

# Ramona Elementary School Parent/Student Handbook 2017-2018



## Where Character Counts



9351 E. Laurel St  
Bellflower, Ca. 90706  
(562) 804-6532 Fax (562) 804-6562



## **BUSD Mission Statement**

The mission of the Bellflower Unified School District is to provide the pathway for all students to attain the expertise and develop skills of academic excellence that will empower them to:

- Become lifelong active learners
- Demonstrate respect for themselves and others in a dynamic, diverse and global society
- Become responsible, informed, productive, independent and contributing citizens
- Perform successfully in their chosen field and in society

### **Ramona Vision Statement**

Our vision is to build lifelong learners who are equipped with the skills and perseverance to excel in the 21<sup>st</sup> Century



### **Ramona Mission Statement**

Ramona Elementary is dedicated to challenging and supporting all scholars in making growth toward their goals through collaboration and critical thinking.

## **Notice of Non-Discrimination**

Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics. Parents/students who have questions or concerns about the policy can contact Tracy McSparren, Assistant Superintendent, Special Education & Student Support, Title IX and Equity Compliance Officer. (562) 866-9011 Ext. 2030.

## **Safe Place to Learn Act**

The Bellflower Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion.

## Principal's Message

Dear Ramona Families:

Welcome back to a brand new school year! It is my pleasure and a great privilege to serve as your principal again this year. I am looking forward to another wonderful year at Ramona. Last year, our scholars proved that they are ready to take on any and all challenges as they worked hard and constantly strove for a Standard of Excellence in all that they do. Based on their accomplishments thus far, I am excited to see what they will achieve during the 2017/2018 school year!

Our outstanding faculty is fully prepared to get back to work and fulfill the Ramona mission of challenging and supporting all scholars in making growth toward their goals through collaboration and critical thinking. Parents, we can always count on you to take your role as partners in education very seriously and we enjoy working hand in hand with you. We always appreciate your help and support. Our Ramona Scholars come to school every day fully prepared to learn and benefit from the excellent educational opportunities at this school.

Our RAMS expectations remain the same and I look forward to acknowledging our scholars when they exemplify what it means to be a Ramona RAM. Last year we earned 75,000 scholar points school wide, let's aim to double that number this year!

Please review the handbook for detailed information about Ramona and discuss with your child(ren). I look forward to seeing you all on campus this year as we work together to provide a quality education for all students at Ramona. There are no limits to what our students can achieve when we all work together as a team. Go Rams!

Dr. Deirdre Reyes  
Principal



## Parent Involvement

If you are looking to be involved in your child's education and support the school community, you may be interested in the following opportunities:

### Ramona PTA

The Ramona Parent Teacher Association (PTA) is made up of parents, teachers, and staff interested in helping serve our students and support them in their educational endeavors.

The PTA board meets monthly after school on Mondays from 6:00 – 7:00 and works toward the following goals:

- Supporting the school character education program and ensuring students can visit the GOTCHA cart.
  - Throughout the day, students earn GOTCHAs for being trustworthy, caring, fair, responsible, and respectful citizens. PTA brings out the GOTCHA cart during student recess time for students to turn in GOTCHAs for prizes on the cart as recognition of their effort to be Ramona scholars using positive character traits.
- Increase parent participation and volunteer opportunities.
- Organizes family events throughout the year.
- Organize opportunities for parent education.

#### **Programs supported by PTA:**

GOTCHA Cart  
Box Tops

School Pictures  
Parent Education

Family Night Fundraisers  
The Ramona Garden

Please join PTA, your membership directly benefits our students. Complete the envelope in the first day folder and return it to the school. Thank you for your support!

### Helping Hands

Every Friday after morning assembly, parents gather in the school cafeteria to work on projects for the classrooms. Projects may consist of preparing packets, painting murals and backdrops, creating posters and signs, and any and all requests submitted by teachers. If you are able to volunteer some time on Fridays to help complete projects for the classroom, please join us in the cafeteria immediately following flag salute.

CALENDAR HIGHLIGHTS

Non-Student Day-New Teachers ..... August 23	Non-Student Day ..... January 26
Non-Student Days ..... August 24-25	Lincoln’s Birthday Observance ..... February 16
First Day of Student Attendance ..... August 28	President’s Day Observance ..... February 19
Labor Day ..... September 4	End of Second Trimester ..... March 2
<b>Back To School Night North ..... September 12</b>	SBAC Window Opens ..... TBD
<b>Back To School Night South ..... September 14</b>	Easter Break ..... April 2-6
Non-Student Day ..... October 9	CST Science ..... TBD
End of First Trimester ..... November 9	<b>Open House North ..... May 8</b>
Veterans Day Holiday ..... November 10	<b>Open House South ..... May 10</b>
School Closed ..... November 20-22	Memorial Day ..... May 28
Thanksgiving Holiday ..... November 23-24	Last Day of Attendance ..... June 14
Christmas Break ..... December 22-January 5	Non-Student Day ..... June 15
Martin Luther King Jr. Day ..... January 15	

