**Inspire! Encourage! Empower! Achieve!**

**STUDENT/PARENT HANDBOOK**

**2014-15**

**41051 Whittier Ave**

**Hemet, CA 92544**

**951-765-1670**

**Ramona Elementary School**

**41051 Whittier Ave**

**Hemet, CA 92544 (951) 765-1670**

**Fax: (951) 765-1677**

**Web Site: www.hemetusd.k12.ca.us/sites/ramona/**

OFFICE HOURS: 7:00 a.m. - 3:00 p.m.

**SCHOOL ADMINISTRATORS**:

STACY SORENSON PRINCIPAL

CHRISTINE RAMIREZ-SHOWS VICE PRINCIPAL

**OFFICE STAFF**:

DEBBIE BOUTCHER OFFICE MANAGER

BEATRIZ DURAN SECRETARY II

JAN BECK HEALTH TECHNICIAN

MARK LANE CUSTODIAN

LAURA MEHLE … ...… ……………………….LIBRARY TECHNICIAN



**PRINCIPAL’S MESSAGE**

On behalf of the entire Ramona staff, I would like to welcome you to the 2014-15 school year. For 50 years Ramona Elementary School has nurtured the minds of our youth. Our school is well known in Hemet for its fantastic teachers and staff. We are determined to carry this strong tradition into this school year.

This handbook is provided for you and your child to review and refer to throughout the school year. It is designed to give you helpful information regarding school policies and regulations. Please take time to read it carefully with your child, **sign the enclosed form** indicating your review of the material, and return the Parent‑Student Handbook Signature Form to school no later than **August 15, 2013**.

We welcome your participation and support during the school year. Thank you for being a valuable partner in your child’s education. We extend an invitation to you to visit Ramona Elementary School and become acquainted with our outstanding staff and wonderful programs. We look forward to a successful year with you and your child.

**PHILOSOPHY**

Our school, in planning for the education of our children, is guided by the Philosophy of the Governing Board. In order to provide a comprehensive and appropriate education for the children of the District, the Governing Board has identified the following philosophical statements as the basis for the educational programs of the Hemet Unified School District.

The Hemet Unified School District believes:

1. That the acquisition of basic skills by all students is a necessity and can be achieved by establishing stringent academic standards encouraged by high expectations for all students;

2. That it is important to foster an atmosphere that encourages patriotism and an understanding of the ideals of the American democratic system;

3. That high standards of discipline, requiring appropriate behavior by all students, are necessary elements of the educational program;

4. That required homework is an integral part of education that extends the educational process into the home and supports the necessary home/school/community relationship;

5. That sound personal health habits and standards are a significant part of the learning process;

6. That high standards of personal character, honor, and ideals must be fostered in the schools;

7. That strong support of the instructional program in each classroom is the primary function of all employees of the Hemet Unified School District;

8. That consistent student daily attendance and participation in classroom activities is a requirement in obtaining a viable education;

9. That education is a cooperative effort of the parent and school that requires demonstrated responsibility and support on the part of the parent.

The Hemet Unified School District is committed to providing equal opportunities in all educational programs and activities.

**Our Motto**

The Ramona Elementary motto is "Inspire! Encourage! Empower! Achieve!" Our staff has pledged to provide the best possible educational experience for all our students while working in close partnership with parents and guardians. We fervently believe that we can teach all students and strive to be successful in educating our students to be exemplary members of society.

**GENERAL INFORMATION**

**ARRIVAL AND DISMISSAL TIME**

**Arrival:** 7:05‑7:45 a.m. Students arrive on campus

 7:40 a.m. Morning Kindergarten begins

 7:45 a.m. Warning Bell ‑ Students in grades 1‑5 enter classrooms

7:50 a.m. Class begins for grades 1‑5

11:00 a.m. Afternoon Kindergarten begins (Monday-Thursday)

**9:24 a.m. Afternoon Kindergarten begins (Friday)**

**Dismissal:** 11:00 a.m.Morning Kindergarten (Monday through Friday)

 2:04 p.m. Grades 1‑5 (Monday through Thursday)

 2:20 p.m. Afternoon Kindergarten (Monday through Thursday)

 1:04 p.m. Grades 1‑5 and Afternoon Kindergarten (Every Friday)

Students are not to arrive on campus before 7:05 a.m. **because there will be no supervision before this time**. Most students arrive around 7:25. Upon arrival students are to go either straight to breakfast, if applicable, or straight to the playground. **Students who are not enrolled at Ramona Elementary are not permitted on campus before or after school without parent or guardian supervision**. Students who eat breakfast at school may report to the cafeteria no earlier than 7:05 a.m. Students who enter the campus after the 7:50 a.m. bell will be considered tardy. Students not in classrooms by 7:50 a.m. must come to the office to sign in as tardy before going to class. All students enter and exit the campus through the gates at the front of the school.

