

Chino Valley Unified School District

**Rolling Ridge
Elementary
School Handbook**



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<http://www.chino.k12.ca.us/RollingRidge>

Mrs. Paula Thomas, Principal

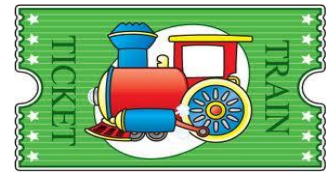
Mrs. Janine Milligan, Asst. Principal

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ROLLING RIDGE



Message from the Principal

Dear Families,

Welcome aboard to the Rolling Ridge Express for the 2017-2018 school year. Rolling Ridge takes great pride in providing a student-centered, standards-based education in a safe and positive school climate. It is our mission to educate citizens of excellent character. We believe that only with the continued collaboration between the home and school can all children achieve their greatest potential. Families are encouraged to be actively involved in their children's education both at home and at school. The Rolling Ridge staff looks forward to serving you and your children throughout this school year!

Much of the success of Rolling Ridge Elementary is the direct result of the high expectations and commitment to excellence shared by all. The purpose of this handbook is to explain the policies, procedures, and overall school programs.

The programs and policies in this handbook are a direct result of your input on the Parent Surveys of last year, Site Council and PTA input, and staff recommendations. Please, carefully read the entire handbook; there have been revisions and clarifications. Please use this handbook as a reference throughout the school year.

If you have any questions, feel free to contact the school office. We would be happy to assist you in any way that we can.

Thank you for your support in helping to keep all students **ON TRACK TO EXCELLENCE**

Sincerely,

Paula Thomas

Principal

From your PTA

Dear Rolling Ridge Family,

The 2017-2018 PTA Board welcomes you back to school! PTA is committed to the children, families, teachers, and the school itself so that your children's education and experience at Rolling Ridge is the best.

We encourage you to become involved in PTA as we sponsor many programs and events at our school. First and foremost, we ask all parents to join PTA. Our membership drive is very important as it supports our dues to state and national PTA, insurance, and gets us started for the new school year. Secondly, we would love to have your help! Whether you can give of your time for an event or on a regular basis, we need you! You can fill out a volunteer form or just let us know you're interested in getting involved. Many hands make light work, and it's very rewarding to be helping our school and all the children. **You can make the difference.**

The 2016-2017 PTA Executive Board members are:

President	Lia Castillo
1st Vice-President	Deborah Vargo
2nd V.P. Fundraising	Cassie Waroff
3rd V.P. Dine Out nights	Rod Maestro
Secretary	Jenny Stone
Treasurer	Maggie Seki
Auditor	Sandy and Joe Schaffer
Historian	Lizzy Franco

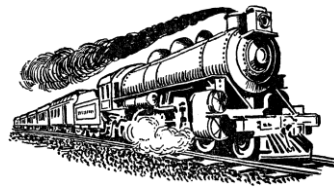
Sincerely,

Lia Castillo, President

Rolling Ridge Emphasis

Develop students who are **EXCELLENT**

- ✦ Readers
- ✦ Thinkers
- ✦ Communicators
- ✦ Citizens of highest character



We believe that successful education is the result of a partnership involving students, parents, and staff. Our staff sees all students as gifted and talented, special, and able to succeed. Rolling Ridge is dedicated to developing in all children a love of learning, a desire to reach their maximum potential, both academically and socially, within a positive, nurturing environment.

Student Goals

1. Learn skills necessary for the acquisition and application of knowledge.
2. Learn thinking and problem solving strategies that will enable students to be successful in academics, life skills and citizenship.
3. Enable students to take responsibility for their own learning.
4. Encourage self-expression and creative abilities.
5. Appreciate the value and uniqueness within themselves and others.
6. Emphasize the importance of citizenship, character development, respecting diversity, and patriotism.

General Policy

Rolling Ridge Elementary is a structured learning environment dedicated to academic excellence. It is designed to provide instruction in an atmosphere that encourages academic achievement and positive behavior. Our philosophy is based on the premise that learning will take place when conditions are conducive to instruction. **Parental support of the following will help us achieve these goals:**

1. A well-balanced educational program that includes reading, writing, listening, speaking, mathematics, science, social sciences, technology, and the arts.
2. Students are expected to work to the best of their ability, both neatly and promptly in completing all assignments.
3. Close cooperation and communication between parents and school. It is essential that parents or guardians agree to meet with the teacher/administrator whenever necessary, at mutually convenient times, to discuss the progress of their child. Parents are also encouraged to contact the teacher when questions or concerns surface.
4. Maximum learning opportunities for students. To ensure this, parents need to make appointments and/or meet with teachers during non-instructional time.
5. **All visitors (including parents) must sign in at the office prior to proceeding onto the campus and always wear a visitor's badge times that is clearly visible. CVUSD BP 1250**
6. School behavior expectations should be met every day.
7. Good attendance and punctuality.
8. Excellent character: trustworthiness, respect, responsibility, fairness, caring, citizenship, perseverance, courage, and confidence are emphasized at all grade levels.
9. Dress code: student dress needs to reflect an attitude of respect for the educational environment.

Attendance and Tardiness

Rolling Ridge Elementary School enforces attendance and tardy policies as part of our educational philosophy. Students who miss school or are late lose valuable instructional time.

Ten (10) or more excused absences are considered excessive and may require a medical note.

When a child is absent:

- a. Call the attendance office by 9:00 a.m. or use the reporting form on the school website.
- b. If a call has not been made, a written note is required for admittance to class.
- c. In case of a contagious disease, a written release must be brought from the doctor.
- d. Independent Study contracts will be available for students who are absent five (5) or more days. A minimum of one-week notice is required so that appropriate materials can be gathered.
- e. Absent students are expected to make up work at a rate of one day grace for each day of being absent. For example: if a student is absent on Monday, make up work will be due on Wednesday.

