

# Ramona Elementary School Handbook and Calendar 2014/2015



## Where Character Counts

9351 E. Laurel St  
Bellflower CA, 90706  
(562) 804-6532 FAX (562) 804-6562

## **Notice of Non-Discrimination**

The Bellflower Unified School District does not illegally discriminate on the basis of ethnic group identification, religion, age, actual or perceived sex, color, sexual orientation, gender, race, ancestry, national origin, mental or physical disability, or any other reason prohibited by State and Federal Discrimination Statutes in any program or activity conducted by the District. Students/parents who have questions or concerns about the policy can contact the Assistant Superintendent of Instructional Personnel and Programs at (562) 866-9011 ext. 2010.

## **Safe Place to Learn Act**

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

## **BUSD Mission Statement**

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

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

## **Ramona Mission Statement**

Ramona Elementary is dedicated to maintaining a positive school climate that encourages students to flourish socially, academically, and behaviorally. Students will be valued and engaged, empowering them to become productive citizens and lifelong scholars.

**Respect others**

**Accept responsibility**

**Maintain scholarly excellence**

**See future possibilities**

## **Principal's Message**

Welcome to Ramona Elementary where Character Counts! Students at Ramona are encouraged to be scholars which means that they come to school every day on time, prepared to learn, and inspired to use positive character traits to help make good choices. Throughout the year, students will be learning about the six pillars of character and what it means to be a scholar. As you review the handbook with your child, take a moment to talk about the six pillars of character: respect, responsibility, trustworthiness, caring, citizenship, and fairness.

Ramona's mission is to encourage students to flourish socially, academically, and behaviorally. Our belief is that this foundation should include standards based instruction in the core subjects utilizing technology as a tool for learning, exploring, and creativity they will succeed. Your active support and cooperation combined with our professional efforts will ensure your child's achievement this year. Be sure to keep this handbook easily accessible. Read through the important information and policies as well as the calendar of events. Updated calendars will be provided in the school newsletter and on the Ramona School website at [busd.k12.ca.us](http://busd.k12.ca.us).

The partnership between the home, the school, and the child is a key factor in your child's success in school. Thank you in advance for your support and for helping make Ramona Elementary so special.

Go Rams!

Mrs. Carter Principal

## RAMONA DAILY BELL SCHEDULE

### REGULAR SCHOOL DAYS

Grades K-6 8:30 – 2:45

#### Morning recess

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

#### Lunch

Kindergarten 11:20 – 12:00  
1st grade 11:35 – 12:15  
2nd grade 11:50—12:30  
3rd grade 12:05 – 12:45  
4th grade 12:25—1:05  
5th & 6th 12:45 – 1:25

### SHORTENED SCHOOL DAYS

Grades K-6 8:30 – 1:35

#### Morning recess

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

#### Lunch

Kindergarten 11:20 – 12:00  
1st grade 11:35 – 12:15  
2nd grade 11:50—12:30  
3rd grade 12:05 – 12:45  
4th grade 12:25—1:05  
5th & 6th 12:45 – 1:25

### MINIMUM SCHOOL DAYS

Grades K-6 8:30 – 12:40

#### Morning recess

Kindergarten 9:50-10:00  
1 & 2 10:05 – 10:15  
5 & 6 10:25 – 10:35  
3 & 4 10:50– 11:00

#### Lunch /No lunches at school

## General Information

### Office Hours:

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

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

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

### Emergency Card:

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

### Items Inappropriate for School:

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

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

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

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

### **School Property:**

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

### **School Visitors:**




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



# September 2014

Character Trait:  
Responsibility

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Library Card Sign up Month</b> 	<b>1 Labor Day Holiday</b>	<b>2</b>	<b>3</b>	<b>4 First Day of School</b> <b>1:35 Dismissal</b> 	<b>5 Spirit Day</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10 Shortened Day</b> <b>1:35 Dismissal</b> <b>Dia corto</b>	<b>11</b>	<b>12 Spirit Day</b>	<b>13</b>
<b>14 National Hispanic Heritage Month</b> <i>September 15th— October 15th</i>	<b>15</b>	<b>16</b>	<b>17 Shortened Day</b> <b>1:35 Dismissal</b> <b>Dia corto</b>	<b>18 Back to School Night</b> <b>12:40 Dismissal</b>	<b>19 Spirit Day</b>	<b>20</b>
<b>21</b>	<b>22 Autumn Begins</b> 	<b>23</b>	<b>24 Shortened Day</b> <b>1:35 Dismissal</b> <b>Dia corto</b>	<b>25</b>	<b>26 Spirit Day</b>	<b>27</b>
<b>W</b>	<b>29 CELDT TESTING WINDOW</b> <b>EXAMEN DE CELDT</b> <b>9/29-10/18</b>	<b>30</b>				