If you are dropping off your child please ensure he/she crosses at the crosswalk on the corner of Columbia and Whittier or at the Whittier gate in front of the school. Your child must wait for the crossing guard and/or school personnel to cross the street at these locations.

Here are a few reminders regarding parking lot protocol:

 **During drop‑off and pick‑up...**

1. No Parking or **Leaving Your Car** in **Loading Zones** (yellow or white)

or **Red Zones**

2. Drop Off/Pick Up **AT CURB ONLY**; No Double Parking or letting students in or out of your car in driveways

3. No Jay‑Walking; Cross at **CROSSWALKS ONLY**

4. **NO U‑TURNS** Across Double Yellow Lines; They are **ILLEGAL & UNSAFE**

**THE CALIFORNIA HIGHWAY PATROL WILL MONITOR THE SCHOOL UNANNOUNCED AND WILL TICKET FOR ALL TRAFFIC VIOLATIONS INCLUDING THOSE IN OUR PARKING LOT.**

**\*Students who ride bikes, scooters or skateboards to school must wear a helmet per California law. Individuals are responsible for locking their bikes, scooters and skateboards in the bike rack.**

**We understand that staying safe is not always convenient and easy. However, the children’s safety is everyone’s first priority.**

**ATTENDANCE/TARDIES**

**HUSD Elementary Perfect Attendance Guidelines**

**Perfect Attendance**

 **NO Saturday School / Independent Study**

 **NO more than 3 tardies**

**Outstanding Attendance**

 **Absences can be made up at Saturday School**

 **Independent Study**

 **3 or less absences**

 **3 or less tardies**

**Absences**

We urge you to have your child at school at all times unless he/she is ill. A child can never make up a day he/she has missed, even though he/she may go over the assignments that were presented. The discussion and experiences that take place at school are often more valuable than the written material. As of the 1998‑99 school year, California public schools no longer receive monetary credit for "excused absences." Our apportionment is based only on the days that children actually attend school. We are, however, still required by the State to collect absence notes. **Please make sure that you either send a note with your child when he/she returns, email our attendance secretary BDuran@hemetusd.org or phone the office (765‑1670 EXT. 202) to explain the absence.** If we do not receive notice regarding an absence we will record the absence as "unverified." Excessive "unverified" or "unexcused" absences will result in a mandatory meeting with school and district representatives.

For students who are habitually absent and/or tardy, attendance conferences will be scheduled for parents with the Assistant Principal and/or representative from the District Office. Students may be assigned Saturday school as well. Notification for these meetings will be made two weeks in advance so that arrangements can be made with employers and day care providers. Attendance

for these meetings is mandatory and meetings cannot be rescheduled due to the schedule of the District Office representative.

In case of extended illness or absence for 5 or more days, a student can be placed on an Independent Study Contract. Arrangements must be made with the office secretary at least 5 days in advance. For all other absences, assignments may be requested through the office. Teachers will need at least 24 hours notice when collecting materials and assignments for students who are home sick. Home instruction may be provided for hospitalization and/or extended illness. Please notify the office if you have this need. Parents should discuss postoperative procedures or special care with the school health technician and teacher.

**Tardies**

Time is our precious school ingredient. Students are to be at school on time, ready to learn, NO LATER than 7:50 AM each day. The outside gates will be locked immediately after the 7:50 AM bell. Students late to class must report directly to the office. Students who are tardy more than 15 minutes need to have a parent sign them in or bring a note from the parent stating the reason the child is late. Students who are repeatedly tardy may be benched, receive after school detention, or be assigned Saturday school. Attendance conferences will be scheduled with school administration for students who are habitually tardy. It is the family’s responsibility to reinforce a positive learning experience with punctuality. Immediately each day, our school has school wide leveled intervention time. Tardy students will interrupt and potentially miss out on this valuable learning focus.

**Late Pickup**

There will be no supervision on campus 30 minutes after the dismissal bell. All students should be picked up by this time unless they are enrolled in a supervised activity. At no time may siblings wait unsupervised for a family member who is attending an after school activity. Students who have more than one late pick up noted, will be documented and monitored for improvement in this area.