**If a child is absent, makeup work will be available after school,
if a request is made prior to 9:00 a.m.**

Students who are late for school miss valuable instruction and work, as well as interrupt the classroom. If students arrive at school after 8:15, they must report to the office prior to going to class to pick up a tardy slip. This serves as their admit slip to class.

Doctor and dental appointments— It is requested that medical appointments be made outside of school hours.

Tardies

Students are considered tardy if they are not in their class line at 8:15 a.m. Only a medical note may excuse tardies.

Early check out

Students may be checked out of school for or family emergencies or medical appointments. It is requested that medical appointments be scheduled outside school hours as much as possible.

Students may **not** be checked out of school during the last 15 minutes of the day.

Awards

A school wide recognition system is used as a part of our positive behavior system to encourage students to excel.

Monthly Golden Spike Celebration Award: Given to deserving students in each classroom every month who exemplify academic and/or character excellence.

Trimester Awards include:

1. **All Aboard Award** - For perfect attendance. No absences or unexcused tardies.
2. **On Track to Excellence Award** - For a perfect record of assignment completion. All 4's on the trimester Report Card in classroom and homework assignments with NO missing assignments.
3. **Full Steam Ahead Award** - For excellent citizenship.
Mastery of Habits of Success on the Report Card. No office referrals or playground tickets.

End of the year awards include:

1. Rotary Awards – Students in K-6 who demonstrate outstanding academic improvement, perseverance, and effort.
2. Perfect Attendance – Students in K-6 who have no absences or unexcused tardies.
3. Principal's Award – Students in 6th grade who have demonstrated outstanding academic achievement, effort, and character
4. President's Award for Educational Excellence – Students who meet the national criteria for the award.

Behavior Expectations and School Discipline

Behavior Expectations

School wide behavior expectations are designed to promote student responsibility, respect, and a safe environment to learn. In order to create a safe, positive place to learn, school-wide behavior expectations are clearly communicated to students. Students are expected to meet these expectations in all areas throughout the school. These expectations are communicated to parents at the beginning of the year at Back to School Night.

Positive behavior skills are taught at all grade levels. Each teacher supports school expectations for classroom behavior and provides an appropriate reinforcement system. Students are acknowledged for their achievements in positive behavior through a clip up system in each class. Students who consistently follow school rules are rewarded.

Mistreatment of others, fighting, or obscene language are not permitted.

Problem Solving Technique – is taught to all students by classroom teachers.

When a child is confronted with an unpleasant situation, he/she is to use the following “formula” to resolve it:

1. TALK to the other person. Tell them, “Please don’t do that, it bothers me.”
2. WALK away. If the other person persists, tell them again, “Please don’t do that, it bothers me,” and walk away.
3. TELL an adult. If the child is followed, he/she is to walk directly to an adult supervisor for help.

In the event of a severe problem, e.g., hitting, kicking, etc., the child is to go directly to an adult for help.

Discipline

If students exhibit serious or cumulative negative behaviors that impact other students, staff, the learning environment, or school property, progressive discipline will be implemented.

- Teachers implement classroom corrective actions and discipline if students fail to respond to warnings.
- If a child is referred to the office, parents are contacted. Students who are continually disruptive will receive progressive consequences and/or a behavior plan will be developed by the parents, teacher, and administration.

What is the Rolling Ridge way?

Always do your best!
Be RESPONSIBLE

Always be a good friend!
Be RESPECTFUL

Always make work and play safe and fun for everyone!
Be SAFE

On TRACK Expectations In CLASS

Be Respectful	Be Responsible	Be Safe
• Treat others with kindness	• Always do your best	• Walk at all times
• Listen to all speakers	• Complete all assignments on time	• Sit in chairs properly
• Keep hands and feet to yourself	• Communicate in complete sentences	• Use classroom tools (scissors, pencils, technology etc.) properly

“Choose to always be On TRACK for Excellence!”

On TRACK Expectations In LINE

Be Respectful	Be Responsible	Be Safe
• Be quiet	• Keep hands and feet to yourself	• Face Forward

“Choose to always be On TRACK for Excellence!”

On TRACK Expectations In HALLWAYS and QUADS

Be Respectful	Be Responsible	Be Safe
• Be quiet	• Go directly to your destination	• Walk at all times
• Leave others’ property alone	• Keep hands and feet to yourself	• Keep backpacks zipped & hung up

“Choose to always be On TRACK for Excellence!”



On TRACK Expectations In RESTROOMS

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> Respect privacy 	<ul style="list-style-type: none"> Use materials wisely 	<ul style="list-style-type: none"> Flush
<ul style="list-style-type: none"> Use quiet voices 	<ul style="list-style-type: none"> Push the dryer once, gently 	<ul style="list-style-type: none"> Wash hands
<ul style="list-style-type: none"> Keep it clean 	<ul style="list-style-type: none"> Keep hands and feet to yourself 	

"Choose to always be On TRACK for Excellence!"



On TRACK Expectations At LUNCH

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Throw trash away 	<ul style="list-style-type: none"> Stay seated while eating
<ul style="list-style-type: none"> Use quiet voices 	<ul style="list-style-type: none"> Stack trays 	<ul style="list-style-type: none"> Walk
<ul style="list-style-type: none"> Wait to be dismissed 	<ul style="list-style-type: none"> Walk directly to the playground 	<ul style="list-style-type: none"> <u>Only</u> eat your own food

"Choose to always be On TRACK for Excellence!"