ELEMENTARY EARLY DISMISSAL

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Monday	August 28	Shortened	<b>Thursday</b>	<b>January 25</b>	<b>Minimum</b>
Wednesday	August 30	Shortened	Wednesday	January 31	Shortened
Wednesday	September 6	Shortened	Wednesday	February 7	Shortened
<b>Tuesday</b>	<b>September 12</b>	<b>Minimum*</b>	Wednesday	February 14	Shortened
Wednesday	September 13	Shortened	Wednesday	February 21	Shortened
<b>Thursday</b>	<b>September 14</b>	<b>Minimum*</b>	Wednesday	February 28	Shortened
Wednesday	September 20	Shortened	<b>Friday</b>	<b>March 2</b>	<b>Shortened</b>
Wednesday	September 27	Shortened	Wednesday	March 7	Shortened
Monday-Friday	October 2-6	Shortened	Wednesday	March 14	Shortened
Wednesday	October 11	Shortened	Wednesday	March 21	Shortened
Wednesday	October 18	Shortened	Wednesday	March 28	Shortened
Wednesday	October 25	Shortened	Wednesday	April 11	Shortened
Wednesday	November 1	Shortened	Wednesday	April 18	Shortened
Wednesday	November 8	Shortened	Wednesday	April 25	Shortened
<b>Thursday</b>	<b>November 9</b>	<b>Shortened</b>	Wednesday	May 2	Shortened
Wednesday	November 15	Shortened	<b>Tuesday</b>	<b>May 8</b>	<b>Minimum**</b>
Wednesday	November 29	Shortened	Wednesday	May 9	Shortened
Wednesday	December 6	Shortened	<b>Thursday</b>	<b>May 10</b>	<b>Minimum**</b>
Wednesday	December 13	Shortened	Wednesday	May 16	Shortened
Wednesday	December 20	Shortened	Wednesday	May 23	Shortened
<b>Thursday</b>	<b>December 21</b>	<b>Minimum</b>	Wednesday	May 30	Shortened
Wednesday	January 10	Shortened	Wednesday	June 6	Shortened
Wednesday	January 17	Shortened	Wednesday	June 13	Shortened
Wednesday	January 24	Shortened	<b>Thursday</b>	<b>June 14</b>	<b>Minimum</b>

**\*Back To School – September 12 - Baxter, Pyle, Ramona, Washington, Woodruff (North)  
September 14 - Foster, ILC, Jefferson, Lindstrom, Williams (South)**

**\*\*Open House – May 8 - Baxter, Pyle, Ramona, Washington, Woodruff (North)  
May 10 - Foster, ILC, Jefferson, Lindstrom, Williams (South)**

# Ramona Daily Bell Schedule

## REGULAR SCHOOL DAYS

Grades K-6      8:30 - 2:45

### Morning recess

Kindergarten 9:45 - 10:00  
1 & 2      10:05 - 10:20  
5 & 6      10:25 - 10:40  
3 & 4      10:45 - 11:00

### Lunch

Kindergarten 11:20 - 12:00  
1st grade 11:30 - 12:10  
2nd grade 11:50 - 12:30  
3rd grade 12:05 - 12:45  
4th grade 12:25 - 1:05  
5th & 6th 12:45 - 1:25

## SHORTENED SCHOOL DAYS

Grades K-6      8:30 - 1:36

### Morning recess

Kindergarten 9:45 - 10:00  
1 & 2      10:05 - 10:20  
5 & 6      10:25 - 10:40  
3 & 4      10:45 - 11:00

### Lunch

Kindergarten 11:20 - 12:00  
1st grade 11:30 - 12:10  
2nd grade 11:50 - 12:30  
3rd grade 12:05 - 12:45  
4th grade 12:25 - 1:05  
5th & 6th 12:45 - 1:25

## MINIMUM SCHOOL DAYS

Grades K-6      8:30 - 12:40

### Morning recess

Kindergarten 9:50 - 10:00  
1 & 2      10:10 - 10:20  
5 & 6      10:30 - 10:40  
3 & 4      10:50 - 11:00

### Lunch

**No lunches at school on  
minimum days**

# General Information

## Office Hours:

Office hours are from 7:30 a.m. to 4:00 p.m. daily. The school switchboard is also open during those same hours. The phone number is: 562-804-6532; FAX is: 562-804-6562.

## Use of the School telephone and messages for students:

The use of the school telephone will be permitted only in the event of an emergency. Leaving messages or deliveries for students can be disruptive to the educational program and is discouraged. Deliveries will be distributed at the end of the day or during recess.

