

Chino Valley Unified School District

Rolling Ridge Elementary



2011 - 2012

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Message from the Principal

Dear Families,

Come on aboard to the Rolling Ridge Express! It gives me great pleasure, as principal, to welcome you to the 2011-2012 school year. I am thrilled to have returned to one of the best schools in the county. Rolling Ridge takes great pride in providing a student-centered, data-driven, and a standards-based education in a safe and positive school climate. As part of that process, we encourage you to be actively involved in your children's education both at home and at school. We believe that only with the continued cooperation between the home and school can all children achieve their very best. We look forward to serving you and your children throughout this school year!

Over the years, Rolling Ridge has enjoyed success in a variety of areas. Much of our success 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. We feel that the more informed you are, the better you are able to support us.

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 a few revisions and clarifications. Thank you for being such a vital member of our school. Please keep this handbook as a reference throughout the school year so that you may refer to it throughout the 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 the **"EXPRESS" ON TRACK...**

Sincerely,

Lea Fellows
Principal



From your PTA

Dear Rolling Ridge Family,

The 2011-2012 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.

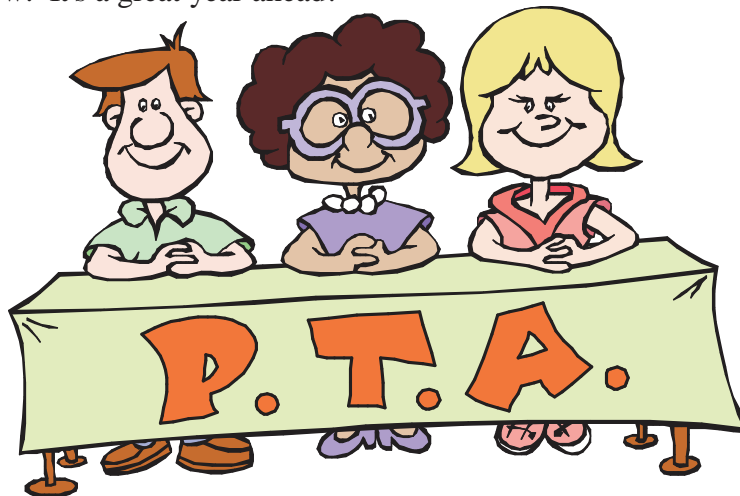
We encourage you to become involved in PTA as we sponsor many programs and events at our school. First and foremost, we ask all parents to join PTA. Our membership drive is very important as it supports our dues to state and national PTA, insurance, and gets us started for the new school year. Secondly, 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 2011-2012 PTA Executive Board members are:

President	Nicole Noreen
1st Vice-President	Nora Quinonez
2nd Co -V.P. (major fundraising)	Wendi Blankenship, Debra Scott, & Cherry Lomeli
3rd V.P. (dinner nights)	Michelle Fuentes & Pat Bugarin
Secretary	Rose Ruppert
Treasurer	Queena Oh
Parliamentarian	Sylvia Reza Jackson
Auditor	Michele Hagerty
Historian	Matthew Cohen

Please feel free to come to us with your suggestions, comments, or questions. Most importantly, we welcome you to join us! Unit meetings are held throughout the year and monthly meeting times and dates will be published in the Express News. If there's an upcoming event you'd be willing to help with, let us know. It's a great year ahead!

Sincerely,
Nicole Noreen, President



Philosophy

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

Student Goals

1. To learn skills necessary for the acquisition and application of knowledge
2. To encourage self-expression and creative abilities
3. To appreciate the value and uniqueness within themselves and others
4. To emphasize the importance of citizenship, character development, respecting diversity, and patriotism
5. To acquire a knowledge of their role in global issues and events
6. To learn problem solving strategies that will enable students to be successful in citizenship, academics, and life skills
7. To enable students to take responsibility for their own learning



General Policy

Rolling Ridge Elementary is a structured learning environment dedicated to academic excellence. It is designed to provide instruction in a positive atmosphere in which assertive and progressive discipline is utilized to ensure a good classroom environment. 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, spelling, composition skills, mathematics, science, social sciences, technology, humanities and the arts. Students are expected to work to the best of their ability, both neatly and promptly.
2. 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.
3. Maximum learning opportunities for students. To ensure this, parents need to make appointments and/or meet with teachers during non-instructional time.
4. **All visitors (including parents) must sign in at the office, and wear a visitor's badge that is clearly visible, prior to proceeding onto the campus.**
5. Homework and discipline policy.
6. Punctuality and good attendance.
7. School determination of student placement.
8. High moral standards, respect, courtesy, and patriotism, which 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 strictly enforces attendance and tardy policies as part of our educational philosophy. Students who miss school or are late lose valuable instructional time.