On TRACK Expectations On the PLAYGROUND

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> Follow directions by adults and decisions by game judges 	<ul style="list-style-type: none"> Follow game rules 	<ul style="list-style-type: none"> Walk on the blacktop
<ul style="list-style-type: none"> Let everyone play 	<ul style="list-style-type: none"> Put all equipment away at the 1st bell and be inline by the 2nd bell 	<ul style="list-style-type: none"> Keep hands and feet to yourself
<ul style="list-style-type: none"> Play fairly 	<ul style="list-style-type: none"> Report inappropriate or harmful behavior 	<ul style="list-style-type: none"> Use equipment appropriately

"Choose to always be On TRACK for Excellence!"



On TRACK Expectations In ASSEMBLIES

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> Listen to speakers 	<ul style="list-style-type: none"> Enter and exit quietly 	<ul style="list-style-type: none"> Sit up, legs crossed, face forward
<ul style="list-style-type: none"> Keep hands and feet to yourself 	<ul style="list-style-type: none"> Participate 	

"Choose to always be On TRACK for Excellence!"



On TRACK Expectations In the LIBRARY

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> Silent/Quiet voices 	<ul style="list-style-type: none"> Take care of the books 	<ul style="list-style-type: none"> Sit in chairs correctly
<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Keep hands and feet to yourself 	

"Choose to always be On TRACK"



On TRACK Expectations At LUNCH

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> Follow directions 	<ul style="list-style-type: none"> Throw trash away 	<ul style="list-style-type: none"> Stay seated while eating
<ul style="list-style-type: none"> Use quiet voices 	<ul style="list-style-type: none"> Stack trays 	<ul style="list-style-type: none"> Walk
<ul style="list-style-type: none"> Wait to be dismissed 	<ul style="list-style-type: none"> Walk directly to the playground 	<ul style="list-style-type: none"> <u>Only</u> eat your own food

"Choose to always be On TRACK for Excellence!"

Bullying

Rolling Ridge does not tolerate the bullying of any student. This includes direct and cyberbullying. Students are encouraged to immediately notify school staff or administration if they are being mistreated or suspect that another student is being victimized. They may do so confidentially. Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level procedures specified in Administrative Regulation 5145.7

Cell Phones

1. Cell phones MUST be turned off during the school day (including the morning drop off and afternoon pick up times). They should be kept in backpacks during the school day. Cell phones shall not be used during class as a calculator, a camera, and/or for calls or text messaging. *This includes phone watches.*
2. Cell phones shall not disrupt the educational program or school activity. The first disruption will result in a warning from the teacher or supervisor. The second disruption will result in confiscation of the phone and the student must pick up the phone from the administrator's office at the end of the day. The third disruption will result in confiscation of the phone and the principal or designee will contact the parent/guardian and the student will no longer be allowed to bring the cell phone to school.

Classroom Contacts

In order to provide the best educational environment for our students and to maximize student achievement, it is imperative that we respect the instructional time. If contact needs to be made with a child or teacher during school hours, **it MUST be made through the office. Classes will not be interrupted except in case of emergency.**

Class Placement

The Process

Annual classroom placement is carefully determined prior to the start of school for each student returning to Rolling Ridge. Placement is determined by the student's current teacher, grade level team of teachers and the school administration. Newly enrolled students are added to the classes as they register.

Purpose

The primary purpose of the placement process is to create equitable classroom environments that allow teachers to meet academic, social and emotional needs of every student. The placement teams ensure a balance of variables in each classroom setting through careful consideration of each student's individual needs and strengths. Some of the variables include:

- Gender ratios
- Degrees of self-directness and independence
- Levels of academic progress and student needs
- Class size as it relates to state and district guidelines

Requests for specific teachers are NOT possible. It would be highly unlikely that the staff could successfully build the most productive, balanced class groups based on parent requests (rather than the information and criteria previously outlined).

Combination Classroom

Combination/multi-grade classrooms are a fact of schooling in most public elementary schools in California. Because students do not come to us in neat groups of 26 to 1 or 31 to 1, Rolling Ridge, will most likely experience combination classes on an annual basis.

Thoughts to Consider

Occasionally children are initially upset with their class placement at the beginning of school. Once given a chance to succeed at adapting to a new classroom and building a new student-teacher relationship, most parents discover that their child's placement is working well after all. **We can all provide our children with a successful beginning of the year experience by responding to their classroom assignments with positive enthusiasm.** Through confidence in our children's ability to deal with change, knowledge, cooperation, and trust, we can all work together to enhance personal development and the general school climate for all Rolling Ridge students.

Communications

Rolling Ridge places a high priority on open communication between the home and school. We encourage parents to be involved and informed.

- All school-wide communication will go home on the first day of each week in a special "Monday" folder.
- Information on school activities, along with a current calendar, will be included in the "Express News."
- The school website is updated regularly with events and information www.chino.k12.ca.us/Domain/26
- School Accountability Report Card is available online via the CVUSD District website at www.chino.k12.ca.us.
- In order to receive text or email updates from the principal regarding school events and information, use the AERIES LOOP Program. Instructions for access are on the CVUSD website under the Parent Tab then, click on AERIES LOOP Information.

Curriculum

Curriculum is consistent with the California Common Core State Standards and the Chino Valley Unified School District's adopted core curriculum for each grade level. Emphasis is placed on reading, writing, and mathematics within a program that emphasizes 21st century skills for students.

ART

Art is designed to help students understand the nature of art with emphasis on color, design and art principals. Creative expression is encouraged throughout instruction.

The "Picture Person" program is a supplemental program to our art curriculum. Parents as partners in education are encouraged to join the "Picture Person" program. Parent volunteers are trained to teach an art lesson.