**Early Release**

The end of the school day is a very busy time for our students and teachers. Instruction, homework directions, as well as important classroom procedures must not be interrupted. **It is school policy that students will not be called out of class from 1:45-2:04.** Please schedule all medical and other appointments accordingly. **No students will be removed from class until parent, guardian or authorized contact over 18 years old has arrived in the school office to sign students out.**

Please allow extra time when picking your child up. Our students are not always in their homeroom and locating students may take a few minutes.

Any items that are locked in the classroom during early release will need to be picked up after school or the next day.

**RESIDENCY AND EMERGENCY CONTACT INFORMATION**

**Residency**

If you move during the school year, you are required to go to the Hemet Unified Centralized Student Services Center to change your address. If you wish to remain at Ramona, you can fill out transfer paperwork at that time. It is imperative that all families follow this policy so that in the event of an emergency or disaster, we can reach our students’ contacts.

**Emergency Contacts**

Please remember that if you change your phone number, or wish to add or delete an emergency contact, you must notify the office immediately. All changes must be made in the office. The office will then notify the teacher. Again, this is for your child’s safety during an emergency or disaster. Please keep all phone numbers current and correct!

**Saturday School**

Saturday School is an opportunity for students to make up absences. Saturday School takes place from 8:00 – 12:00 on select Saturdays throughout the school year. Invitations will be sent to eligible students one week in advance. One Saturday School session will clear one absence. The cleared absence will count towards Outstanding Attendance only.

 **GROUNDS SUPERVISION**

The Ramona Elementary school grounds are supervised by the school staff twenty minutes before school and fifteen minutes after school. The school will not be responsible for anything that happens outside of these supervised times, exceptions being school‑sponsored activities.

**Hall Passes**

Students must always carry hall passes when walking around the campus without a staff member. When students need to use the restroom or get a drink of water, they will ask their teacher’s permission. After securing permission, the student will take the hall pass, go directly to the restroom or water fountain and immediately return to class. **No lingering or socializing in the hallways is permitted at any time.**

**Walking and Waiting in Lines**

When moving from place to place on campus, student groups will adhere to the following rules: **single file, face forward, hands behind the back**. This policy greatly reduces the rowdiness and horseplay which naturally occurs while students walk in groups. At the same time it promotes an atmosphere of discipline and orderliness that tends to reinforce high academic achievement.

**CLOSED CAMPUS / VISITORS**

For the safety and welfare of the children, Ramona Elementary School is a closed campus. This means that students may not leave the school grounds after they arrive at school in the morning unless released to a parent, guardian or other adult whose name appears on the student’s emergency card. The office will release a student during school hours **ONLY** to those persons 18 and older listed on the Student Emergency Card and who have identification. All parents/guardians are required to sign students out through the office. Please **do not** go to the classroom or remove a child from the play area. **Also, please be aware that we check I.D. for all persons**. **Additionally, no student will be released to a person without a proper photo I.D. and listed on the Emergency Card as an authorized contact. Law enforcement may be contacted for support if unauthorized persons attempt to pick up a student.** We realize that this is sometimes inconvenient and time consuming, however, our students’ safety is our top priority.

We have always welcomed our Ramona families to attend school programs, participate in activities or volunteer in their child’s classroom. However, we do ask that visitors/volunteers go to the front office to sign the Visitor or Volunteer Logbook. Visitors are defined as those persons who visit a classroom on an infrequent basis, i.e., to chaperone day field trips or assist with a special classroom function. **ANYONE ENTERING THE CAMPUS WILL BE REQUIRED TO SCAN A VALID GOVERNMENT ID THROUGH OUR LOBBYGUARD SYSTEM.**

**If you need to speak to a teacher and you do not have an appointment, you will not be permitted to go to the classroom. The office staff will be more than happy to deliver a message so the teacher can contact you and set an appointment during non-instructional time. Parents who wish to observe a classroom are expected to contact their child’s teacher and give a 24 hour advance notice.**

**NO STUDENT INFORMATION WILL BE GIVEN OVER THE PHONE. CHANGES TO ANY STUDENT INFORMATION MUST BE DONE IN PERSON AT THE SCHOOL OFFICE.**

**DISCIPLINE**

**Positive Behavior Intervention System**

Ramona Elementary School will be embracing the Positive Behavior Intervention Support program (PBIS). PBIS is a school-wide system of support that is proactive about teaching appropriate student behaviors to create positive school environments. These positive behavior supports are within the classroom setting and non-classroom settings such as hallways, restroom, and cafeteria.

 **Ramona’s three school expectations are:**

 **Be Respectful**

 **Be Responsible**

 **Be Safe**

Under these three school expectations are five social skills that will be specifically taught during the 2014-2015 school year.