## Emergency Card:

For the safety of your children, state law requires that you provide the school with up-to-date emergency information. This includes correct phone numbers, address, and emergency contact numbers. **Students will only be released to persons listed on the emergency card. Any person picking up a student MUST present ID prior to student release.** If you move - please remember to contact the school with the new information.

## Items Inappropriate for School:

In general, it is best for students to not bring items from home to school. This may include but is not limited to skateboards, **CELL PHONES**, toys, trading cards, roller blades, sports equipment, Heelys, radios, electronic devices, and toys. Things brought to school should be pre-approved by the teacher and left in the classroom during the course of the school day. Inappropriate items not pre-approved will be confiscated. A parent or guardian may pick up the items at the end of the school day. The school is not responsible for items brought from home. Money is easily lost and students should only bring what is needed for lunch.

**Cell Phone Policy:** Cell phones must be turned off during school hours and must be kept out of sight. If a cell phone is not turned off and is in sight, disrupts the classroom, or is being used without permission, it will be confiscated. Continual disregard for the school cell phone policy will be considered an act of defiance and an appropriate consequence will be issued.

## Any item that could be considered a weapon is illegal at school:

Please talk to your child about the risk of bringing such items as pocket knives, nail clippers, poppers, toy guns, swords, laser pointers, etc. Our school district has a zero tolerance for weapons and possession of these items could result in suspension or expulsion.

## School Property:

The school provides textbooks and other materials used by students. Students are responsible for taking good care of these materials and will be held liable for damage or loss to textbooks, library books, and computers, plus will be billed by the school district for damage to such property. Report cards are held for students with outstanding obligations.

## School Visitors:

Parents are always welcome as visitors at Ramona. All visitors and volunteers must be pre-approved by the teacher and the principal. Please make arrangements with the classroom teacher prior to visiting or volunteering on campus. Once on campus, you must sign in at the front office, provide the office with identification, and wear a VISITOR'S BADGE before you are allowed on the school grounds. Classroom visitations are limited to 20 minutes for each visit so as not to interrupt the learning in the classroom. Please refer to the Bellflower Unified School District website for a complete description of the volunteer and visitor policy.

para una descripción completa de los voluntarios y la política de visitas.

## **ARRIVAL AND DISMISSAL FROM SCHOOL**

### **Arrival Time:**

The gates are opened and playground supervision begins at 8:15 a.m. **Students are not to be lined up in front of the school before 8:00**, as there is no supervision. Consequences will be issued for students who arrive before supervision starts.

### **Breakfast:**

Breakfast is served every morning in the Ramona Cafeteria from 7:45 to 8:15 a.m. Applications for the free and reduced lunch program are sent home the first day. Students who do not qualify for the free or reduced lunch program may bring cash to pay for meals. **Breakfast students may not arrive before 7:45 a.m.** Our breakfast program can accommodate school age children only.

### **Bus Schedule:**

Bus information will be made available on the first day of school. Busses leave the school approximately 5 minutes after school is out from the side gate on Clark Street.

**Minimum and Shortened Days:** The bus schedule is adjusted to accommodate for these days.

**Bus Infractions:** Students must follow safety rules when on the bus. Students who do not obey the rules will lose the privilege of riding the bus. Parents will be notified by the teacher.

### **Crossing Guards:**

Crossing guards are provided by the City of Bellflower at three locations based on recommendations by the Los Angeles County Sheriff's Department. They are stationed at Clark & Oak, Clark & Flower, and Laurel & Clark.

<b><u>Schedule</u></b>	<b><u>A.M. Coverage</u></b>	<b><u>P.M. Coverage</u></b>
Regular:	7:15 a.m. - 8:45 a.m.	2:30 p.m. - 4:00 p.m.
Shortened Day:	7:15 a.m. - 8:45 a.m.	1:30 p.m. - 2:30 p.m.
Minimum Day:	7:15 a.m. - 8:45 a.m.	12:30 p.m. - 1:30 p.m.

### **Walking to and from School:**

Please take some time to discuss with your child the safest route to and from school. Make sure your child knows about safety precautions such as traffic lights and crossing guards. If your child walks to school with an older sibling, discuss alternative plans if that sibling has to stay after school for detention or for other reasons.

### **Bike Riders:**

Bike stickers are available for students in grades 3-6 who wish to ride bikes to school. They must apply for a bike permit in the office and must pass a test as well as agree to follow the rules in the Bicycle Rider's Contract. Riders of stickered bicycles must enter and leave the grounds through the gate on Laurel Street.

Bicycle riders must take full responsibility for the safety of their bicycles as well as accessories, which can be removed from their bicycles. The school will accept no responsibility for lost or stolen items. In order to protect bicycles from theft, they must be locked in the bicycle racks.

