet voices • hold the door open for others • honor other's personal space	• always have your hall pass visible • walk directly to your destination • move calmly and quietly
Indoor Recess	• play only approved classroom activities • stay in the classroom	• respect others belongings • use materials appropriately	• clean up belongings • stop activity at bell • be prepared for classwork • put away materials
Assemblies	• keep hands, feet, and objects to yourself • be seated • stay seated • wait for arrival/dismissal sign • give others personal space	• listen/pay attention to presenters • applaud appropriately • be aware of other's viewing needs	• enter/exit calmly • stay in designated area
Office	• stay behind the counter • check in immediately • stay seated	• wait quietly • politely state your purpose • honor office property	• use office pass • use manner words • return ice packs
Emergency Drills	• walk to	• stay quiet	• follow all

	designated area • line up quickly/quietly • stay with your class	• listen • honor other's personal space	adult directions
Dismissal Time	• walk to designated dismissal area • go directly to after school destination • walk in	• wait calmly for your ride • only use kind words • give others personal space	• check in with the office if you are not picked up • leave school promptly

SCHOOL ATTIRE

1. Students are expected to come to school clean and well groomed every day.
2. Sports shoes are **required** for PE.
3. Pants need to be worn around the natural waist. Pants should not have holes in them that are too large or so that undergarments can be seen. Shorts/skirts below finger length.
4. Tank tops, halter tops, crop tops or spaghetti strap blouses cannot be worn alone or without a cover. **This applies to girls and boys.**
5. Clothing must not have logos, symbols which promote drugs, alcohol, violence, gangs or anything of an offensive nature.

SCHOOL SCHEDULE

1. Students CANNOT arrive at school earlier than 7:45 AM. The warning bell rings at 8:10 AM. The regular bell rings at 8:15 AM and students should be in their seats at this time.
2. Students must leave the school building and grounds immediately after dismissal at 2:50 PM on regular days and 1:00 pm on Wednesday and minimum days, unless they are a part of an after school club or program.
3. Sign up with YEP online for before and after school programs. <http://www.husd.us/husdyep>

SCHOOL BEHAVIOR

1. Students will speak politely to others. Swearing or cursing is not allowed.
2. Students must not fight, tease, threaten or make written, verbal, or physical contact, including inappropriate touches, which could be considered sexual harassment.
3. Play fighting (horseplay) is not allowed.
4. Students must be respectful and follow directions of yard teachers and noon supervisors at all times. When the teacher or noon supervisor blows a whistle, students will stop and look.
5. Students must be cleared through the office to leave the school grounds with a designated adult.
6. Students will use the office only when necessary. Students must have a pass to come to the office or be in the hallway.
7. Students are required to play safely on the playground equipment. They must not sit or stand on top of horizontal bars and must hold onto the bars with both hands.
8. Students must always play safely. Throwing rocks or tanbark, tackling, wrestling, carrying other pupils, and any other activity that can harm a schoolmate is prohibited.
9. Students will not play in or around the restrooms or drinking fountains.
10. Students riding bikes to school must park the bike in the rack provided and lock it. Bicycle helmets must be worn according to law. You are not allowed to ride your bikes, scooters, skates, skateboards, on campus. If you are caught doing so, they will be confiscated and a parent will have to pick the item up from the office. "Heelys" are prohibited.
11. Students must stop playing, hold all play equipment, and line up immediately at the bell.
12. Students must not bring gum, large bags of chips, candy, nuts/seeds, or sugary drinks to school. Glass containers are not allowed. Healthy, nutritious lunches/snacks and reusable water bottles are encouraged.
13. Students will eat all breakfast, lunch and snack foods in the cafeteria. Second breakfast must stay in the designated area. Students will dispose of all garbage in a proper manner before leaving the cafeteria. Students must not eat snacks or drinks outside of the cafeteria.
14. Students must stay off of fences, railings, trees, poles, flag poles, and the school roof. Students will notify the yard supervisor if a ball goes on the roof, over a fence, or in the parking lot.
15. Students will respect all people at all times. Students will respect school property and the property of others.