 **Following Instructions**

 **Listening**

 **Getting the Teacher’s Attention**

 **Staying on Task**

 **Working with Others**

In addition to utilizing the Positive Behavior Interventions Systems (PBIS) curriculum, Ramona teachers will employ their own age appropriate discipline plan to maximize our academic efforts. Teachers will provide for parents a copy of this discipline plan at the beginning of the school year. Students who consistently exhibit inappropriate or disruptive behaviors will be referred for administrative intervention and parent contact.

The code by which we expect our pupils to live is:

a. Listen, follow directions, and stay on task.

b. Respect others and their property.

c. Allow the teacher to teach and all students to learn.

d. Keep hands, feet, and objects to yourself.

e. Be on time with your materials and be prepared to work.

f. Try your best at all times.

**Discipline Plan**

Behavior which violates the above code will be addressed by the Ramona staff. The type of intervention used will depend on the severity of the offense and the individual student’s discipline history. Ramona uses a policy of "progressive discipline." Generally, when misbehavior occurs, the student’s classroom teacher will be the first level of intervention. Inappropriate behaviors that continue despite teacher interventions will be referred to the office.

Students who violate our school discipline plan **may** receive the following consequences:

 1. Verbal warning.

 2. Time out from room (in other classroom or office) with a reflection assignment.

 3. Loss of recess and/or loss of special privilege.

 4. Community service to beautify the school

5. Detention.

 6. In school suspension

7. Parent Conference.

 8. Parent attendance at school with student.

 9. Behavior contract/Improvement Plan.

 10. Suspension

**STUDENTS CAN AND MAY BE RECOMMENDED FOR EXPULSION FOR MAJOR VIOLATIONS OF THE EDUCATION CODE.**

**Playground Rules**

Students need to be mindful of the following playground rules at ALL times!

**General**:

* Always be mindful that you are to build peace at Ramona
* Always be respectful and courteous to others; use a talking voice
* Do not interrupt PE games
* Always act in a safe manner; no tag or horseplay
* If you see someone being bullied or harassed, tell an adult immediately
* Food, drinks and other snacks are to always be in the snack area
* Keep your hands and feet to yourself

 **Black-Top:**

* No running on black top- This area is for Hopscotch, 4-Square, or jumping rope.
* Do not kick the playground balls
* Do not walk through other’s games
* No spitting on black top
* No running by or near classrooms
* No hanging on basketball hoops

**Playground Equipment:**

 Swings-

* Students get a 25-count for their turn. Students waiting for a swing will count every time the swinging student’s legs come up in the air. Swinging student then needs to trade.
* No climbing on top of structure
* Students must swing straight
* Do not push another student while they are on the swings
* Students must face the grassy area when swinging on the swings by Columbia Ave.

Ball Wall-

* One ball per side
* The first person with the ball to arrive with a soccer/red ball has the court
* This ball stays with the court the entire recess
* Those students who wish to play must line up at the edge of the ball wall
* All Ramona ball wall rules (As taught by the PE Teacher)
* Students may not stand at the wall and have the ball kicked at them

Tetherball-

* 3 wins maximum at one time
* No hanging on the poles or balls

Wood Chip Area-

* No throwing wood chips
* Students climb/cross bars towards the structure and slide out (no climbing slides)

**Restrooms:**

* No running/playing on ramps
* Do not climb on the railings
* No playing inside

**Grassy Area (STAY 10 FT AWAY FROM FENCE AT ALL TIMES):**

* Do not throw the grass
* Do not climb, break, bend or otherwise harm the trees
* No playing in the grass during wet conditions (Rainy day)
* Do not talk to strangers through the fence- If an adult approaches you or talks to you through the fence, let your teacher or recess supervisor know immediately
* If a ball goes over the fence, DO NOT attempt to go and retrieve it. Let an adult know and they will help you.
* No football
* Do not bother the neighbor’s pets

**Classroom Equipment:**

* Soccer balls and red playground balls are permitted
* Supervising teacher may bring out jump ropes
* If you are the one to check out equipment from your class, then you need to be responsible and be the one to bring it back.
* No Frisbees
* No personal items from home on the playground

**At the end of recess/lunch when the bell rings ALL students must stop playing:**

* **Grades 3-5 will line up at designated area facing forward with hands to self and wait for teacher escort to class Grades 1-2 will take a knee where they are and wait for the whistle to line up**

**Discipline‑Related Terms**

**Bullying:** Intentional, hurtful acts, words or other behavior, such as name‑calling, threatening and/or shunning committed by one or more children intending to assert power over another. Bullying can be physical, verbal, emotional, or sexual in nature.