**Bicycle riders must wear helmets (California law). Bicycle privileges will be revoked for students who do not follow safety rules!**

### **After School:**

There is no after school supervision on the playground for students except for students enrolled in specific school sponsored classes or activities. Please remind your children to go directly home after school. Parents of students who are not picked up within a reasonable amount of time will be notified and consequences issued.



## **STUDENTS TRANSPORTED BY CARS**

Ramona School has worked with the City of Bellflower and the Sheriff's Department to develop a safe and reasonable plan to drop off and pick up students.

### **THERE ARE 4 CHOICES FOR DROPPING OFF OR PICKING UP STUDENTS**

- 1. Drive-thru Lane on Laurel:** Please note there is **no parking here** – loading and unloading only! EASY IN, EASY OUT!
- 2. Park in front of the school on Laurel for up to 10 minutes.**
- 3. Parking allowed on Clark near the bus area.** No limits. Exit by the bus gate.
- 4. Park further down on Laurel.** No time limits.

### **We have designated specific gates for our classrooms to exit at the end of the day**

**Gate near the front of the cafeteria:** Kindergarten students will be released to parents at this gate.

**Gate near the back of the cafeteria and drive-thru:** The following classrooms exit this gate (12, 13, 14, 15, 31, 33, 34, 35, 36, 37, 38, 48, 49)

**Gate on Clark Street near the bus pick up:** The following classrooms exit this gate (40, 57, 56, 55, 54, 53, 52, 51, 3)

Rooms 44 and 32 will exit from the front office.

### **Lakewood Sheriff will be issuing citations for:**

- Double-Parking.
- Parking more than 10 minutes in front of the school.
- Parking in the Drive-thru lanes.
- U-Turns on Laurel or Clark

**Please teach your children how to use the crosswalks and do not ask your**

**children to run across Clark or Laurel to your cars!**

# Ramona Elementary is a uniform school

Descriptions of the uniforms follow as does the school district's suggested guidelines. Students who are in violation of the school's dress code will be given a LOANER garment. The loaner must be laundered and returned to the office the next school day.

## **Pants, short, skirts, or "skorts":**

*Color:* **Solid Color** in dark blue, black, gray, or khaki.

*Style:* Material may be of **uniform material or jeans**. Sweats, Pajamas, jogging pants, and basketball jersey shorts are not allowed. Clothing must be in good condition (not faded, no holes, frayed hems or cuffs, not dragging on the ground, not skinny jeans and not oversized or baggy.) Pants must fasten at the waist and must not be baggy or sagging. Hemlines for shorts and skirts must pass the "fingertip length" rule. Shorts must be worn under skirts.

## **Shirts or blouses:**

*Color:* **White or any solid color shirt.**  
(No logos, pictures, writing or patterns)

*Style:* **Plain crew-neck or collared.** Clothing needs to be an appropriate fit (Not baggy/oversized, not longer than wrist-length, and not so short that skin is uncovered), and not see-through.

## **Jackets or Sweatshirts:**

*Style:* **Plain solid color.** Plain means no strips or designs, and without logos, pictures, or writing.

Ramona School "spirit" shirts and sweatshirts: would always be acceptable, not just on "Spirit Fridays".

## **Shoes:**

**Closed toe and heel shoe** - tennis shoes are acceptable. No sandals or flip-flops permitted

**The following standards have been established  
The following standards have been established  
by the BUSD Board of Education.**

1. Jewelry which depicts or suggests sexually related or obscene gestures, pictures, or wording, or which promotes the use/abuse of drugs or alcohol shall not be worn on campus or at school activities.
2. The wearing of hats/ head coverings are not permitted except at school special activities.
3. No clothing, or articles of clothing or methods of grooming (including but not limited to gloves, bandannas, belt buckles, shoe strings, wristbands, jewelry, tattoos, extreme hairstyles) related to a group or gang, which may provoke others to acts of violence or to be intimidated by fear of violence, or could possibly disrupt the educational process, shall be worn on campus or at any school activity.
4. All clothes must be neat, clean, in good repair and be an appropriate size (for example, no baggy, oversized pants or short shorts hemlines must extend past finger tips).
5. Closed shoes are to be worn at all times. Sandals, thongs, soft plastic shoes, or open toed shoes are not permitted. Shoes must have backs.
6. Girls may not wear sheer blouses or bare midriffs. Undergarments shall be worn and not be visible at any time.
7. No make-up, glitter, fake nails, or extreme hair styles/colors.

**\*\*\* Every Friday is School Spirit Day.** Students may wear their uniform pants with a red school T-shirt or a red uniform shirt. The responsibility for the proper attire of all students rests with the parent/guardians.

**The principal, or his/her designee, shall make a determination whether or not the student is violating appropriate school dress code.** Violators of this policy shall be subject to school and/or district discipline procedures.