LANGUAGE ARTS/READING

The Language Arts program emphasizes the development of reading, writing, listening, and speaking. Students will be taught to read complex texts while citing text based evidence when providing answers to questions. They will also learn the skills of research and communication. Course activities will expand reading interests, strengthen techniques for problem-solving, and improve the skills in communication both written and oral. Student growth and achievement in reading is directly related to the amount of time spent reading. Students should read at least 15 minutes nightly.

MATHEMATICS

Mathematics will concentrate on the ability to: make sense of problems and persevering in solving them, reason abstractly and quantitatively, use the appropriate mathematical tools strategically, and attend to precision. Curriculum and instruction stress vocabulary and concepts, knowledge of measurement, and building a solid foundation necessary for the mastering of higher mathematical skills.

PHYSICAL EDUCATION

The purpose of physical education is to build a sound mind and body, and provide the student with an opportunity to become proficient in sports activities which can be used throughout life.

In the kindergarten and primary grades, physical education programs include basic movement skills, performed with and without the use of equipment.

At the elementary level, a variety of activities are used to improve physical strength, health, and appearance. Students will be involved in regular aerobic exercise to improve general physical fitness.

SCIENCE

Science is designed to provide knowledge of living and nonliving things, their relationships to humans and effects upon the environment. Curriculum is comprised of units of study which include hands-on science experiments and a student text.

SOCIAL STUDIES

History is studied to give students an understanding of the experiences and contributions of various groups and cultures. Students will develop an understanding of the United States and other major civilizations. Social Studies emphasizes the cause and effect relationships of humans with each other throughout history.

TECHNOLOGY

The staff at Rolling Ridge is committed to educating our students utilizing the most current developments in technology. Teachers continue to utilize document cameras, projection units, laptops, and a variety of computer programs. Students have access to technology tools both in the classroom and through regularly scheduled computer lab time. Science, technology, engineering, art, and mathematics (STEAM) are integrated throughout the curriculum. Parents are encouraged to become participants in technology integration to further prepare students for their future.

MUSIC

An elementary music teacher is assigned to the school several days per week. Basic music classes are taught to grades 2 through 4. The music teacher works with grades 5 and 6 on the basic skills necessary to play a musical instrument. These students participate in band or orchestra. Enrollment in this program is on a voluntary basis, and the students are responsible for providing their own musical instrument.

GIFTED AND TALENTED EDUCATION (G.A.T.E.)

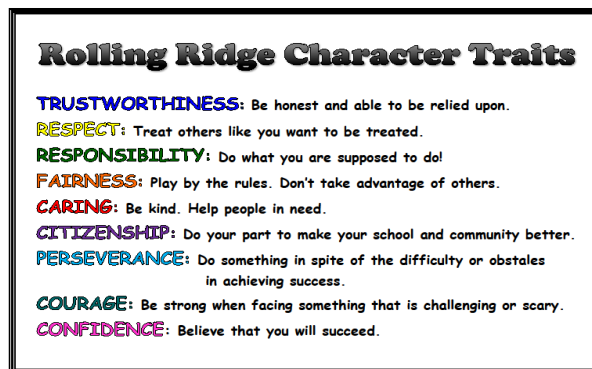
Students in grades 3-6 that have been identified as G.A.T.E., through specialized testing, receive specially targeted instruction in their classrooms. CVUSD utilizes the cluster model for G.A.T.E., students in which they are placed in groups representing 25%- 50% of the class at each grade level.

G.A.T.E. instruction provides for curriculum differentiation not more student work. G.A.T.E. students have access to the enrichment level of curriculum along with well-planned curriculum projects that emphasize reasoning and critical thinking skills in learning. These projects serve as an enrichment process for the student who has the capabilities and motivation to strive for higher goals.

All 2nd grade students in CVUSD are screened for GATE in the Fall. Students will not be assessed prior to second grade. In grades 3 and up, students may be recommended for assessment by teacher or parent referral every other year. During parent-teacher conference, parents should have a discussion with their child's teacher regarding possible screening and identification.

CHARACTER EDUCATION:

In an effort to develop good decision making and productive citizenship in all our children, Rolling Ridge focuses on monthly themes centered on character development. A sample of the themes include: trustworthiness, respect, responsibility, fairness, caring, citizenship, perseverance, confidence, and courage.



Dress Code

It is the intent of Rolling Ridge Elementary School that students be dressed and groomed in an appropriate manner that will not disrupt the educational process, regardless of current fashion trends. Dress should be suitable and comfortable for normal school activities and reflect attention to personal cleanliness.

Dress code items are subject to change as deemed necessary. In case of questionable dress or attire, the administrator or teacher will make the final decision. If necessary, parents will be contacted to provide clothing.

The following clothing/grooming standards will be enforced:

1. Backless or strapless shoes, open-toed sandals or sandal-type footwear, roller shoes, and shoes above 2 inch heels are not permitted. For safety purposes, shoes must always be worn.
2. Clothes shall be sufficient to conceal undergarments. See-through fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
3. Hats, caps, and other head coverings shall not be worn indoors unless they are worn for religious or medical reasons.
4. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bare drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate violence, racial, ethnic, or religious prejudice.
5. Make-up is not permitted.
6. Jewelry which creates a health or safety hazard is not permitted.
7. Clothes and belts must be the appropriate size, length, and not torn when worn.
8. Hair shall be clean and neatly groomed. Hair style/color may not be disruptive to the learning environment.

SUN PROTECTION

Students may wear sun protective clothing, including sun protective hats and /or sunglasses, while *outdoors*.

Emergency Preparedness

Safety drills for fire, earthquake, lockdown, are held regularly to assure student and staff safety.