**Defiance:** Purposely resisting or disregarding a request by a staff member. While students are at school, Ramona staff member are *in loco parentis*, a Latin phrase meaning "in the place of the parents." Students, therefore, must obey staff members. Failure to do so could result in disciplinary actions.

**Physical Violence:** To physically touch the body of another person in a way that causes or intends to cause harm or pain.

**Profanity:** The use of vulgar, obscene, or unacceptable language.

**Put‑Downs:** A remark or action meant to belittle or disrespect someone.

**Sexual Harassment:** Remarks or actions of a sexual nature which cause a hostile work or learning environment.

**Teasing:** To provoke, annoy, or make fun of someone by words or actions.

**Theft:** Taking something that does not belong to you without getting prior permission of the owner

**Threats:** To express an intention to inflict harm or pain to another person. Threats can be communicated through body language and be both verbal and physical.

**Bullying**

**Bullying is never permitted at Ramona Elementary**

**What is bullying?**

Bullying among children is aggressive behavior that is intentional and that involves an imbalance of power or strength. A child who is being bullied has a hard time defending himself or herself. Usually, bullying is repeated over time. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by phone or computer e-mail (cyberbullying).

**What to do if your child is being bullied:**

1. First, focus on your child. Be supportive and gather information about the bullying.

2. Contact your child’s teacher or principal. Give factual information about your child’s experience of being bullied including who, what, when, where, and how.

3. Help your child become more resilient to bullying. Encourage your child to make contact with friendly students, help your child meet new friends outside of the school environment, teach your child safety strategies, teach him or her how to seek help from an adult when feeling threatened by a bully, talk about whom he or she should go to for help and role-play what he or she should say, assure your child that reporting bullying is not the same as tattling.

**What can students do to help with bullying prevention?**

(1) Not going along with bullying behavior to others: be supportive to someone who is being bullied; stand up in a non-confrontational way to someone who is doing the bullying if it feels safe.

(2) Tell the student who is being bullied to talk to someone about what happened. Offer to help by going along.

(3) Tell an adult who can help you with the problem.

At Ramona we realize that, while these situations are clearly different for the one-sided dynamic of bully and target, we cannot be indifferent to this behavior. Accepting name-calling and rough-housing because it is between friends or because a student didn’t intend to harm has the effect of creating a background of low-level hostility in our school environment, making it more difficult to identify serious situations. Stopping such behavior reassures other members of the community that potentially harmful actions will be confronted and taken seriously. Taking the time to explain to students the meaning and effect of their words and actions helps them to embrace their responsibility for creating a community where all members are supported and protected.

**"Zero‑Tolerance" for Violence/Threats**

The Ramona community has "zero‑tolerance" for physical violence or threats of any sort. We know that intellectual progress requires an individual to take risks and expose vulnerabilities, and that in an unsafe environment these risks are not taken and vulnerabilities are not exposed. Therefore, the Ramona staff places a high priority on creating a safe and supportive environment so that all students can learn and grow to their fullest potential.

**Students who are determined to have engaged in physical violence (including, but not limited to, fighting, hitting, kicking or pushing) or threats of physical violence will face disciplinary consequences and possible suspension.** Also, please be aware that any type of physical or violent "games" or "playing," or threats made in a "joking" or "kidding" way are also unacceptable and will result in disciplinary consequences and possible suspension. Physical violence and threats are never acceptable at school, even if those involved think of them as "games" or "jokes."

In accordance with our policy of "progressive discipline," the duration of a suspension may increase with each repeated offense. For example, a one‑day suspension will likely increase to a two‑day suspension on the next offense. Repeated incidents of physical violence or threats could result in a recommendation for expulsion.

This is not limited to students. Parents are expected to model appropriate behavior on campus. Parents not complying with school district policies or are in violation of the law may be served with a cease and desist or restraining order and not allowed on campus. Additionally, law enforcement will be immediately contacted for any threats made towards staff or other families on our campus.

**SUSPENSION AND EXPULSION**

A student may be suspended by a teacher for the remainder of the day the offense occurred and for one additional school day provided a parent conference is scheduled prior to the student’s return to class. A student may be suspended by the Principal or Principal’s Designee no more than five consecutive days for one offense (exception in the case of suspension pending expulsion). All rules and regulations regarding student discipline are available in the Principal’s office.

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

 (2) OR: Willfully used force or violence upon the person of another, except in self defense.

(b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.

(c) Possessed, used , sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.

(d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage or intoxicant.(ie. Look alike)

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property, or private property.