When a child must be 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 advance notice is required so that appropriate materials can be gathered.
- e. In order to maintain instructional continuity, absent students are expected to makeup work at a rate of one day grace for each day of being absent. For example: if a student is absent on Monday, makeup work will be due on Wednesday; if a student is absent on Monday and Tuesday, makeup work will be due on Friday.

**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. Therefore, *punctuality is essential*. If students arrive at school after 8:15, they must report to the office prior to going to class. Parents of children who are tardy four times in any one trimester will be contacted by the administration of the school.

Doctor and dental appointments — It is requested that dental and doctor appointments be made outside of school hours. Children will miss instruction that is impossible to make up if they are taken out during school hours. If this cannot be avoided, we ask that a note to the teacher (giving the reason and time) be sent with the child. Parents then need to come to the office and sign their child out.

Awards

As part of our basic philosophy to encourage students to excel, recognition is given in the form of awards to children who have demonstrated academic achievement (growth or excellence) and/or citizenship. The “**Golden Spike Celebration Award**” will be given to deserving students in each classroom every month.

Special **end of the year** awards are also distributed. These include:

1. Rotary Awards- for students in K-6 who demonstrate outstanding academic improvement, perseverance, and effort
2. Perfect Attendance- for students in K-6 who have no absences or unexcused tardies
3. Principal’s Award- for students in 6th grade who have demonstrated outstanding academic achievement, effort, and responsibility
4. President’s Education Award: for students in 6th grade who earned “Advanced” on the CST Math and ELA in Grades 4 & 5, “B+” average, and no “N” or “U” for Grades 4, 5, and 6



Cell Phones

Students may bring a cell phone to school, however they must adhere to the following policies:

1. Cell phones **MUST** be turned off during the school day (including the morning drop off and afternoon pick up times). Cell phones shall not be used during class as a calculator, a camera, and/or for calls or text messaging.
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 integrity of each classroom. If contact needs to be made with a child or teacher during school hours, **it MUST be made through the office.** Planning and preparation time before school and during after school supervision is very important to overall program effectiveness. A conference may be arranged at a mutually convenient time by calling the office or by sending a note or email to the teacher.

Classes will not be interrupted except in case of emergency.

Class Placement

Classes are self-contained with one teacher responsible for the students. Some exchange of students may occur between teachers in order to meet individual student needs and to utilize the special strengths of teachers.

Students are assigned to classes with the intention of matching the individual needs and strengths of students with teachers. With an increasing student population, combination classes may be necessary. Regardless of the classroom, parents can be assured that the needs of every student will be addressed.

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 folder. Information on all pertinent school activities, along with a current calendar, will be included in the "Express News." Please read the "Express News" letters carefully and keep them for future reference. The "Express News," calendar of events, and other pertinent school information are updated regularly on the school website.

In addition, the School Accountability Report Card is available online via the CVUSD District website at www.chino.k12.ca.us. The School Accountability Report Card is updated yearly.

Curriculum

The curriculum is consistent with the California State Standards and the Chino Valley Unified School District's adopted core curriculum for each grade level. (A separate document detailing each grade level's individual curriculum is available through our school office.) Special emphasis will be placed on reading, writing, and mathematics within a well-balanced educational program. The following is a brief summary of the general curriculum studied in the elementary school years.

Due to the lack of support funding for additional teaching personnel, PE, art, and some classroom music are taught by the regular classroom teachers. Parent volunteers in these areas will greatly enhance our programs.

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.

In addition, 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. Materials for the program are supported through PTA fund-raising.

LANGUAGE ARTS/READING

The Language Arts program emphasizes the development of reading, writing, listening, and speaking. Students will be taught to read using a balanced approach of semantic, graphophonic, and syntactical strategies. Teachers will facilitate an appreciation for creative and correct language expression, both oral and written. Reading fluency and developing an understanding and love of literature is our goal. Advanced language skills will stress techniques necessary for research. Course activities will expand reading interests, strengthen techniques for problem-solving, and improve the skills in written and oral communications. A sequential spelling and grammar component has been added to the Language Arts program for first through sixth grades.