## Health Information

### Health:

Children who appear ill should not be sent to school. If a child has had a temperature, he/she should be kept home for at least twenty-four hours after the temperature returns to normal. Please let the school know if your child has contracted a contagious medical condition such as measles, mumps, head lice, etc. so that appropriate precautionary measures may be taken. Students who become ill at school will be sent home. It is very important that the school have up-to-date emergency information with a list of adults who can come for your sick or injured child.

### Medication at School:

If a student is required to take medication, a doctor's written order must be on file in the health office. A form is available from the school office. Medication is kept in the health office and is dispensed by the health clerk or nurse. At no time should medication be in the possession of children while on the playground or in class unless written direction from a physician is on file in the health office reflecting medical need. This includes cough syrup, cough drops, inhalers and aspirin.

### Head Lice:

Head lice are a serious concern in an elementary school. If a student is found to have head lice, he/she will be sent home immediately. The school will provide you with information on proper treatment and shampoo (for those with financial needs). Please follow the directions carefully as students are only allowed 3 days of excused absence for head lice. Students must be re-examined and checked back into school through the health office.

### Health Clerk and Nurse:

The school has two part-time health clerks who assist students with their health needs. The district also has a professional school nurse who is available for health consultation. The school nurse also conducts the vision and hearing screening, grades K, 2, 5 and by referrals.

### Lunch:

Students may bring their lunch or purchase a lunch from the cafeteria. Juice and milk can also be purchased separately. Free and reduced lunches are provided to students who qualify; **however, students must pay for lunch until their application is processed and approved.** Ramona Elementary has been selected as a trial site for Online Meal Applications. Completing the meal applications has never been easier! Save time, paper and avoid writer's cramp! Online meal applications are available on the BUSD website, [www.bUSD.k12.ca.us](http://www.bUSD.k12.ca.us). If you don't have access to a computer at home, it is not a problem; the Nutrition Services office will have computers available for parents to complete the online meal application! The school site computer lab will also be available during the first week of school. If you prefer the paper application, they will be available at the Nutrition Services office. You only need one application per family. You need a new application for any student who will be in Kindergarten in the Fall, even if they were already students in another program within the district (Jump Start, T-K, Preschool, Head Start, etc).

**The Nutrition Services office is located at: 10247 Alondra Blvd., Bellflower CA. 90706  
Office hours: 8:00 AM- 4:30 PM, Monday-Friday, Phone Number: 562-866-4192**

## **BELLFLOWER UNIFIED SCHOOL DISTRICT SCHOOL WELLNESS POLICY**

The Bellflower Unified School District is committed to providing safe and healthful school environments that promote and protect student's health, well-being and ability to learn by supporting healthful eating and physical activity. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Schools will provide nutrition education and physical education that foster lifelong habits of healthful eating and physical activity. Schools will establish linkages between health education, school meal programs, extracurricular activities, and other related services such as counseling.

### **Outside food and snacks**

Fast food items are not to be brought on campus for or by students to be eaten or sold. Only healthful snacks such as fruit, crackers, vegetables etc. should be sent with students. Unhealthful snacks such as chips, candy and cookies are not recommended. Per the USDA Smart Snacks and Guidelines, flavored and/or carbonated beverages are not permitted. Snacks sent with students are for the consumption of the student only. Food may not be shared with friends.

### **Birthday Celebrations**

The Bellflower Unified School District acknowledges the special occasion of each child's birthday. **Please do not send food items such as cupcakes, punch and other unhealthful snacks.** It is a violation of the school wellness policy a positive way to celebrate a student's birthday is to recognize their birthday by donating a book to their classroom or school library.

### **National School Breakfast/Lunch Program**

The district participates in the National School Breakfast/Lunch Program that provides nutritious meals on a voluntary, low-cost basis to students. The program offers free or reduced-price meals for students who meet the standards for participation.

- ☆ Applications for the free and reduced lunch program will be processed online this year..
- ☆ Each family needs to complete one application by listing all students and household members on one application.
- ☆ Applications must be completed by each family annually.
- ☆ Completed applications are processed by the Food Services Manager and families who qualify are notified.

### **Federal Regulations Regarding the School Lunch Program**

Federal regulations require that all foods purchased at school must be eaten by students while at school or attending school functions.

- ☆ Students who do not qualify for the free or reduced lunch program may bring cash to pay for meals.
- ☆ Please be sure the money is in a sealed envelope with the student's name and room number.
- ☆ It is strongly recommended that parents take advantage of the pre-paid lunch account.
- ☆ Parents may submit a check made out to BUSD Food Services or use a credit card. To use this service you would call the Nutrition Services office at (562) 866-4192 ext. 7803.
- ☆ Balanced breakfasts, lunches, milk and orange juice are sold daily in the school cafeteria. Prices are subject to change.
- ☆ If a child forgets their money, they will be provided a small meal that will be charged to their account.