1. Students are to remain quiet during the drills. Students must follow directions given by the teacher.
2. Parents, please understand that the office will be closed during these drills.

In the event of an actual emergency, children will be kept in protective custody of the school until they can be released to parents or guardians.

A special emergency card is kept on file to ensure that children are released only to authorized adults. Disaster resources and materials are stored on campus and each classroom is equipped with an emergency first aid kit. Also, the school has, with the support of PTA, stored enough food and water to accommodate the needs of all students and staff for three days. Parents are asked to keep emergency names and phone numbers up to date.

General Procedures

1. Children will not be supervised on the school grounds before 8:05 a.m. or after classes are dismissed.
2. Students are to be **in line at 8:15a.m.**
3. All children are to play on the playground in assigned areas and not in the restrooms or walkways. Once students go onto the playground, **they are not to return to a classroom without being accompanied by an adult. Students are not to be in a classroom unless an adult is present.**
4. Students leaving class during class time to go to the restroom, the office, or any other destination must have permission.
5. Snacks must be eaten at lunch tables located in the snack area. Healthy snacks are encouraged.
6. Chewing gum is not permitted at school.
9. Bikes must be walked while on school grounds.
10. Skates, skateboards, razors, skate shoes, and other personal equipment or toys are not permitted on campus.

Grading – Standards Based Grading K-6th Grade

Student progress will be measured by trimester Report Cards given to each student. In addition, Progress Reports will be issued for every student midway through each trimester.

Performance Level Marks describe the students' progress toward mastery of year-end standards

4 - EXTENDING: Students at the EXTENDING level of performance have an in depth understanding of grade level performance standards expected at this point of the school year.

3 - ACHIEVING: Students at the ACHIEVING level of performance are consistently meeting the grade level performance standards expected at this point of the school year.

2 - PROGRESSING: Students at the PROGRESSING level of performance are partially meeting the grade level performance standards expected at this point of the school year.

1 – BEGINNING/STANDARD NOT MET: Students at the BEGINNING/STANDARD NOT MET level of performance are not meeting the grade level performance standards expected at this point of the school year.

Homework

Homework has a definite place in the educational program. It is assigned to improve the skills that have been taught, complete assigned projects, and help the student learn to work independently,

It is the student's responsibility to keep an accurate record of assignments, have necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality of work of which he/she is capable, and complete assignments on time.

Students should complete all assignments, on time, with their best effort!

Parents should check assignments each night for accuracy, neatness, and completeness. This will ensure good study habits.

Students will only be allowed to return to the classrooms to pick up missing assignments after leaving the classroom at the end of the school day, *if* the teacher is present.

"No Homework Nights" include: Back to School Night, Open House, and School-wide Night performances. Teachers will modify homework assignments during school wide events or programs such as: Family Nights, Reflections, Science Fair, or during Testing.

The amounts of time listed below represent the total daily AVERAGE for homework which will be assigned **Monday through Thursday** nights (as directed by District Board Policy AR 6154 a & b)

Kindergarten: Homework shall stimulate students to talk often with their parents/guardians.

Teachers shall encourage parents/guardians to read and discuss stories with their children.

1st Grade 10-20* minutes/day

2nd Grade 20-30* minutes/day

3rd Grade 30-45* minutes/day

4th-6th Grade 60-90* minutes/day

*An **additional 15-20 minutes of reading** is required in addition to regularly assigned homework.

Homework is to *be ready for review or turn-in at the start of the school day* (8:15).

A **Homework Second Chance** will be issued to students who fail to turn in homework assignments on time. The missing/unacceptable assignment(s) will be listed and must be completed by the following day. If homework is not returned the following day, additional consequences will be assigned by the classroom teacher.

Grades K - 6 Homework Policy

First Missing/ Poor quality Assignment – Teacher Warning

Second Missing/ Poor quality Assignment – Note or email home

Third Missing/ Poor quality Assignment – Note or email home / Homework grade lowered

Fourth Missing/ Poor quality Assignment – Teacher contacts parents by phone or email / Homework grade lowered

Fifth Missing/ Poor quality Assignment – Teacher conferences with parents / Homework grade lowered

Sixth Missing/ Poor quality Assignment – Conference with Administrator, Teacher, Parents, and Student.

Illness or Accidents

If a child becomes ill at school, he/she is taken to the nurse's office. If they are too ill to return to class, the parent is notified.

In case of emergency, the school nurse or 911 is called. Please be sure your child has an **EMERGENCY CARD on file** in the office with the names and phone numbers of people we may contact if you cannot be reached. If any of the information changes during the school year, please notify the school office *immediately*.

Medication

- When medication must be taken at school, a *Parent and Physician Request for Administration of Medication* form must be completed by your physician before medication can be given.
- Any medication sent to school will be held in the office until forms are properly completed.
- Medication must come to school in the original pharmacy container and must be marked with the student's name and station number.
- Vitamins, cough drops, and other medication which could be taken outside of school hours will not be administered at school without a doctor's written authorization.

Library

Each week, classes go to the school library. Students may check out one book per week. They are responsible for keeping books safe. If books are lost or damaged, students must pay to replace the book.

Lost and Found

Please mark your child's possessions with their name. If an item is lost, check our lost and found for them throughout the school year. Unclaimed articles will be sent to various charities. Reminders will be given in the school newsletter. The school is **NOT** responsible for personal items brought to school.

Meal Procedures

Breakfast

Breakfast is available for purchase at **\$1.00/day**.

Only students who are buying breakfast may enter the cafeteria in the morning. At 7:45, students may enter through the blue doors next to the office to go to the Cafeteria for breakfast. After the blue doors close, students may enter through the office. Students must remain in the cafeteria until after the first bell rings.