Student growth and achievement in reading is directly related to the amount of time spent reading. Students are encouraged to read nightly.

MATHEMATICS

Mathematics will concentrate on the basic computational skills and problem-solving strategies needed in everyday life. Curriculum and instruction will stress vocabulary and concepts, knowledge of measurement, and building a solid foundation necessary for the mastering of higher mathematical skills.

MUSIC, VISUAL AND PERFORMING ARTS

General music is provided for 3rd – 4th grade students on a regular basis under the direction of a music specialist. In addition, classroom teachers provide music instruction and facilitate the development of appreciation and understanding of musical concepts.

Patriotic, monthly, and spirit songs are sung collectively by the student body during our weekly assembly. Each student will be given an opportunity to participate in at least one special program.

PHYSICAL EDUCATION

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

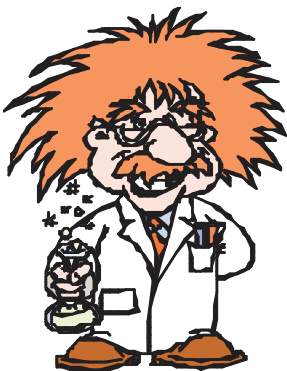
In the kindergarten and primary grades, physical education programs include basic movement skills, performed with and without the use of equipment.

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. Activities are selected with the goal of developing each student physically, emotionally, and mentally.



SCIENCE

Science is designed to provide knowledge of living and nonliving things, their relationships to man and their effect upon the environment. It will also provide students with an awareness of the world around them and the world's effect upon them. The curriculum is comprised of units of study which include hands-on science experiments and a student text.



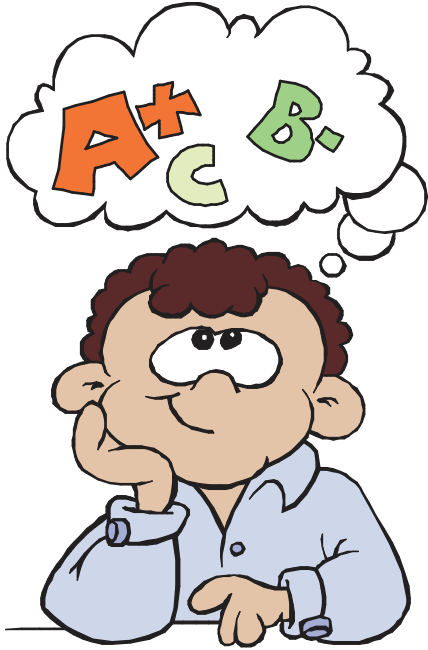
SOCIAL STUDIES

Social Studies emphasize the cause and effect relationships between man and his physical environment. History is studied to give students an understanding of the experiences and contributions of various ethnic groups and cultures. Children will develop an understanding and knowledge about their nation and about other major civilizations in the world. Social Studies also includes an overview of world geography.



TECHNOLOGY

The staff at Rolling Ridge is committed to educating our students utilizing the most current developments in technology. For the 2011-2012 school year, teachers will continue to utilize document cameras, projection units, laptops, and a variety of computer programs. Our plans encompass several phases of technology: computers, audiovisual, and multimedia. Parents as partners will be encouraged to become participants in our efforts to prepare our students for the technological needs of the future.



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

Students in grades 2-6 that have been identified as G.A.T.E., through specialized testing, receive specially targeted instruction in their classrooms. Utilizing methodologies that focus on more advanced instructional techniques, well-planned curriculum projects that emphasize reasoning and critical thinking skills in learning are provided. These projects serve as an enrichment process for the student who has the capabilities and motivation to strive for higher goals in learning.

A combination of service models including clustering, pullout, and after school sessions will be utilized to better meet the gifted and high achieving student needs. Students that are not G.A.T.E. identified will be given an opportunity to participate as space and logistics permit. G.A.T.E. instruction provides for curriculum differentiation not more student work.