**Please join PTA this year!**

PTA provides field trips, playground equipment, educational assemblies, school-wide reading programs and many other activities which benefit children in our community. Membership envelopes will be sent home in September. The cost is \$6 per person. Encourage everyone in your family to join.

<b>PTA Board:</b>	<b>President:</b>	<b>Laura Jacobo</b>
	1st Vice- President (Programs):	Jaqueline Tirado
	3rd Vice-President (Membership):	Luz Maria Velazquez
	Secretary:	Cindy Hernandez
	Treasurer:	Theresa Penu
	Auditor:	Paul Renaker
	Historian:	Norma Cruz
	Parliamentarian	Maricela Flores
	Volunteer Coordinator	Monica Anaya
	Advisor:	Bonnie Carter

**Objectives of National PTA**

- To promote the welfare of children and youth in home, school, community and place of worship.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages of physical, mental, social and spiritual education.








# October 2014

Character Trait:  
Trustworthiness

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Filipino American History Month</b>			1 Shortened Day 1:35 Dismissal Dia Corto	2	3 <i>Spirit Day</i>	4
5	6	7	8 Shortened Day 1:35 Dismissal Dia Corto	9	10 <i>Spirit Day</i>	11
12 	13 <i>Coulmbus Day</i> 1:35 Dismissal Dia Corto <b>Parent Conferences</b>	14 1:35 Dismissal Dia Corto <b>Parent Conferences</b>	15 Shortened Day 1:35 Dismissal Dia Corto <b>Parent Conferences</b>	16 1:35 Dismissal Dia Corto <b>Parent Conferences</b>	17 <i>Spirit Day</i> 1:35 Dismissal Dia Corto <b>Parent Conferences</b>	18
19	20	21	22 Shortened Day 1:35 Dismissal Dia Corto	23	24 <i>Spirit Day</i>	25
26	27 <b>STARS and Smart Balanced Assessments begin 10/27-11/7 Grades K-6</b>	28	29 Shortened Day 1:35 Dismissal Dia Corto	30	31 <b>Happy Halloween</b>  <b>PICTURE DAY (Free Dress Day)</b> 	
						

## **ARRIVAL AND DISMISSAL FROM SCHOOL**

### **Arrival Time:**

The gates are opened and playground supervision begins at 8:15 a.m. **Students are not to be dropped off before 8:00**, as there is no supervision. Consequences will be issued for students who arrive before supervision starts.

### **Breakfast:**

Breakfast is served every morning in the Ramona Cafeteria from 7:45 to 8:15 a.m. It is free to students with free lunch cards and \$2.00 for those purchasing. **Breakfast students may not arrive before 7:45 a. m.** Our breakfast program can accommodate school age children only.

### **Bus Schedule:**

Bus information will be made available on the first day of school. Busses leave the school approximately 5 minutes after school is out from the side gate on Clark Street. **Minimum and Shortened Days:** The bus schedule is adjusted to accommodate for these days.

#### **Bus Infractions:**

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

### **Crossing Guards:**

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

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

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

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

### **Bike Riders:**

Children in grades 3 to 6 may ride bikes to school as long as they use appropriate riding practices. In order to protect bicycles from theft, bikes are to be locked in the bike rack. The school is not responsible for damaged or stolen bicycles. Please license bikes with the Sheriff's Department. Bicycles must be walked on the school grounds and helmets must be worn (California Law). Also parents and students will need to sign a bike contract prior to students riding their bike to school.