# Attendance

## Attendance:

Successful students have excellent attendance. The law says that students must attend school every day and be on time. Students are excused for illness, doctor's and dentist's appointments, quarantine, funeral of immediate family or court appearance. All other absences will be marked "unexcused." The education code states that any student absent from school for a total of three days, without a valid excuse or is tardy more than thirty minutes on three occasions is truant and shall be reported to the attendance supervisor. Attendance letters will be sent to notify parents of excessive absences and meetings (SART and SARB) will be scheduled to remedy attendance problems.

## What to do if your child is absent:

Call the school at (562) 804-6532 and inform the office of your child's absence and send a note when your child returns including:

1. CHILD'S FULL NAME
2. DATE OF ABSENCE
3. ROOM NUMBER
4. REASON FOR ABSENCE
5. PARENT SIGNATURE

## Tardies:

Ramona School begins each day with a patriotic assembly and ends with homework and reminders being given. Children who are late or who leave early, miss out on important parts of their school day. Students who are not in their class line by the second bell will be marked tardy.

## Extended Absences/Independent Study:

If your child needs to be absent for an extended period of time, please request an *independent study contract* from the office. In this way, your child can continue to do school work and absences are recorded within legal limits. There is a minimum of 5 days and a maximum of 10 days. One-week prior notice is required.

## Leaving School During the Day:

When a child must leave school during the school day, a parent or person listed on the emergency card must present a valid ID and sign the child out of school, **no exceptions**. If you must pick up your child before the first recess please send a note with your child that day. Please try to make appointments outside the school day so that you do not interfere with your child's education. Excessive early releases will generate an attendance meeting.

## Moving:

If you are moving from our school, the law requires that you notify the school office.

## Perfect Attendance:

Perfect Attendance is defined as a student who is in attendance everyday, has no tardies, and attends the entire school day.

## Instruction/Evaluation

### **Curriculum:**

Curriculum in grades K-6 will include instruction in Reading/Language Arts (Reading, Writing, Listening, Speaking, Word Study), Mathematics, Science, Social Science, Technology, Physical Education, and the Visual and Performing Arts. Coursework is tied to the California Standards which identify at each grade level what students are expected to learn. A copy of the California Standards is located on the California Department of Education website at <http://www.cde.ca.gov/>.

### **Standards Based Report Card:**

The report card helps parents understand their child's progress in relation to the Content Standards. Student work shall be evaluated in relation to standards at his/her grade level. The progress report and report card will provide information to you that clearly shows your student's strengths and areas needing improvement. Report Cards are issued 3 times, once for each Trimester.

### **Progress Reports:**

Children who are not meeting the grade level standards will be notified at the mid-point of each reporting trimester.

### **Student Work and Assessment :**

Student work and assessment will be the primary method of determining grades. Students may show mastery of the standards through class work, homework, projects, portfolios, standardized and teacher made tests, classroom participation, and presentations.

### **Behavior/Effort/Attendance /Work Habits:**

These areas impact students learning and are reported as separate components on the student's report cards.

### **Student Success Team (SST):**

Ramona believes that a team approach is the best way to help students who are struggling academically and/or behaviorally. The Student Success Team looks at strategies to help children with their learning. Parents are encouraged to attend SST meetings for their children. An Academic Intervention Plan or a Behavior Plan will be developed at this meeting.

### **Academic Intervention Plans:**

These documents will be developed for students who are not making satisfactory progress towards the standards. Parents will be informed of the strategies the school will use to help their child. It is important that parents support the school's effort to help their children. Some students may need before or after school help.

### **Behavior Plans:**

These documents will be developed for students who are struggling with behavior. Parents will be informed of the strategies the school will use to help support their child as he/she works toward making positive behavioral choices.

## **Extended Learning**

### **Ramona Plus and Homework Help:**

Extended day tutorial and help with homework may be available. Check with your child's teacher.

### **Homework Policy:**

Homework is considered an extension of the classroom learning process and an addition to the regular school day. It is a valuable component of the educational process. Parents are encouraged to provide the support needed for students to complete homework assignments, and to cooperate with and give support to the classroom teacher. Please do the following:

1. Assign a regular time and quiet place each day for your child to do their homework
2. Monitor work by checking their homework log or planners each day
3. Expect high quality work from your child
4. Support Reading 20 minutes daily in addition to regular homework
5. Support learning the math facts for your child's grade level

**You may monitor your child's Accelerated Reader progress by logging in to the program from home. You will need your child's login information to gain access to the program.**

**<http://hosted30.renlearn.com/264564/HomeConnect/>**

### **GATE/High Potential:**

Enrichment opportunities for gifted students are provided in the classroom and through extended day opportunities.