16. Students must not be in the classroom without teacher supervision.
17. No toys or card playing are allowed at school.
18. Students must not bring personal property to school including toys (**absolutely no Beyblades, Pokemon Cards, etc**) portable speakers, laser pointers, etc. With prior teacher approval, a student may bring personal property to school for educational/curriculum related purposes only.
19. If your child has a cell phone, it must remain off/silent and in your child's backpack. It may not be used during school hours. Students who are using their cell phones during school hours, including lunch may have their phones confiscated. If you need to get a hold of your child during the day, call the main office. This also applies to Smart watches and/or wireless headphones.
- 20. Ruus Elementary School and staff are not responsible for lost, stolen, or damaged items.**

CLASSROOM BEHAVIOR

1. Students must follow the classroom rules.
2. Students must enter and leave the classroom in a quiet, orderly manner. They must not run or play in the halls or the courtyard.
3. Only one student at a time per class should be out of the classroom to get water or use the restroom except in case of emergency and with permission from the teacher.
4. Students in grades 4-6 should practice the 10/10 rule and not ask to leave the classroom for water or bathroom until 10 minutes after they have come into the classroom OR if there is less than 10 minutes before recess, lunch, or the end of school unless in case of emergency and with teacher permission.
5. Students must not mark or destroy (tagging and graffiti) school furniture, walls, bathrooms, or other school property.
6. Students are required to complete classroom and home assignments promptly and neatly. They are expected to do their best work at all times. .
7. Students must be respectful and attentive to teacher directions. Respect all staff, adults and peers.

CAFETERIA BEHAVIOR

1. All students must go to the cafeteria to eat a healthy lunch and remain seated until their table is excused.
2. Students must line up, stay in line, and walk quietly into the cafeteria. There must be no cuts or saving places.
3. Students may talk quietly to a person near them. They must not yell at someone across the room.
4. Students shall keep all hands, feet, bodies and lunches to themselves. Students should not share food with others, due to allergies & food safety.
5. Students must use polite table manners and leave the table and floor underneath clean.
6. Students must dispose of their lunch garbage in the designated area.
7. Students must raise their hands to be dismissed by the noon supervisor/school staff during eating time.

If your child brings food from home, PLEASE SEND NUTRITIOUS LUNCHES AND SNACKS-NO JUNK FOOD (large bags of chips/candy, cookies).

STUDENT RECOGNITION

Respectful behavior, effort, and improvement are encouraged and recognized in a variety of ways such as:

- * Citizenship awards; PBIS (Positive Behavioral Interventions & Supports) Paw Points
- * Perfect Attendance Award
- * Student of the Month
- * Positive Behavior Practices
- * Positive Events & Activities

Additional acknowledgements:

- * Individual behavioral contracts
- * Phone calls and note to parents
- * Classroom parties, special activities, special privileges
- * Daily positive reinforcement

Birthday Celebrations at School:

Due to allergies & food safety absolutely NO HOMEMADE treats/food are allowed.
Any treats/goodie bags must not contain any nut products.

All treats must be cleared in advance through your child's classroom teacher.
Food items (pizza) for celebrations cannot happen until after lunch.

CONSEQUENCES FOR INAPPROPRIATE STUDENT BEHAVIOR

CHILD-TEACHER CONFERENCE

Students will be made aware of the offending behavior and will conference with the teacher. Teacher will determine the consequences.

REMOVAL FROM THE CLASSROOM

A student will be removed from the classroom and taken to the office to meet with the Youth Intervention Specialist or Principal if that student's behavior continues to interfere with classroom instruction. The student will first be sent to another seat in the room or sent to a buddy class. If the problem persists or is more serious, the student will be referred to the office. If the student continues to misbehave in the office, parents will be contacted by the Youth Intervention Specialist or Principal.

PARENT TEACHER CONFERENCE

When classroom behavior problems persist, teachers will contact parents by email, Class Dojo, written note, by telephone, or in person.

OFFICE REFERRAL

When a student fails to follow school rules, an office referral may be issued. The consequence for receiving an office referral will vary depending on the seriousness of the offense.

RECESS and AFTER SCHOOL-DETENTION

Students may be kept up to 30 minutes after school or during recess/lunch for not following classroom/school rules. In the case of after school detention parents will be notified by the teacher and arrangements made to serve the detention.