Lunch

Children in grades 1-6 are provided a lunch period (30 minutes on minimum day). Hot lunches are available for **\$2.75/day**. When lunch is purchased at school, the child must either drop off his/her money before school in the main office or take the money to the cafeteria at 1st recess. Milk may be purchased for \$.25 and juice for \$.35. Lunches may be purchased online via myschoolbucks.com Each child **MUST eat lunch** daily. Children may not borrow from the cafeteria. A “mini-meal” will be given to students without money.

If a student forgets his/her lunch, parents may drop it off in the MPR on the lunch drop-off table by 11:30a.m.

Parents must check in the office prior to taking a lunch to the cafeteria.

A free and reduced-price lunch program is available for eligible students. Healthy snacks may be eaten at first recess.

Multi-Tiered Systems of Support (MTSS)

To maximize student learning, Rolling Ridge implements Multi-Tiered Systems of Support for students in the areas of Academics and Behavior.

Universal Access Time

30 minutes of Universal Access time is scheduled daily at each grade level. During this time, teachers work with students in small groups to support or extend learning.

Intervention Teacher

A full time intervention teacher is assigned to Rolling Ridge. This teacher works in collaboration with teachers to identify students who need intensive intervention strategies to catch up to grade level achievement.

Intervention Counselor

A part time intervention counselor is assigned to Rolling Ridge. The counselor works in collaboration with teachers to identify students who need support in socio emotional areas regarding the school setting. The counselor leads small groups of students as they learn strategies to be successful in school. A STEP Meeting is held with the administrator, counselor, teacher and parents prior to enrollment in intervention counseling.

Parent Volunteers

Our staff appreciates and encourages parents to be volunteers at school. Teachers will notify you regarding opportunities to volunteer. An in-service for parents concerning volunteer duties and confidentiality of student information will be given to clarify expectations. Due to liability, **we are unable to accommodate non-school age and students not enrolled at Rolling Ridge on campus with volunteers.**

Volunteers must always sign-in at the office prior to coming on campus during school hours and wear a visitor's badge that is clearly visible. (CVUSD BP 1250)

Please enable staff members to have access to the staff lounge and workroom during all recesses and lunches. Please leave the workroom machines free during those times.

Parties

Parties at school are *limited to four per year*: **Halloween, Winter Holiday, Valentine's Day, and End of the Year**. These parties *may not exceed an hour and a half* in duration and Room Parents are encouraged to request \$5 or less in donations per student per party. Individual classes may have activities that correspond with their grade level curriculum. **In addition, for liability reasons, non-school age and students not enrolled at Rolling Ridge cannot attend parties.**

With teacher approval, small “Healthy Snacks” can be brought to school and shared with classmates for birthdays. No other birthday celebrations are permitted. This must take place during the *last half hour of the school day*.

Patriotism

As part of our school’s philosophy, patriotism is fostered through daily patriotic exercises which include reciting the Pledge of Allegiance and the singing of the patriotic songs. At the beginning of each week a pre-selected student will lead a “school-wide” Pledge of Allegiance followed by the songs of the month.

Phone Use

Parents should feel free to call the school staff on any matter concerning their children and the school. Only in cases of serious need will students be allowed to use the phone.

Parents who need to contact a teacher should do so by email or telephone. Calls to the school office will be transferred to voicemail, and the teacher will call back at a time that does not interfere with instruction.

Students may not use the phone except in the case of an emergency. Forgotten lunches, homework, or permission slips are not considered an emergency.

Registration

To register a student, please contact the office. Students starting Kindergarten must be 5 years old by September 1st.

Retention and Promotion

CA legislation AB 1626 stipulates that all students being promoted to the next grade level must meet minimum grade level standards. Using multiple measures, student progress will be carefully monitored. Parents of students who are at risk of failing will be notified by their child’s teacher as soon as possible. An intervention plan will be established. The final decision regarding retention/promotion will be made in May.

Schedule for Bells

Regular Schedule (Mon., Tue., Thur., & Fri.)

8:15 a.m.	Students must be in class line.
10:00 – 10:13 a.m.	Recess
11:40 – 12:20 p.m.	Gr 1 Lunch
11:50 – 12:30 p.m.	Gr 2 Lunch
12:00 – 12:40 p.m.	Gr 3 Lunch
12:05 – 12:45 p.m.	Gr 4 Lunch
12:10 – 12:50 p.m.	Gr 5 Lunch
12:15 – 12:55 p.m.	Gr 6 Lunch
1:05 – 1:18 p.m.	Primary Recess
2:55 p.m.	Dismissal

Minimum Days and Wednesdays

8:15 a.m.	Students must be in class line.
10:00 – 10:30 a.m.	Recess
11:45 a.m.	Dismissal



Preschool

Mon., Tues., Thur., & Fri.

8:30 a.m.	Arrival
1:30 p.m.	Dismissal

Wednesday

8:30 a.m.	Arrival
11:30 a.m.	Dismissal

Kindergarten Schedule: Monday-Friday

A.M. Kindergarten	8:15 a.m.	Students must be inside the gate.
	11:35 a.m.	Dismissal

Testing

State Testing at Rolling Ridge Elementary School includes:

Grades 3 - 6 CAASPP- Smarter Balanced Assessment Consortium

Grade 5 CAST Science Test, California Physical Fitness Test

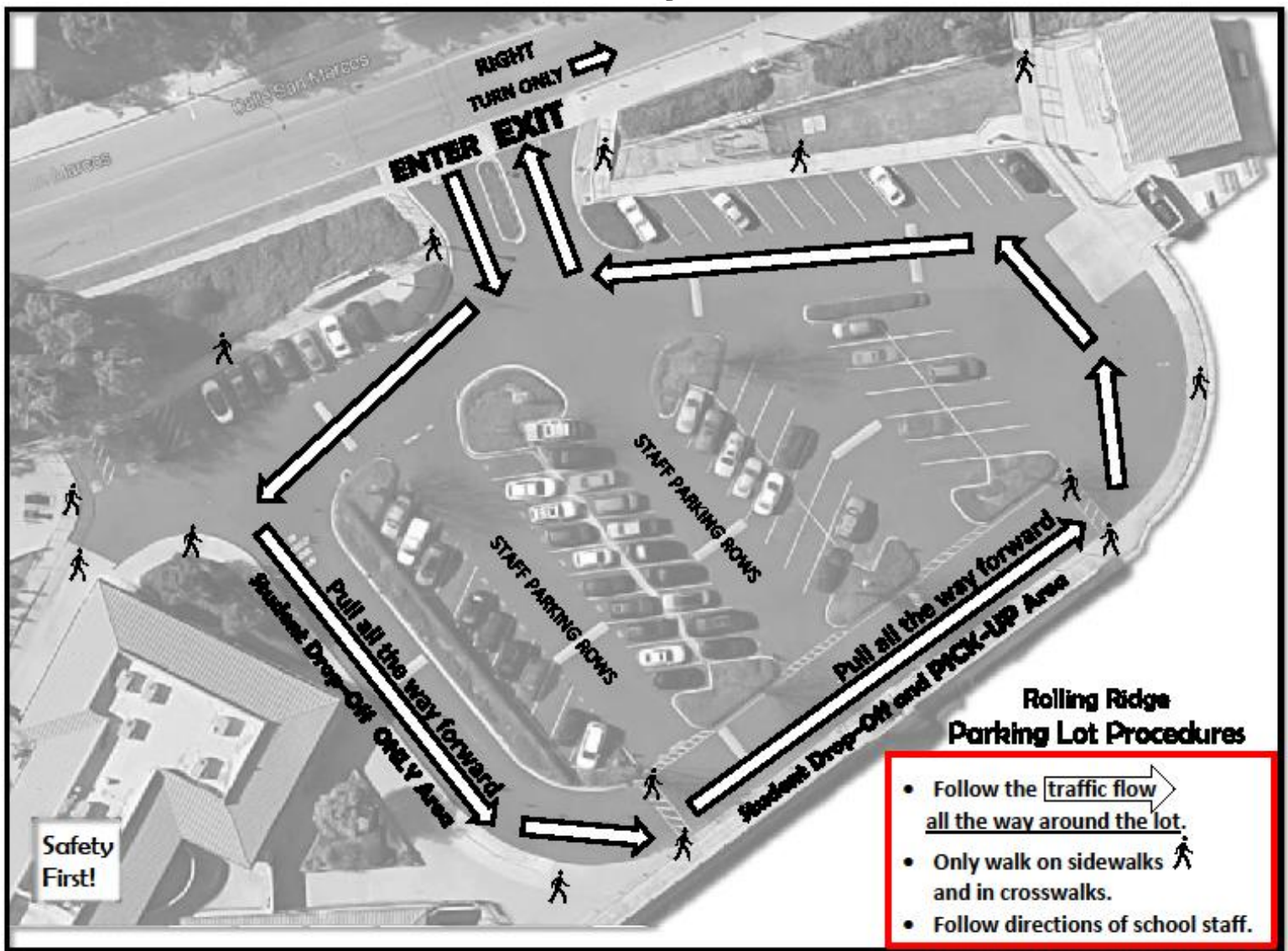
Rolling Ridge uses a variety of measures in assessing student academic growth. Assessments include: Running Records, Trimester Writing Prompts, District math assessments, performance tasks, publisher designed tests, and teacher developed assessments.

Traffic / Parking Lot

Please help us keep each child safe by remembering the following:

- Gates will be opened at **8:05 a.m.** At this time, morning playground supervision will begin.
- **TRAFFIC FLOWS IN ONE DIRECTION ONLY.** Follow the traffic circle.
- Pull all the way forward in the traffic circle.
- Please remain in your vehicle in the drop off/pick-up area.
- Drop off and pick up students next to the curb only.
- A second lane is available for the free flow of traffic to the exit.
- Only walk on sidewalks and cross walks. Do not walk across the parking lot. Students are not to walk into the parking lot unless accompanied by an adult.
- Also, students are expected to use the crosswalk when crossing Calle San Marcos.
- A **"No LEFT TURN"** sign is at the exit. By adhering to this rule, during arrival and departures, we can ensure smoother and more efficient traffic procedures.
- Please follow the directions of the staff members on duty.

Safety First !



Transportation Policy and Field Trips

All students riding the bus must comply with the Chino Valley Unified School District Bus Riding Rules.

On foggy days, buses will not pick up students until it is safe for traveling on highways. You may call the school regarding the delays of bus transportation on these days or tune into the following radio stations: KFI– 640 AM Band, KNX –1070 AM or KNTF– 93.5 FM.

Field trips or other activities away from school will be by school bus or other district transportation.

- Bus Transportation must be provided for all CVUSD field trips
- All student participants must ride the bus. All field trips must start at the school and end at the school.
- Parent/chaperones may ride on the bus or travel in their own vehicles.

For special circumstances, alternative transportation arrangements can be made.

Occasionally, and for a variety of reasons, parents may consider driving their *own* child home from a field trip instead of using the CVUSD bus. It is very important that you read the following information very carefully.