### **After School:**




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



# November 2014

Character Trait:  
Citizenship

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
American Indian Heritage Month	Family Stories Month					1
2 Daylight Savings Ends 	3	4 Election Day	5 Shortened Day 1:35 Dismissal Dia Corto	6	7 Spirit Day  Veteran's Day Celebration 8:30	8
9	10 No School	11 Veteran's Day No School 	12 Shortened Day 1:35 Dismissal Dia Corto	13	14 Spirit Day	15
16	17	18	19 Shortened Day 1:35 Dismissal Dia Corto	20	21 Spirit Day End of First Trimester 1:35 Dismissal Dia Corto	22
23 <hr/> 30	24 No School	25 No School	26 No School	27 	28 No School	29

## **STUDENTS TRANSPORTED BY CARS**

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

### **4 CHOICES FOR DROPPING OFF OR PICKING UP!**

**Drive-thru Lane on Laurel:** Please note there is **no parking here** – loading and unloading only! EASY IN, EASY OUT!

**Park in front of the school on Laurel for up to 10 minutes.**

**Parking allowed on Clark near the bus area.** No limits. Exit by the bus gate.

**Park further down on Laurel.** No time limits.

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

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

**Gate near the back of the cafeteria and drive-thru:** The following classrooms exit this gate (1, 12, 13, 14, 15, 33, 34, 35, 36, 37)

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

Rooms 44 and 32 will exit from the front office.

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

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





**Please do not ask your children to run across Clark or Laurel to your cars!**



# December 2014

Character Trait:  
Caring

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 <b>PICTURE MAKE UP DAY</b>	3 Shortened Day 1:35 Dismissal Dia Corto	4	5 <i>Spirit Day</i> <b>Report Cards Go Home To Parents</b>	6
7	8	9	10 Shortened Day 1:35 Dismissal Dia Corto	11	12 <i>Spirit Day</i>	13
14	15	16	17 Shortened Day 1:35 Dismissal Dia Corto	18 <b>Minimum Day 12:40 Dismissal</b>	19 <b>No School</b>	20
21	22 <b>No School</b>	23 <b>No School</b>	24 <b>Christmas Eve</b> 	25 <b>Christmas Day</b> 	26 <b>No School</b>	27
28	29 <b>No School</b>	30 <b>No School</b>	31 <b>New Year's Eve</b> 			

**Dress Code: Ramona Elementary is a uniform school.**

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

<p style="text-align: center;"><b>RAMONA SCHOOL UNIFORM POLICY</b></p> <p>Pants, short, skirts, or "skorts": Color: <b>Solid Color</b> in dark blue, black, gray, or khaki. Style: Material may be of <b>uniform material or jeans</b>. Sweats, Pajamas, jogging pants, and basketball jersey shorts are not allowed. Clothing must be in good condition (not faded, no holes, frayed hems or cuffs, not dragging on the ground, not skinny jeans and not oversized or baggy.) Pants must fasten at the waist and must not be baggy or sagging. Hemlines for shorts and skirts must pass the "fingertip length" rule. Shorts must be worn under skirts.</p> <p>Shirts or blouses: Color: <b>White or any solid color shirt.</b> (No logos, pictures, writing or patterns) Style: <b>Plain crew-neck or collard.</b> Clothing needs to be an appropriate fit (Not baggy/oversized, not longer than wrist-length, and not so short that skin is uncovered), and not see-through.</p> <p>Outerwear (jackets or sweatshirts): Style: <b>Plain solid color.</b> Plain means no strips or designs, and without logos, pictures, or writing.</p> <p>Ramona School "spirit" shirts and sweatshirts: would always be acceptable, not just on "Spirit Fridays".</p> <p>Shoes: <b>Closed toe and heel shoe</b> - tennis shoes are acceptable. No sandals or flip-flops permitted.</p>	<p style="text-align: center;"><b><u>Ramona School Dress Code:</u></b></p> <p>The following standards have been established by the BUSD Board of Education.</p> <ol style="list-style-type: none"><li>1. Jewelry which depicts or suggests sexually related or obscene gestures, pictures, or wording, or which promotes the use/abuse of drugs or alcohol shall not be worn on campus or at school activities.</li><li>2. The wearing of hats/ head coverings are not permitted except at school special activities.</li><li>3. No clothing, or articles of clothing or methods of grooming (including but not limited to gloves, bandannas, belt buckles, shoe strings, wristbands, jewelry, tattoos, extreme hairstyles) related to a group or gang, which may provoke others to acts of violence or to be intimidated by fear of violence, or could possibly disrupt the educational process, shall be worn on campus or at any school activity.</li><li>4. All clothes must be neat, clean, in good repair and be an appropriate size (for example, no baggy, oversized pants or short shorts hemlines must extend past finger tips).</li><li>5. Closed shoes are to be worn at all times. Sandals, thongs, soft plastic shoes, or open toed shoes are not permitted. Shoes must have backs.</li><li>6. Girls may not wear sheer blouses or bare midriffs. Undergarments shall be worn and not be visible at any time.</li><li>7. No make-up, glitter, fake nails, or extreme hair styles/colors.</li></ol>
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\* **Every Friday is School Spirit Day.** Students may wear their uniform with school T-shirt as their shirt.