(g) Stole or attempted to steal school property, or private property.

(h) Possessed or used tobacco.

(i) Committed an obscene act, or engaged in habitual profanity or vulgarity.

(j) Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.

(k) Disrupted school activities, or willfully defied the authority of school personnel.

(l) Knowingly received stolen school property of private property.

(m) Possessed an imitation firearm.

(n) Committed or attempted to commit sexual assault, or committed sexual battery.

(o) Harassed, threatened, or intimidated a pupil who is a witness in school disciplinary proceeding.

 (.2) Committed sexual harassment (grades 4‑12 only).

 (.3) Caused, attempted to cause, or participated in an act of hate violence (grades 4‑12 only).

 (.4) Created an intimidation or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils (grades 4‑12 only).

**PLEASE NOTE**: Possession of a firearm, brandishing a knife, sales of drugs, or sexual assault and/or battery will result in automatic expulsion recommendations.(EC 48915a,b)

**DRESS STANDARDS**

**PROFESSIONAL SPORTS ATTIRE IS NOT PERMITTED UNDER DISTRICT POLICY**

**Clothing**

The manner in which students dress for school can influence behavior and learning. Students are expected to come to school dressed in a manner which insures adequate modesty. Student dress that causes disruption or leads to unsatisfactory behavior is not appropriate and is not to be worn. **Any student who is dressed in a manner considered by school administration to be disruptive, offensive, immodest or unsafe will be sent to the office to wait for a change of clothes to be delivered.**

Examples of inappropriate clothing: shirts that bare undergarments, bare midriffs, bare backs, short shorts (shorts must extend below the fingertips when arms at side), and pants worn far below the waistline and/or dragging on the floor are not to be permitted. Sleeveless shirts and dresses may be worn but must have a strap at least 1 inch wide. No spaghetti straps will be allowed. Clothing that is more than one size too large for the student will be deemed unsafe and inappropriate. Button down shirts should always be buttoned. Clothing that advertises drugs, sex, violence, or a negative attitude is not allowed. Slogans on shirts must be appropriate and must not contain any offensive or suggestive language or graphics. Belt buckles displaying initials, numbers or an 8-ball are not allowed.

 **Shoes**

Shoes are to be worn at all times. Sandals may be worn, but they must have back straps. Heely-style shoes (wheel located on the bottom of the shoe) are not permitted at school. Footwear must be appropriate for play as well as classroom activities.

 **Headgear/Hats**

Hats are not to be worn inside of buildings at any time. Hats may be worn any time students are outdoors including recess and physical education. Hats are to be worn bill facing forward and must not contain inappropriate wording, slogans or logos. Wave caps, doo-rags, and bandannas are not permitted. Hoods are only to be worn when it is raining.

In addition to the above standards, the Hemet Unified School District added the following regulations on 4/12/05:

 *For the safety of all students, gang‑related apparel is not acceptable. The district will collaborate with law Enforcement Agencies to update changes in gang‑related apparel as necessary. Any clothing, apparel or "colors"\* that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed***. *Additionally, clothing shall be free of writing, pictures or any other insignia which identifies a professional sports team or any group advocating or participating in disruptive behaviors****.*

*\*The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior. Because gang‑related symbols are constantly changing, definitions of gang‑related apparel shall be reviewed at least once each semester and updated whenever related information is received***. *Examples of current symbols identified as gang‑related are professional sports team logos. Examples of symbols advocating prejudice are "Skin" brand products and any iron crosses. These brands and symbols are not allowed on school campus.***

***Violations:***

*First Offense: parents notified; change of item in question and/or attends OCR, or serves 2 day suspension if not cooperative with school staff.*

 *Second Offense: parents notified; 2 day suspension; behavior contract.*

 *Third Offense: parents notified; 5 day suspension; guidance council meeting for possible expulsion or change of placement.*

 **CELLULAR PHONES AND ELECTRONIC DEVICES**

Cellular phones and electronic devices are not allowed to be turned on during the school day. All phones must be turned off and kept in your child’s backpack during school hours. Cell phones and electronic devices that are taken away from a student during the school day will require parent contact and pick-up from the office by a parent or guardian. Any phone calls made home during the day should be made from the classroom or office telephone with permission from a staff member. Electronic gaming devices are not permitted.

**FIELD TRIPS/ON CAMPUS ACTIVITIES**

Field trips and on campus activities such as Field Day and special Assemblies are a privilege to be earned at Ramona – NOT a right. Attendance of such activities is left to the discretion of the classroom and P.E. teachers and administration. Students can have privileges revoked for poor attendance, low grades, poor behavior, and/or any outstanding balances to the school office, library or cafeteria.