CHARACTER EDUCATION: CORE ESSENTIALS

In an effort to develop good decision making and productive citizenship in all of our children, Rolling Ridge will be focusing on monthly themes centered on character development. Our goal is to infuse a value system that says, "character counts" throughout the whole day. A sample of the themes include: friendship, teamwork, gratitude/thankfulness, compassion, respect, responsibility, integrity, perseverance and initiative, confidence and courage, and self control. Students are encouraged daily to only play games that are safe and fun for everyone, to always be a good friend, and to always do their best.



Disaster Preparedness

Monthly safety drills for earthquakes, fires and other disasters are held regularly to assure the safety of all children. Should a local event require immediate action, lockdown procedures have been established. Lockdown drills will be conducted on a regular basis. Each teacher reviews these procedures with students in order for our students to be well prepared. 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 at all times.

Parents are asked to tune to radio station KFI (640 AM) or KNTF (93.5 FM) for information during an emergency.

Discipline

The discipline policy of Rolling Ridge Elementary School is designed to ensure that each student has the opportunity to learn in a safe and secure environment. Our aim is to develop responsibility, citizenship, and respect for others.

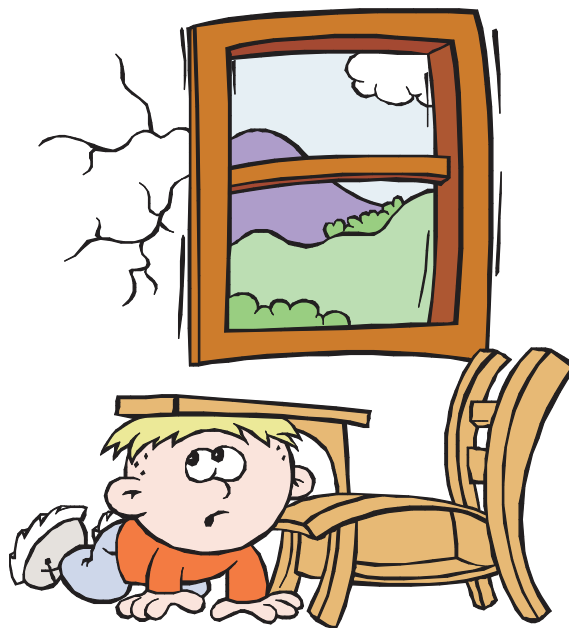
Each teacher will have standards for classroom behavior and an appropriate reinforcement system. These standards will be communicated to parents at the beginning of the year at Back to School Night.

The school-wide discipline policy emphasizes positive campus behaviors and eliminates those behaviors that are unsafe and/or disruptive. To achieve these goals, the following school rules have been established:

1. Always do your best.
2. Always be a good friend.
3. Only play games that are safe and fun for everyone.

Students who consistently follow these rules will be rewarded on an individual and school-wide basis. "Terrific Tickets" will be given to students who display outstanding sportsmanship and helpfulness out on the playground. Failure to follow these rules will result in the issuance of a playground ticket requiring both parent and student signatures. Playground grades on the report card will be affected.

For additional information on student expectations and behavior, please refer to the CVUSD Parent Information Packet distributed at the beginning of the year or at the time of enrollment.



A separate grade will be reported on the Report Card for Classroom and Playground Behavior. The following criteria will be used per trimester for grading playground behavior:

Grades 1-6

0 Tickets	= O
1 Ticket	= S+
2 Tickets	= S
3 Tickets	= N Parent/Teacher Conference
4 Tickets	= N Conference with Administration and individual contract for student
5+ Tickets	= U

* Please note Kindergarten grading policy for clarification.

Kindergarten

0 tickets	= S+
1 ticket	= S
2 tickets	= S-
3 tickets	= I Teacher contacts parents
4 tickets	= N Conference with administrator and an individual contract will be set up for the student.

Problem Solving Technique – this will be 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.

Please reinforce this technique at home; it teaches self-reliance and responsibility to all children in a very direct, simple manner.

If a child is referred to the office, parents are contacted immediately and the student's Playground Grade is lowered one grade. Students that are continually disruptive will receive progressively more severe consequences and/or a behavior plan will be developed by the parents, teacher, and administration.