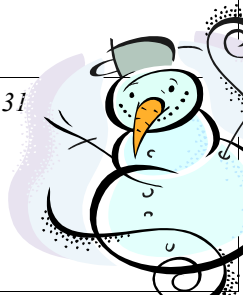
The responsibility for the proper attire of all students rests with the parent/guardians. **The principal, or his/her designee, shall make a determination whether or not the student is violating appropriate school dress code.** Violators of this policy shall be subject to school and/or district discipline procedures.



# January 2015

Character Trait:  
Fairness

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>National Book Month</b> 				<b>1 New Year's Day</b> 	<b>2 No School</b>	3
4	5	6	<b>7 Shortened Day</b> 1:35 Dismissal Dia Corto	8	<b>9 Spirit Day</b>	10
11	12	13	<b>14 Shortened Day</b> 1:35 Dismissal Dia Corto	15	<b>16 Spirit Day</b>	17
18	<b>19 Martin Luther King Jr. Day</b>  <b>No School</b>	<b>20 Star Interim Assessments begin</b> <b>1/20-1/29</b> <b>Grades K-6</b>	<b>21 Shortened Day</b> 1:35 Dismissal Dia Corto	22	<b>23 Spirit Day</b>	24
	26	27	<b>28 Shortened Day</b> 1:35 Dismissal Dia Corto	<b>29 Minimum Day</b> <b>12:40 Dismissal</b>	<b>30 Non-Student Day</b> <b>No School</b>	

## **Health Information**

### **Health:**

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

### **Medication at School:**

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

### **Head Lice:**

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

### **Health Clerk and Nurse:**

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

### **Lunch:**

Students may bring their lunch or purchase a lunch from the cafeteria. Juice and milk can also be purchased separately. Free lunch cards are provided to students who qualify; however, students must pay for lunch until their application is processed and approved. Applications to determine eligibility are included in the first day folders or can be obtained from the school office. Each family needs to complete one application by listing all students and household members on one application. Applications must be completed annually. The cost of lunch is \$2.00. Parents may purchase a week or a month's worth of lunches at a time. The school does not maintain a lunch fund for lost/forgotten lunches/money. Lunch cards can be purchased in advance from the cafeteria so that students do not need to bring money each day. A menu calendar is sent home from Food Services. All students must eat lunch.

### **BUSD School Wellness Policy:**

The following guidelines have been established by BUSD and will be enforced:

- Fast food items are not allowed on campus.
- Unhealthful foods (high in fat and sugar) such as chips, candy, cookies, cupcakes, donuts, soda, punch, Gatorade, etc. are not allowed on campus.
- Parents are not permitted to eat in the cafeteria with students.
- These guidelines also apply to special occasions (such as birthdays and parties).

Special Occasions: In lieu of food items, a positive way to celebrate a student's birthday is to recognize their birthday with pencils, bookmarks, stickers, or donating a book to the class library.






# February 2015

Character Trait:  
Respect

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1 Black History Month</b> 	<b>2 Progress Reports Go Home</b>	3	<b>4 Shortened Day</b> 1:35 Dismissal Dia Corto	5	<i>6 Spirit Day</i>	7
8	9	10	<b>11 Shortened Day</b> 1:35 Dismissal Dia Corto	12	<b>13 Lincoln's Birthday Observance</b>  <b>No School</b>	<b>14</b> 
15	<b>16 President's Day Observance</b> <b>No School</b> 	17	<b>18 Shortened Day</b> 1:35 Dismissal Dia Corto	19	<i>20 Spirit Day</i>	21
22	23	24	<b>25 Shortened Day</b> 1:35 Dismissal Dia Corto	26	<i>27 Spirit Day</i>	28

# Attendance

## Attendance:

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

## What to do if your child is absent:

Call the school and inform the office of your child's absence and send a note when your child returns including:

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

## Tardies:

Ramona School begins each day with a patriotic assembly and ends with homework and reminders being given. Children who are late or who leave early, miss out on important parts of their school day. Students who are not lined up at 8:30 will be marked tardy.