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# RAMONA SCHOOL RULES AND PROCEDURES

## **Student Conduct:**

Students enrolled at Ramona Elementary follow the six pillars of Character Counts: Respect, Responsibility, Trustworthiness, Fairness, Caring, and Citizenship and are expected to follow school and classroom rules and procedures. Students are encouraged to accept responsibility for their own actions and are helped to develop caring and respectful attitudes toward themselves and toward others.

## **School Wide Rules:**

1. Keep hands, feet, and objects to yourself.
2. Walk quietly along the walkways and have a pass if you are outside of student designated areas.
3. Follow directions of adults and all other school and classroom rules and procedures.
4. Use the six pillars of Character Counts to make good choices

## **RAMS Expectations**

**R**espect others

**A**ct Responsibly

**M**ake the best choices

**S**cholars: Everyday, Everyway

*School rules apply while going to and from school, at school, and while on a school sponsored activity.*

## **Playground Rules and Procedures:**

1. Keep hands, feet, and objects to self including: no tag, chasing, tackling, pushing, kicking, hitting, spitting, throwing objects, play fighting, wrestling, karate, and football.
2. Follow standard game rules.
3. Allow all students to join games.
4. Use school equipment properly. No equipment, toys, or balls may be brought from home.
5. Stay within the playground area (inside the red line) unless you have a pass.
6. Use restrooms appropriately.
7. Eat snacks at the benches.
8. Freeze and kneel when the bell rings and walk when dismissed by the teacher on duty.

## **Classroom Rules and Procedures:**

School wide rules are to be followed at all times. Classroom rules are created by the teacher and/or class and are posted in the classroom.

## **School-wide Expectation Matrix**

Please review the school-wide expectation matrix with your child(ren) in order to ensure that they are successful in all areas of the school campus. Classroom teachers will be teaching students the expectations all year long and appreciate your support of these expectations.



# School-wide Expectation Matrix

## Define, Teach, Expect

<b>RAMS...</b>	<b>All settings</b>	<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Bathrooms</b>	<b>Assemblies</b>	<b>Playground</b>	<b>Computer Lab</b>	<b>Library</b>
<b>Respect Others</b>	Keep hands, feet, and objects to yourself  Maintain a bully-free environment	Listen to others opinions  Track the speaker	Look, smile, wave at people walking by	Appreciate your food and the staff  Say please and thank you to the lunch staff  Use inside voices	Consider the privacy of others	Listen quietly  Applaud appropriately	Include everyone in your game  Solve disagreements fairly  Play safe	Leave the computer equipment and lab ready for the next class  Work quietly	Smile and greet the librarian  Use a whisper voice  Be courteous
<b>Act Responsibly</b>	Follow directions quickly  Follow all school rules	Raise your hand for permission to speak  Complete and return your classwork and homework consistently	Walk quietly in line as a team unit	Stay seated and eat with your class  Raise your hand to leave your seat  Eat lunch everyday  Keep all food in the cafeteria	Wash your hands after using the restroom  Keep the bathroom clean	Enter and exit the assembly area in an orderly manner  Sit properly	Use equipment appropriately  Stop and sit when the bell rings  Walk on the blacktop, run on the grass  Follow the rules of the game	Maintain equipment  Follow the school internet agreement	Return books in a timely manner  Keep books in good condition  Use the shelf marker appropriately
<b>Make the Best Choices</b>	Walk quietly at all times  Report problems to an adult	Contribute to our learning environment  Do your best at all times	Take pride in your school's appearance	Keep the cafeteria, table, benches clean	Use the restroom at recess	Listen attentively	Be a good sport	Use appropriate internet safety etiquette	Check out a book at an appropriate level
<b>Scholars: Everyday, Everyway</b>	Use the six Pillars of Character Counts	Believe that you can achieve	Build citizenship traits	Practice proper manners	Develop healthy habits	Apply what you have learned	Have an active lifestyle	Build digital citizenship	Readers are leaders

# Ramona Behavior Plan

## Student Recognitions for Good Choices

### **GOTCHAS:**

GOTCHAS or “Caught you doing something good!” coupons are issued to students exhibiting excellent student conduct. Once students have collected five GOTCHAS, they may select a prize from the PTA sponsored GOTCHA cart. The cart is open during lunch on the first Friday of each month.

**Positive Phone Calls/Notes Home:** Teachers may make positive phone calls or send positive notes home to students that exhibit positive character traits and good work habits.

### **Award Assemblies:**

Students who have shown consistent effort or achievement in academics, work habits or citizenship may be recognized at an assembly and receive a certificate. Parents are welcome to attend the assembly.

### **Perfect Attendance:**

Students who have no absences and no tardies will be awarded a perfect attendance certificate monthly and at the end of the year by their classroom teacher.

### **Achievement Awards:**

Students in grades four through six are eligible for this recognition each grading period. A student must receive all 3's and/or above on their report card to be recognized for Academic Achievement. Students who receive all 4's will be recognized with an Exceptional Academic Achievement award. A certificate of achievement is given to each student who achieves this honor.