In most cases, an office referral results in detention. The detention will be served the following day. Staying after school may be deferred an additional day if the child is needed at home or has an appointment.

PARENT-PRINCIPAL CONFERENCE

When negative behavior is persistent, extraordinary, and when other means have failed to correct the behavior, parents will be contacted by the principal or designee.

SUSPENSION

Pursuant to the Education Code Section 48900, Grounds for suspensions are:

Any offense committed in relation to school attendance or school activity, occurring at any time, including, but not limited to any of the following:

- * While on school grounds,
- * While going to or coming from school
- * During the lunch period whether on or off campus,
- * During, or while going to or coming from a school-sponsored activity.

A principal or principal's designee may determine that such offense is cause for suspension or a recommendation for expulsion.

Repeated unwillingness to follow school and/or classroom rules will result in suspension. Serious misbehavior will result in immediate suspension from the classroom or school. The following actions may be cause for immediate suspension:

1. Possession of or furnishing a weapon or any dangerous object (may also result in recommendation for expulsion)
2. Possessing tobacco or any other intoxicant
3. Physical Fighting (may also result in recommendation for expulsion)
4. Sexual harassment (may also result in recommendation for expulsion)
5. Verbal or physical threatening of another child or adult
6. Refusal to follow the directions of an adult supervisor
7. Vandalism

Students may be suspended for one to five days if their behavior is disruptive to the educational process. Students who are suspended from school are prohibited from being anywhere on the school grounds or at any school activity in Ruus or any other HUSD school during the time they are suspended. They are not to return to school grounds or wait for anyone after school nor loiter on or near any school campus between the hours of 7:00 a.m. and 5:30 p.m. Students who do not follow these guidelines might incur additional disciplinary actions. Supervision is the responsibility of the parent/guardian.

SCHOOL ATTENDANCE
EVERY CHILD, EVERY SEAT, EVERY DAY ON TIME!

Attending school every day is crucial for a student's intellectual and social development. All students should bring a note the day they return to school explaining why they were absent. The note should include the current date, student's name and exact days he/she was absent. The note should also be signed by the parent/guardian listed on the emergency card. A phone call by the parent/guardian listed on the emergency card is another way in which an absence is excused. If there is no attempt by the parent/guardian to clear an absence, a phone call will be made to the student's home by the attendance clerk. Excessive absences, either excused or unexcused, may result in referral to the Child Welfare and Attendance Office.

Students who are tardy to class interrupt the teacher's instructional plan and the learning process for all students. Students are expected to be at their classroom number and prepared for instruction when the bell rings. Those who are not will be marked tardy.

In order to benefit fully from the instructional program, students must be on time every day. Unfortunately, there are times when being tardy is unavoidable.

- **EXCUSED TARDIES:** Illness, medical, dental, optometry appointments or funeral of immediate family members.
- **UNEXCUSED TARDIES:** We cannot excuse tardies for oversleeping, car troubles, bus delays, etc.

If a student is tardy or absent for any of the reasons listed above, the law requires that the school be notified with a note, a phone call or a visit to the school office. The information must be given to the attendance office. The attendance clerk will mail a letter home after the third unexcused tardy. If no attempt is made to resolve the tardy problem with the school and the child continues to be late, a referral will be sent to the Child Welfare and Attendance Office. This action may result in a home visit by a district office official.

Independent Study Contracts

For a planned absence of 5 school days or longer, come to the office for an Independent Study Contract two weeks prior to the absence. The teacher will assign homework to be done during the absence and the contract and the homework is due on the first day back to school. If the homework is completed and turned in on time, the school will receive ADA money for the time the student is absent, and the student will receive credit for being in school.

Emergency Information

Emergency information must be on file for every student attending Ruus Elementary. This information provides the school with necessary contacts to reach you and/ or other designated adults in the event of an emergency situation. All of this information must be updated on the Parent Portal.

FOR YOUR CHILD'S WELFARE AND SAFETY notify the office immediately if any of the information on the emergency card changes.

STUDENTS MAY ONLY BE RELEASED TO ADULTS THAT ARE LISTED ON THE EMERGENCY portion of the Parent Portal. Please make sure to update your information as needed.