## Extended Absences/Independent Study:

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

## Leaving School During the Day:

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

## Moving ?:

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

## Perfect Attendance:

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



# March 2015

Character Trait:  
Respect

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1 Irish-American Heritage Month</b>	<b>2 Read Across America</b> 	3	<b>4 Shortened Day</b> 1:35 Dismissal Dia Corto	5	6 <i>Spirit Day</i>	7
<b>8 Set your clocks Forward 1 hour Day Light Savings</b> 	9	10	<b>11 Shortened Day</b> 1:35 Dismissal Dia Corto	12	<b>13 Spirit Day</b> <b>End of the 2nd Trimester</b> <b>Shortened Day</b> <b>1:35pm Dismissal</b>	14
15	<b>16 Spring Picture Day (Today Only)</b>	17	<b>18 Shortened Day</b> 1:35 Dismissal Dia Corto	<b>19 CA Smarter Balanced Window Opens Grades 3-6</b>	<b>20 Spirit Day</b> <b>Report Cards Go Home To Parents</b> <i>1st Day of</i> 	21
22	23	24	<b>25 Shortened Day</b> 1:35 Dismissal Dia Corto	26	27 <i>Spirit Day</i>	28
29	30	31				

## **Instruction/Evaluation**

### **Curriculum:**

Curriculum in grades K-6 will include instruction in Reading/Language Arts (Reading, Writing, Listening, Speaking, Spelling and Grammar), Mathematics, Science, Social Science, Technology, Physical Education, and the Visual and Performing Arts. Coursework is tied to the District Content Standards which identify at each grade level what students are expected to learn. A copy of these standards are located on the BUSD website: [www.busd.k12.ca.us](http://www.busd.k12.ca.us). Our BUSD Standards meet or exceed the State of California Standards.

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

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

### **Progress Reports:**

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

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

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

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

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

### **School Study Team:**

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

### **Academic Intervention Plans:**

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



# April 2015

Character Trait:  
Trustworthiness

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Poetry Month			1 Shortened Day 1:35 Dismissal Dia Corto	2	3 <i>Spirit Day</i>  <b>Shortened Day</b> <b>1:35 Dismissal</b> <b>Dia Corto</b>	4
5 	6 No School Spring Break	7 No School	8 No School	9 No School	10 No School	11
12	13	14	15 Shortened Day 1:35 Dismissal Dia Corto	16	17 <i>Spirit Day</i>	18
19	20	21	22 Shortened Day 1:35 Dismissal Dia Corto <b>Earth Day</b> 	23	24 <i>Spirit Day</i>	25
26 CASSP Testing 5thGrade & CAPA 4/27-5/8	27 School of Choice 4/27-5/8  <i>Kindergarten Round Up Begins</i>	28 State Testing	29 State Testing Shortened Day 1:35 Dismissal Dia Corto	30 State Testing		

## **Extended Learning**

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

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

### **Homework Policy:**

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

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

**You may monitor your child's Accelerated Reader progress by logging in to the program from home. You will need your child's login information to gain access to the program. <http://hosted30.renlearn.com/264564/HomeConnect/>**

### **Gate/High Potential:**

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

\*\*\*\*\*

**Notice of Non-Discrimination:** The Bellflower Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, language, ancestry, or marital status in their educational programs and activities or employment practices. Parents/ students who have questions or concerns about the policy can contact assistant superintendent of Instructional Personnel and Programs at 562 866-9011 ext. 2013 .

Aviso de no discriminación: El Distrito Escolar Unificado de Bellflower no discrimina a base de raza, color, origen nacional, religión, sexo, edad, discapacidad, idioma, antepasados, o estado civil en sus programas y actividades de instrucción o prácticas de empleo. Los estudiantes o padres de familia que tengan preguntas o inquietudes sobre la política pueden ponerse en contacto con la sub superintendente de programas y personal de instrucción llamando al (562) 866-9011 ext.2013 .