Generally, students will take two off‑campus field trips per year. These trips are designed to enhance your student’s educational experience. Teachers will send home notice of all field trips in advance. Parents should carefully read any notices sent home about field trips because they often contain important information. For example, special clothing or other items (hat, sunscreen) may be necessary. Also, when field trips are scheduled to arrive back at school after regular school hours, parents must pick students up from school. Students will not be left alone to wait for parents who are late. When attempts to contact parents who have not picked up their child are unsuccessful, the child will be turned over to law enforcement officials.

**GRADES, PROGRESS REPORTS, PARENT CONFERENCES, ACADEMIC PROBATION**

Students will receive grades at the end of each quarter. The first reporting period must include a parent‑teacher conference. Parents may arrange other conferences with the teacher throughout the school year to discuss their child’s progress. Please call the school office (765‑1670) to arrange such a conference.

Teachers will provide either a Progress Report or a Report Card for each student every six weeks. These reporting systems will help you understand your child’s academic potential, level of performance, and the establishment of student goals.

Students who have not gained proficiency in reading and mathematics at their grade level will be placed on academic probation. Adequate notification of academic probation and any intervention programs will be provided to parents in advance of such action. Parents are responsible for their child’s education; homework should be completed daily and students are expected to read beyond the school day.

**LIBRARY**

Students at Ramona Elementary School have regular access to the library during their school day. The library is open during recess and lunch and throughout the day according to the classroom schedule. Student must use their library card as their pass to the library. Books are checked out for two weeks. Books are not allowed on the playground. Students with overdue books will not be allowed to check out more books until overdue books are returned. Students will be held financially accountable for any damage or loss to books checked out to them, including textbooks.

If library and/or textbooks are not checked in by the required date at the end of the school year, students will lose the opportunity to participate in any or all of the end of the year activities until the missing items are returned or paid for.

**LOST AND FOUND**

Clothing articles that are found are placed on the "lost and found" in the cafeteria. Eye glasses, retainers, purses, and other small items of value will be kept in the office. It is wise to have your child’s name inside coats, jackets, sweaters, lunch pails, bags, etc. Items of value such as Gameboys, Walkman, I Pod, jewelry, or valuable memorabilia should not be brought to school. Any items left in the “lost and found” area before a break from school (ie., Thanksgiving, Christmas, etc) will be donated to a local charity.

**The school will not assume responsibility for the loss of valuables.**

**MEDICATION AND STUDENT HEALTH**

**NO** **MEDICATION** (this includes over‑the‑counter medicines such as aspirin, cough drops, eye drops, nasal spray, etc.) shall be administered by any school personnel, including the nurse, except on the written orders of a physician or dentist. The medication is safeguarded in the school office to avoid any risk that it may be improperly ingested by anyone. Medication must be in a pharmacy‑labeled container having the student’s name, name of drug, dosage of drug, name of physician, and current date printed on it. Medication is to be brought immediately to the school office where it will be placed under lock and key. It is the student’s responsibility to remember to come to the health office for the medication at the proper time. The student will not be reminded or called to the office.

School personnel will give emergency care to sick and/or injured children. Parents will be called immediately if a serious accident should occur. It is most important for the school to have up‑to‑date telephone numbers (home, office, and emergency numbers) and correct names of any persons you authorize to sign out your child from school. In case a child should need emergency treatment at the hospital and parents cannot be reached, it would be an excellent idea for parents to have a notarized form granting power of attorney to a babysitter or guardian. This would allow immediate treatment to be given to the child. This is optional, however, and is the responsibility of parents.

**Immunization**

All children enrolled in California schools must have a complete and up‑to‑date immunization record on file in the school office. The State of California requires that all students be updated on their immunizations before entering kindergarten. All kindergarten students must have completed a series of three Hepatitis B shots, two MMR shots, DTP, Polio, and one varicella shot before entrance. All students under age 18 from out of state or out of country who enter Hemet Unified School District for the first time after July 1, 2001 shall have 1 dose of Varicella vaccine or health care provider documented varicella disease or immunity.

**Physicals for Kindergarten**

A physical is required within 6 months of entering Kindergarten.

**Injuries Requiring Devices**

Any student who has an injury that requires any medical device (ie., crutches, casts, wraps, etc.) needs to obtain a note from the doctor to specify what he/she can or cannot do and also any physical education (PE) restrictions.

**NOTE:** Students **must have** a note from the doctor allowing the student to use crutches during school hours. This is the policy of the Hemet Unified School District.