Dress Code

It is the intent of Rolling Ridge Elementary School that students be dressed and groomed in an appropriate manner that will not interfere with or detract from the school environment, disrupt the educational process, or prohibit participation in school activities; regardless of current fashion trends. Dress should be suitable and comfortable for normal school activities and reflect pride and attention to personal cleanliness. Flat-heeled shoes or boots and socks or hose are required. Hair must be neat and properly trimmed.

The following clothing/grooming standards will be enforced at all times;

1. Backless or strapless shoes, sandal or sandal-type footwear, and platform shoes above 2 inches are not permitted. Roller shoes are also not permitted. For safety purposes, open toed shoes are not permitted during recess and PE.
2. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net 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 racial, ethnic, or religious prejudice.
5. Nail polish may be worn.
6. Make-up is not permitted.
7. Jewelry which creates a health or safety hazard is not permitted.
8. Clothes and belts must be the appropriate size and length when worn.
9. Hair shall be clean and neatly groomed. Colored hair (such as blue, orange, green, etc.) is not permitted.
10. College logo apparel is permitted as long as it adheres to the guidelines outlined above.



SUN PROTECTION

Students are allowed to wear sun protective clothing, including hats and /or sunglasses, while outdoors during the school day. Hats and sunglasses will be permitted under the following guidelines:

- Hats must have a full brim that protects the face and neck areas.
- Hats must be of a material that can be folded and stored in backpacks while indoors (no cowboy or "hard" material hats).
- Baseball-type caps fall within the guidelines for the District's Dress and grooming guidelines, but they must be worn with the bill facing forward. As before, school hats are still acceptable sun protection.
- "Beanies" (watchman caps), knit caps, or caps of this nature, are not considered sun-protective (does not have a full-head brim).
- Hats that have lettering or insignias that advocate violence, drugs, sex, or anything else that violates current district and school policy cannot be worn.
- For adequate eye protection, sun glasses need to be in good condition and not worn indoors.

In case of questionable dress or attire, the administrator or teacher will make the final decision. If necessary, parents will be contacted to provide proper clothing.

Dress code items are subject to change as deemed necessary by fads or fashion. Parents will be notified in writing of any dress code modifications after recommendations have been made by the site administrator, staff, Site Councils, and PTA Board.

Grading

KINDERGARTEN

Grading in Kindergarten is based on a developmental approach and the following format is used for academic skills, social behaviors and work habits:

O Outstanding	4 Advanced 90-100%
S Satisfactory	3 Proficient 80-89%
N Needs Improvement	2 Basic 70-79%
U Unsatisfactory	1 Below Basic/Far Below Basic 0-69%

GRADES 1-6

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. Subject grades will reflect actual achievement rather than effort. However, the "Effort" grade itself should be given top priority by all parents. O, S, N, or U grades will be used for Speaking, Listening, Visual Arts, Performing Arts, and P.E. Letter grades (A - F) will be given for homework and playground behavior.

Grades 1 and 2

Course Content and District Writing Prompts

O Outstanding 90-100%	5 Advanced 90-100%
S+ Satisfactory 80-89%	4 Proficient 80-89%
S Satisfactory 74-79%	3 Basic 70-79%
S- Satisfactory 70-73%	2 Below Basic 60-69%
N Needs Improvement 60-69%	1 Far Below Basic 0-59%
U Unsatisfactory 0-59%	

Grade 3 through 6

Course Content and District Writing Prompts

A Advanced 90-100%	5 Advanced 90-100%
B Proficient 80-89%	4 Proficient 80-89%
C Basic 70-79%	3 Basic 70-79%
D Below Basic 60-69%	2 Below Basic 60-69%
F Far Below Basic 0-59%	1 Far Below Basic 0-59%

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory



The following is an explanation of letter grades used to evaluate achievement:

A-Advanced

Students at the advanced level demonstrate broad and in-depth understanding of complex concepts and skills embedded in the standards and benchmarks. They make abstract and insightful connections among ideas. These students provide extensive evidence for inferences and justification of solutions. They demonstrate the ability to apply knowledge and skills effectively and independently by applying sophisticated strategies to solve complex problems. These students communicate effectively and thoroughly, invariably supplying answers which are beyond the obvious. They are able to present clear, insightful, logical, sequential, and detailed descriptions of their thought processes.