### **Positive Referral:**

Teachers may issue a positive referral to a student who has met a goal or who is a positive role model for other students. These students receive a certificate and are allowed to make a trip to the principal's treasure box in the office.

### **RAMS Points**

This is a school wide positive incentive program. Our scholars must work together to earn schoolwide rewards. It is based on our behavioral expectations **Respect others, Act Responsibly, Make the Best Choices and Scholars Every Day, Every Way**. Scholars earn points for the school when they are observed by a staff member demonstrating our RAMs expectations. We set goals for the school and earn a reward when that goal is met. Prizes include but are not limited to a free dress day, Hat day, Copy Cat Day, Pajama Day, and Picnic Day.

# Ramona Behavior Plan

## Problem Solving Strategies

When students find themselves in a conflict with another student, they are encouraged to use the suggestions below to help solve the problem:

1. **Control Your Temper:** Stop and take a calming breath before responding.
2. **Apologize:** Say, "I'm sorry," "Oops!" or "Excuse Me" even if you don't feel you were wrong.
3. **Compromise:** Both students give up a little something, share, let the other person go first, or take turns (try rock, paper, scissors).
4. **Talk About it:** Leave the game and talk to the person to solve the problem.
  - a. Take turns. Don't interrupt. Listen to the other person's point of view.
  - b. Speak respectfully without yelling or name calling.
  - c. Use "I" statements ("I feel hurt when you call me names.")
  - d. Tell the other person what you need (an apology or promise to stop it).
5. **Wait:** Handle the problem at another time after you "cool down."
6. **Get Help:** If you are not able to solve your problem, ask for help from an adult on duty, your teacher, or the guidance technician.

### Conflict Mediation:

When students have tried their best to solve a conflict and have not been successful, they can request a mediation to help resolve the problem. During the conflict mediation process, the students involved visit the guidance technician who acts as a facilitator to help everyone involved find an appropriate solution. The guidance technician supervises and assists in all mediations.

### Creating a Bully-Free Environment:

The staff is trained annually in how to maintain a "bully-free" environment in the classroom and school-wide. The staff is trained in how to determine the difference between conflicts and bullying and how to teach students strategies for solving conflicts and responding to bullying if it occurs.

Some examples of how we expect students to respond if bullied are:

1. Stand up straight and say in a firm confident voice, "I don't like that."
2. Do not name call or use your hands to solve problems.
3. Stay calm and walk away.
4. If other people are nearby, join them.
5. Tell an adult (recess supervisor, noon duty supervisor, teacher, guidance technician, office staff, principal, etc.)

Some examples of how we expect students to respond if they witness bullying are:

1. Be a HERO...do something. Don't laugh and join in.
2. Ask the person being bullied if they want to play with you.
3. Use an "I statement" - I don't like it when you say or do that.— I don't think that is funny.
4. Get help from an adult (recess supervisor, noon duty supervisor, teacher, guidance technician, office staff, principal, etc.).

# Ramona Behavior Plan

## Consequences for Poor Choices

### Verbal Warning:

Students may receive a warning for poor choices that are made and counseling to make better choices.

### Loss of Free Time:

Students may sit out of recess for a specified number of minutes or days.

### Time Out:

Students may be sent to another classroom under the supervision of another teacher.

### Detention:

Students may be assigned to detention after school for a period of time up to 30 minutes. The parent will be notified in advance. Detention slips are sent home the day of the infraction for a parent signature. Failure to return a detention slip could result in a second detention being issued.

### Parent Communication:

A note may be sent home if the student has made a poor choice.

### Counseled by Principal:

Students may be sent to the principal for counseling and guidance prior to returning to class.

### Community Service:

Students may work under the supervision of school personnel cleaning or picking up trash. The parent will be notified in advance. Students may be assigned to a number of minutes or hours.

### Restitution:

Student/guardians may be required to pay for acts of vandalism or graffiti in addition to disciplinary consequences.

**Severe Clause:** Verbal disrespect to adults, refusal to follow adult directions, obscene language and/or gestures, bodily harm to another person, fighting, stealing, damage to school property, bringing dangerous objects, drugs, or alcohol to school will result in the student being sent to the principal's office for disciplinary action, which may include suspension or expulsion.

### In-house Suspension:

A student may be removed from the classroom by the teacher for a period of time. A student may be in-house suspended or recommended for expulsion for any of the reasons listed under Education Code 48900.

### Suspension:

A student will be removed from school for a period of time. A student may be suspended or recommended for expulsion for any of the reasons listed under Education Code 48900.

### Expulsion:

A student will be removed from school. A student may be suspended or recommended for expulsion for any of the reasons listed under Education Code 48900.

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*Standard of Excellence  
Nothing Less*