**Notes to Exclude from Physical Education**

If a student is ill or has a mild injury, a note is required either from the parent or doctor stating that the child is not to participate in physical education. A note from a parent is only accepted for three (3) consecutive physical education days. If a note is not submitted, the student is expected to participate in P.E.

**P.E.**

Clothing for physical education must follow school guidelines. Clothing must not be restrictive; students must be able to have free movement. No jewelry is to be worn during physical education. Shoes must be appropriate for physical activities; i.e., tennis shoes, running shoes, etc. Students who break equipment carelessly will be held responsible for the cost of repair or replacement. Students are responsible for the same level of behavior during P.E. class as in all classrooms at Ramona. This is a required class with State Standards that must be mastered.

**SCHOOL BREAKFAST/LUNCH**

Breakfast and hot lunches may be purchased by the day, week, or month. A student’s breakfast (including beverage) is $1.75. A student’s lunch (including milk) is $2.25. Any child may purchase milk for $0.25. Menus will be sent home once a month so that students and parents know what is being served. Applications for free or reduced meal prices are available in the office.

Students who do not have the necessary funds to purchase their lunch will not be served. Students are given a container of milk.

**S.A.F.E. AFTER SCHOOL PROGRAM**

Hemet Unified School District’s after school program is called the S.A.F.E. (Students Achieving in Fun Environments) program. This program has its own staff and administrators. If you have any questions or concerns you can see Colette, the SAFE site facilitator, or contact the district office at 765-5100. S.A.F.E staff are available from 2:04 through 6:00 Monday through Friday. A light snack is served to all students free of charge. Daily activities range from arts and crafts, to homework time, to off‑campus field trips. Applications may be picked up at the office.

**SEARCH AND SEIZURE**

The administration retains control over buildings, parking lots, and grounds, and has the right to search them without warrant. All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, or arrest.

**SEXUAL HARASSMENT**

The Hemet Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Therefore, the District strongly condemns, opposes, and prohibits sexual harassment, whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete Board policy and resolution process is available to each school at the District Office.

**VOLUNTEERS**

 Volunteers are persons who assist in the classrooms or are on campus on a regular basis. It is the policy of Hemet Unified School District that all classroom volunteers must be fingerprinted and have a tuberculosis test and clearance. If you would like to volunteer in a classroom, prior arrangements should be made with your child’s teacher. Please check with the office to arrange for fingerprinting.

Due to limited financial resources, fingerprinting will only be available to a certain number of volunteers each year. The school site will cover the cost of fingerprinting, but it is the responsibility of the volunteer to secure their own current TB test at their own cost prior to fingerprinting.

**TELEPHONE**

The office telephone is for EMERGENCY use and school‑related business only. If students want to go home with other students after school, arrangements must be made before students come to school. Students who have not been picked up may use the office phone **AFTER** **2:30 p.m. (1:30 p.m. on Fridays and during Parent/Teacher Conference week)**. During the instructional day, calls will not be transferred to classrooms. You may leave messages for teachers with either the Office Manager (extension 201) or the Secretary (extension 202).

**TOBACCO‑FREE SCHOOL DISTRICT**

The Hemet Unified School District is a tobacco‑free district. The use of any tobacco products is prohibited at all times on the district property and in district vehicles. Information on smoking cessation classes is available from the Office of Child Welfare and Attendance at 765-5100 ext 3780.

**Helping parents care for children.**

Hemet Unified School District is pleased to announce….

mySchoolBucks.com

A new online Payment Center for Parents!

Parents can….

Make payments to their child’s meal account 24x7, 365 days a year\*!

View cafeteria purchases!

See myHousehold – View Purchases.

Track meal account balances!

See myHousehold.

Set up low-balance email reminders!

See Email Preferences.

Schedule recurring payments!

See Schedule Payments.

Visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com) to create your account today…..Questions: Call Nutrition Services – 766-2603 or 766-2602

\*Convenience fee of 3% per transaction amount (i.e., $20.00 payment on account = $20.60 total transaction)

**Ramona Elementary School**

**2014-2015**

**PARENT‑STUDENT HANDBOOK SIGNATURE FORM**

**Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room#\_\_\_\_\_\_\_**

**I have read and discussed the PARENT‑STUDENT HANDBOOK with my child and we are aware of the discipline code and school policy/procedures. If we have any questions or need assistance we understand any school personnel can offer assistance and/or direct us to the correct person who can.**

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_/\_\_\_\_\_/\_\_\_\_**

**Please sign this and return it to your child’s teacher by 8/15/2014.**