# May 2015

Character Trait:  
Caring

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>Asian Pacific American Heritage Month</p> 					<p>1 State Testing <i>Spirit Day</i></p>	2
3	<p>4 State Testing</p> <p>Progress Reports Go Home</p>	<p>5 State Testing</p> 	<p>6 State Testing</p> <p>Shortened Day 1:35 Dismissal Dia Corto</p>	7 State Testing	8 State Testing <i>Spirit Day</i>	9
<p>10 Mother's Day</p> 	11	12	<p>13 Shortened Day 1:35 Dismissal Dia Corto</p>	<p>14 Open House 12:40 Dismissal</p>	15 <i>Spirit Day</i>	16
17	18	19	<p>20 Shortened Day 1:35 Dismissal Dia Corto</p>	21	22 <i>Spirit Day</i>	23
24	<p>25 Memorial Day No School</p> 	26	<p>27 Shortened Day 1:35 Dismissal Dia Corto</p>	28	29 <i>Spirit Day</i>	<p>30</p> 
31						

# RAMONA SCHOOL RULES AND PROCEDURES

## **Student Conduct:**

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

## **School Wide Rules:**

1. Keep hands, feet, and objects to yourself.
2. Walk quietly along the walkways and have a pass if you are outside of student designated areas.
3. Follow directions of adults and all other school and classroom rules and procedures.
4. Use the six pillars of Character Counts to make good choices.  
\*\*\*School rules apply while going to and from school, at school, and while traveling on a school-sponsored activity.

## **Playground Rules and Procedures:**

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

## **Cafeteria Rules and Procedures:**

1. Follow directions of the noon duty aides.
2. Walk inside the cafeteria.
3. Remain seated until dismissed.
4. Use inside quiet voices.
5. Clean up after yourself.

## **Classroom Rules and Procedures:**

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





# June 2015

Character Trait:  
Fairness

\*Spirit Day means show your Ramona Spirit by wearing RED

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <b>STARS Interim and Summative Assessments 6/1-6/18</b>	2	3 Shortened Day 1:35 Dismissal Dia Corto	4	5 <i>Spirit Day</i>	6
7	8	9	10 Shortened Day 1:35 Dismissal Dia Corto	11	12 <i>Spirit Day</i>	13 <b>Flag Day</b> 
14	15	16	17 Shortened Day 1:35 Dismissal Dia Corto	18 <b>Last Day of School</b> <b>12:40 Dismissal</b> Dia Corto Report cards go home	19	20
21 <b>Father's Day</b> 	22	23	24	25	26	27
28	29	30 				

# Ramona Behavior Plan

## Student Recognitions for Good Choices:

### **GOTCHAS:**

GOTCHAS or “Caught you doing something good!” coupons are issued to students exhibiting excellent student conduct and Character Counts traits. Once students have collected five GOTCHAS, they may select a prize from the PTA sponsored GOTCHA cart. The cart is open on alternating Thursdays during recess.

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

### **Award Assemblies:**

Each month, teachers select students who have shown consistent effort or achievement in academics, work habits or citizenship. These students are recognized at an assembly and receive a certificate. Parents are welcome to attend the assembly.

### **Perfect Attendance:**

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

### **Achievement Awards:**

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

### **Positive Referral:**

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

### **Effort Assemblies:**

Students who have displayed outstanding work habits by completing all classroom assignments and exhibiting good classroom behavior may attend Effort Assemblies funded through PTA.

### **Classroom Recognitions and Incentives:**

Each classroom teacher may create and institute classroom rewards, recognitions, and incentives for the classroom.

## Ramona Behavior Plan

### Problem Solving Strategies

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

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

#### Conflict Mediation:

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

#### Creating a Bully-Free Environment:

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

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

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

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

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

# **Ramona Behavior Plan**

## **Consequences for Poor Choices:**

### **Verbal Warning:**

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

### **Loss of Free Time:**

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

### **Time Out:**

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

### **Detention:**

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

### **Parent Communication:**

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

### **Counseled by Principal:**

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

### **Community Service:**

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

### **Restitution:**

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

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

### **In-house Suspension:**

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

### **Suspension:**

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

### **Expulsion:**

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

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Nothing Less*