Alternative arrangements must adhere to the following conditions:

1. Prior approval by school administration
2. Copy of driver's license on file in the school office
3. Copy of insurance on file in the school office
4. Signed parental consent form by which parent/guardian gives approval for student to ride in a specific private vehicle

You can review the actual policies at the District Website at <http://www.chino.k12.ca.us/>. Look under Board Policy 6153.

If a parent does not make the necessary arrangements ahead of time, and arrives at the Field Trip location on their own, their child will not be permitted to participate in the program.

Field Trip Agreement

Over the years the Rolling Ridge PTA has been extremely generous in providing field trip opportunities for all students. The purpose of field trips is to provide supplemental educational opportunities for students. Learning activities, including field trips, should support the grade level standards.

We have established the following plan to ensure that all students remain appropriately supervised whenever they leave campus. Your participation as a chaperone is very much appreciated. Without your assistance, both monetarily and with your time, our students would have to miss this learning opportunity.

As a volunteer chaperone, we appreciate you adhering to the following guidelines:

- ✓ Chaperones are selected by the teacher. Over the year, every effort will be made to include as many parents as possible as chaperones, but specific needs of particular trips may result in limiting selection options.
- ✓ Please remember that the teacher is there to oversee the field trip, enhance the program, and educate your students.
- ✓ Please keep a close eye on the students in your care and keep them with the group. There are lots of places to visit and exciting things to see; we do not want anyone falling behind or being separated from the group.
- ✓ Wear a watch! When traveling in a group it is important to be aware of meeting and departure times.
- ✓ Set a good example for your students by listening, watching and learning with the rest of the group. Please support and comply with directions or expectations presented to students by their teachers or tour guides.
- ✓ All school rules are in effect during the educational experience.
- ✓ If possible, please turn off your cell phones when guides or docents are addressing students.
- ✓ Younger siblings are not to be brought along on field trips.
- ✓ Teachers are responsible for the overall success of the field trip experience.
- ✓ Some trips may have limitations to the number of chaperones. If you are unable to make the trip, please contact your child's teacher at your earliest convenience.
- ✓ To insure adequate supervision, chaperones will be evenly distributed around the bus.
- ✓ Some venues place strict limits on the number of adults accompanying students on field trips. If you are not selected as an official chaperone on one of these trips, we ask that you please respect the rules of the venue and not attend the event on your own.
- ✓ Failure to comply with the above expectations may result in exclusion from future field trip chaperoning experiences.

UNIFORM COMPLAINT PROCEDURES

A Uniform Complaint Procedures or UCP complaint is a written statement alleging discrimination, harassment, or a violation of a federal or state law or regulation. A UCP complaint must be filed by way of the Uniform Complaint Procedures as written in the California Code of Regulations, Title 5, sections 4600-4687. Issues that may involve filing a complaint using the UCP are under various state and federal programs that use categorical funds such as Adult Education, Career Technical And Technical Education And Training Programs, Child Care And Developmental Programs, Child Nutrition Programs, Consolidated Categorical Aid Programs, Federal Safety Planning Requirements, Migrant Education, and Special Education Programs.

A Williams Complaint, another type of UCP complaint, regards instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment and may be filed anonymously. Local educational agencies (LEAs) shall have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing.

The Boards of Education recognizes the District's responsibility to comply with applicable state and federal laws and regulations governing education programs. The District shall investigate any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures.

The District shall use the uniform complaint procedures to address any complaint alleging unlawful discrimination in District programs and activities based on actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental state, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaints alleging the District's failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs and the development and adoption of the school safety plan.

This complaint procedure will be disseminated to all employees, in written form, and a signed certification by the site/department administrator will be obtained. This procedure is being provided as part of the parent/pupil information packet distributed annually to parents/guardians at the beginning of the first semester of each school year. Additionally, the procedure will be posted at a prominent place at each school site and at the district office and will become a part of every employee and pupil handbook.

Complaint forms are available at each school site and district office.

The Board of Education

California Code of Regulations, Title 5, Sections 4600_4671

Board Policy BP 1312.3 & 1312.4

Education Code (EC) Section 35186:

Chino Valley Unified School District
Grounds for Suspension and Expulsion

I. Cause for Discipline

Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
 - (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.
 - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
 - (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
 - (e) Committed or attempted to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property.
 - (g) Stolen or attempted to steal school property or private property.
 - (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing.
 - (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, or image.
 - (ii) A post on a social network Internet Web site including, but not limited to:
 - (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

- 48900.2 Committed sexual harassment as defined in Section 212.5.
- 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.
- 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Education Code 48900.7

Made terroristic threats against school officials or school property, or both. (applies to all grade levels)

Education Code 48915 A-1

Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

- (a) Causing serious physical injury to another person, except in self-defense.
 - (b) Possession of any knife or other dangerous object of no reasonable use to the pupil.
 - (c) Unlawful possession of any controlled substance, **except for one of the following:**
 - I. The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.**
 - II. The possession of prescription medication or over the counter medication for use by the pupil, prescribed for the pupil, by a physician.**
 - (d) Robbery or extortion.
 - (e) Assault or battery upon any school employee.
- (b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
 - (2) Brandishing a knife at another person.
 - (3) Unlawfully selling a controlled substance.
 - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 - (5) Possession of an explosive.
- (d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study.
- (e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
- (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

II. Behavior on School Buses

Because school bus passengers' behavior can directly affect their safety and the safety of others, riders shall follow the instructions and directions of the bus driver at all times (AR 5131.1). In the case of a severe violation or repeated offense, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

III. Student and Parent/Guardian Acknowledgement

I have received a copy of, have read, and agree to comply with Education Code 48900 and Education Code 48915, and Behavior on School Buses.

Student's Signature

Parent/Guardian Signature

Student's Printed Name

Parent/Guardian Printed Name

Date

Date