Student Checkout

If your child needs to go home during the school day, the student must be picked up at school by an authorized parent or adult. For your child's safety, students will only be released to authorized adults listed on the emergency contacts in Infinite Campus. It is very important that you update emergency information to reflect any changes. Office personnel may ask you for a photo ID when you are picking up a student. Please complete the parent portal annual update info yearly to ensure the school has the most updated information.

Medication

Ruus School personnel will administer medication to your child only if the following requirements are met:

Both the child's parent and the child's physician must complete and sign a Prescription Medication Form furnished by the school. This form shall state the medication dosage and any additional instructions. We cannot administer any medications without this form. This form **MUST BE COMPLETELY FILLED OUT ANNUALLY** and signed by the parent/guardian and the child's physician before the school personnel can dispense the medication.

Medication must be in the ORIGINAL CONTAINER and brought to school by the parent/guardian, **and must display the student's name.**

Students are NOT allowed to bring any kind of medication to school on their person (including over the counter or prescription). For major injuries 911 is called and the parents are notified immediately.

USE OF THE OFFICE TELEPHONE/CELL PHONES

The office telephone is to be used only in the case of a real emergency, with the permission of the office personnel. It is the student's and parent/guardian's responsibility to plan ahead so that use of the telephone will be kept to a minimum. **Students cannot use their cell phones or school phones during the day without permission. Any cell phones seen or heard during school hours will be confiscated.**

VISITORS

In order to maintain a safe campus and learning environment we are limiting visitors on campus. Please contact the office and your child's teacher to arrange an appointment to visit campus. The school policy is to accept only those visitors who have legitimate business at school. **ALL VISITORS MUST REGISTER AT THE MAIN OFFICE AND WEAR A BADGE WHILE ON CAMPUS.**

PARKING LOT

It is extremely important that students not walk through the parking lot on the way to school or on the way home. We are also asking that parents **be very careful when they drop off and pick up students** and not congest the driveways or block the sidewalks. Please DO NOT park in the white drop off zone. Everyone is being asked to help with this safety issue.

RUUS IS A CLOSED CAMPUS

Due to lingering concerns related to COVID mitigation as well as to keep our campus secure, only students and staff are allowed to enter campus. Any exceptions to this must be pre-approved through the office in conjunction with administration. Parents wishing to visit campus or volunteer need to contact the office for more information and to make arrangements with administration.

During morning drop off:

Preschool, TK, and Kindergarten students have a dedicated entrance at the hallway to the right of the main entrance where they are dropped off (early bird-Kindergarten only)

Students in all other grades are dropped off at the cafeteria entrance where they are dismissed by school personnel to their classroom assembly locations on the blacktop and escorted to their classrooms.

Students who enter through the rear of campus should report directly to the cafeteria with parents remaining at the gate entrance.

Late Bird

Once staggered reading begins (October 7th, 2024), ALL late bird students are to be dropped off at the cafeteria entrance by 9:00 where they will be escorted to class by school personnel.

Lunch

Parents wishing to bring their children lunch may drop off on the provided cart outside of the cafeteria entrance. They should ensure that their child's name is clearly marked. School personnel will then bring the items to the student. Parents should not enter the cafeteria.

Dismissal

Pre-school, TK, and Kindergarten dismiss at the same hallways for AM drop-off

TK dismisses at 12:30 (5-days per week) with the exception of special minimum days where they dismiss at 11:35

Kindergarten Early Birds dismiss at 12:45 and Late Birds dismiss at 1:35 (5-days per week) with the exception of special minimum days where they dismiss all at 11:35.

1st-3rd grade dismisses at the back gate of Ruus on Tampa avenue. Early bird dismissal is at 2:00 pm and late bird dismissal is at 2:50 except on special minimum days when they are dismissed at 1:00.

Parents are allowed to enter through the gates at dismissal (staff will unlock), but must remain in the designated space. This protocol is to ensure that 1st-3rd grade teachers can verify that the child is being released to a recognized adult.