B-Proficient

Students at the proficient level demonstrate thorough understanding of concepts and skills embedded in the standards and benchmarks. These students are able to extend their understanding by making meaningful multiple connections among independent ideas and concepts, providing supporting evidence for inferences and justification of solutions. They apply concepts and skills to solve problems using appropriate strategies. Proficient students communicate effectively. They provide clear, logical, sequential descriptions of their thought processes.

C-Basic

Students performing at the basic level demonstrate understanding of concepts embedded in the standards and benchmarks. They make simple and basic connections among ideas, providing limited supporting evidence for inferences and solutions. These students apply concepts and skills to routine problem solving situations. Basic students' communication may be limited because of few details or unclear logic. These students do not yet have a thorough understanding of the standards.

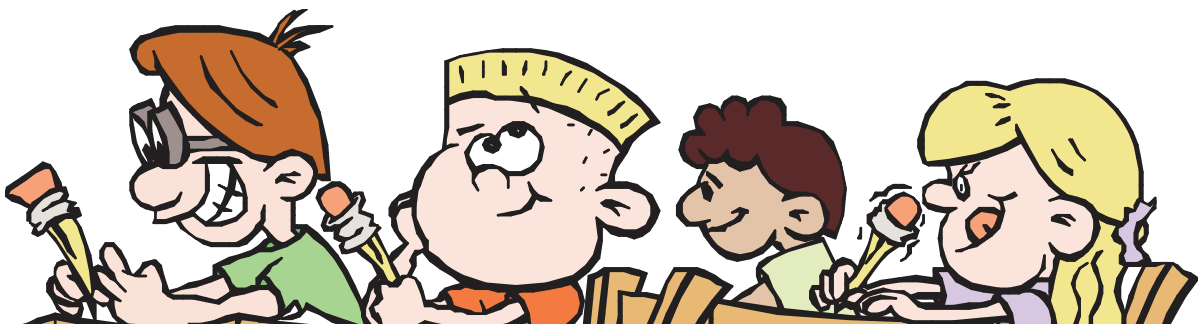
D-Below Basic

Students performing at the below basic level demonstrate minimal understanding of concepts and skills embedded in the standards and benchmarks. They occasionally make connections among ideas, providing minimal evidence or support for inferences and solutions. These students have difficulty applying basic knowledge and skills. Below basic students communicate ineffectively, because they have difficulty with clear, logical, sequential, detailed descriptions of their processes. These students have not met the standards.

F-Far Below Basic

Students performing at the far below basic level demonstrate no understanding of concepts and skills embedded in the standards and benchmarks. They are unable to make connections among ideas, providing no evidence or support for inferences and solutions. Far below basic students communicate both ineffectively and inadequately. Their communication about their learning processes lacks critical details, is not sequential or lacks logic. These students are also unable to apply basic knowledge and skills. These students have not met the standards.

Visual Arts (Art), Performing Arts (Music), and P.E. are graded on “Participation Only” and will be based on effort, following directions, and attitude using O, S, N, or U grades.



Homework

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

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 will not be allowed to return to the classrooms to pick up missing assignments after leaving the classroom at the end of the school day.

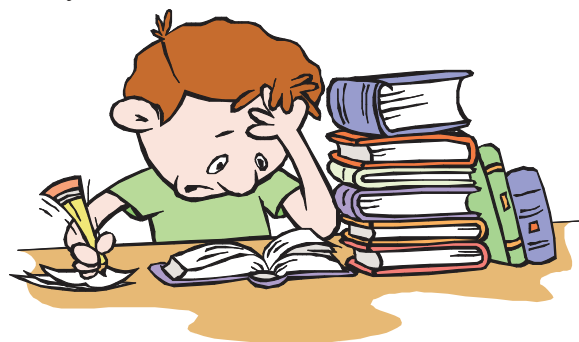
Parents should encourage systematic study, show interest in assignments, commend satisfactory performance and provide the proper conditions for home study. Consistency is essential. Parents should check assignments each night for accuracy, neatness, and completeness. This will ensure good study habits.

Teachers will modify homework assignments during school wide events or programs such as: Family Nights, Reflections, Science Fair, or during STAR Testing.

"No Homework Nights" include: Back to School Night, Open House, and School-wide Night time performances.

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):

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.

An important component of homework is the development of student responsibility. Homework is to be ready for review or turn-in at the start of the school day (8:15). A Homework Ticket 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.