4th-6th grade students do not utilize the staggered reading (Early Bird/Late Bird) schedule. They dismiss 5-days per week at 2:50 pm at the front gate near the cafeteria towards the parking lot except on special minimum day dismissal when they are released at 1:00 pm. Students must remain near the gate until they see their parents. Students who walk home, must have a note on file with the teacher and office. Anyone not picked up by 3:00 will be escorted to the office.

SEXUAL HARASSMENT

The Hayward Unified School District is committed to safeguarding the rights of all students to learn in an environment that is free from all forms of sexual harassment. Ruus School prohibits all unwelcome behavior of a sexual nature because such conduct interferes with school performance and creates an intimidating, hostile or offensive educational environment.

Sexual Harassment is defined as unwanted sexual attention from peers, teachers, administrators or anyone. It can be physical or verbal conduct or a sexual nature that makes the environment of Ruus School intimidating, hostile or offensive to the student. Sexual harassment includes derogatory remarks and behavior directed towards others based on their sexual orientation, perceived sexual orientation or gender identity. The range of behaviors includes, but is not limited to, the following:

1. Display or circulation of written materials or pictures derogatory to a gender or sexual orientation.
2. Writings placed on school property.
3. Uninvited remarks and gestures.
4. Unwanted sexual comments.
5. Spreading sexual gossip.
6. Pressure for sexual activity.
7. Unwanted physical contact such as touching, pinching, patting, rubbing, etc.
8. Homophobic behavior, i.e. comments or other negative behavior towards or about individuals who identify as LBGTQIA. Ruus Elementary has a zero tolerance policy toward sexual harassment.

Hate Speech and Racial Epithet Ban Policy

At Ruus, we believe that every student has the right to learn in a safe and respectful environment. Hate speech, including the use of racial slurs such as the N-word, is strictly prohibited on campus, in virtual learning spaces, and at school-sponsored events. This policy applies to all verbal, written, and symbolic expressions of hate, whether intentional or not.

What Does This Mean for You?

- **Respect Others:** Using language that harms, insults, or discriminates against others is never acceptable.
- **Be Accountable:** If you hear hate speech, you are encouraged to speak up or report it to a trusted staff member.
- **Learn & Grow:** Students who engage in hate speech will participate in restorative learning, including discussions about the impact of their words and how to make amends.
- **Understand the Consequences:** Hate speech violations will result in progressive consequences, which may include restorative conversations, reflection assignments, loss of privileges, or disciplinary action in severe cases.

How Can We Create a Respectful School Community?

- Use inclusive language and be mindful of how words impact others.
- Speak up when you hear harmful speech and encourage others to do the same.
- Engage in school-wide activities, lessons, and discussions that promote respect and unity.

By committing to this policy, you help create a school culture where everyone feels safe, valued, and respected. Let's work together to make our school a place of learning, inclusion, and integrity.

DRESS CODE

Please take some time to review the school Dress Code with your student(s). We would appreciate it if you would help your child make appropriate choices when selecting clothes for school.

The purpose of a dress code is to promote a serious academic atmosphere and assure the physical and emotional safety of every individual. A student's clothing and decoration should not detract from the educational process.

Footwear that provides adequate protection must be worn at all times. Shoes must have a heel strap and toes must be covered. High or thick-heeled shoes, sandals, or bedroom slippers are not permitted.

Clothing must be clean and in good repair. Clothing must not show any defaming or disrespectful symbols or represent any gang affiliation. The torso must be covered. See-through garments, spaghetti straps, baggy/saggy pants, short tops, bare midriffs, pajamas, halter tops, muscle shirts and shirts without proper undergarments are not allowed as school wear. Walking shorts are permitted. Hats are allowed only when outside in the sun, not in the buildings.

Other: Hair must be clean and neat. Dangling earrings are not permitted. Jewelry that suggests identification with drug or gang cultures is strictly forbidden. To prevent pants from falling down, wear a belt.

The commitment of the Hayward Unified School District and Ruus Elementary is to focus on improving student achievement. To ensure that this is done we will maintain safe and caring learning environments, monitor daily student attendance, continue to provide research based instructional practices and move forward with the standards-based curriculum aligned to the state-adopted content standards. Therefore, continuously:

...BUILDING A CULTURE OF SUCCESS-ALL MEANS ALL!