First offense	– Grade "O"	Teacher Warning
Second "	– Grade "S+"	Note home
Third "	– Grade "S"	Note home
Fourth "	– Grade "N"	Teacher contacts parents by phone
Fifth "	– Grade "N"	Teacher conferences with parents
Sixth "	– Grade "U"	Mandatory conference with Principal or Assistant Principal, Teacher, Parents, and Student.

Kindergarten Grading Policy

First offense	– Grade "S+"	Teacher warning
Second "	– Grade "S"	Note home
Third "	– Grade "S-"	Note home
Fourth "	– Grade "I"	Teacher contacts parents by phone
Fifth "	– Grade "N"	Teacher conferences with parents
Sixth "	– Mandatory conference with Principal or Assistant Principal, Teacher, Parents, and Student.	



Following are *some examples* of homework assignments:

1. Continued work started in class (math problems, reading, reviewing, etc.)
2. Write themes, short stories, or compositions
3. Review and edit class notes
4. Review lessons to master the main points in preparation for testing
5. Drill and practice fundamental skills of any particular subject
6. Conduct research on long-term projects
7. Correct themes and write in final forms
8. Memorize poetry, plays, speeches, vocabulary definitions; and mathematical facts, tables and formulas
9. Listen to educational radio and TV programs, forums, concerts, and other programs related to classwork
10. Analyze purposes, experiences and values of field trips or special class activities
11. Observe and evaluate TV programs in fields of art, music, history, geography, travel, civics, news, public speaking, and special programs



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. No child is ever sent home alone when he/she is ill. Please instruct your child that if he/she is sick or hurt, to be sure to tell a teacher or the yard supervisor.

In case of emergency, the school nurse is called. It is very important that we have phone numbers where parents can be reached in case of such an emergency. We must also have the names and phone numbers of people we may contact if you cannot be reached. Please be sure your child has an **EMERGENCY CARD** on file in the office with the above information.

IF ANY OF THE INFORMATION CHANGES DURING THE YEAR, PLEASE NOTIFY YOUR CHILD'S TEACHER OR THE SCHOOL OFFICE. THIS WILL HELP US GUARANTEE THE SAFETY OF YOUR CHILD.

* * * 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. Please refer to the back of the medication permission form for complete regulations as passed by the School Board.

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.

Lost and Found

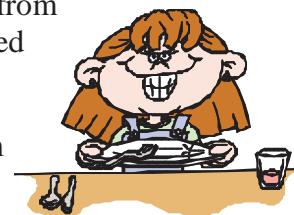
Please mark your child's possessions. If an item is lost, check our lost and found for them throughout the school year. Unclaimed articles will be sent to various charities. Reminders will be given in the school newsletter. The school is **NOT** responsible for personal items brought to school.



Lunch Procedures

Children in grades 1-6 are given a 50 minute lunch period (30 minutes on minimum day). Hot lunches are available for **\$2.00/day**. In addition, lunches sold in sets of five may be purchased at a discount price of **\$9.75** cash or check made payable to Rolling Ridge Elementary School. 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. If a lunch is brought from home, milk may be purchased for \$.25 and juice for \$.35. Lunches may be purchased online via myschoolbucks.com

Each child **MUST eat lunch** and is responsible for bringing his/her lunch from home or money to buy lunch on a daily basis. If your child forgets his/her lunch,



parents may drop it off in the office. Students must check with the office for their lunch. Your child may borrow from the cafeteria to buy lunch if necessary, but must be paid back before he/she may borrow again.

A free and reduced-price lunch program (partially funded by the state and federal government) is available for those who are eligible. Healthy snacks are strongly encouraged. They may be eaten at the first whistle stop (recess).

Parent Participation

Parents are encouraged to become involved in school functions. This is the best way to show your support and interest in your child's education. Attendance is strongly encouraged at the following events:

	<u>Dates</u>
Back-To-School-Night	August 25 th (Kindergarten), August 31 st (First Grade & Mrs. Patterson: Pre-K), and September 7 th (2 nd – 6 th)
Parent-Teacher Conference	October 10 th – 14 th , *March 1 st & *May 24 th (*as needed)
Open House	May 16 th
Classroom and Grade Level Programs	To Be Announced

Parent Volunteers

Our staff appreciates and encourages parents to be volunteers at our school. Teachers will notify you regarding opportunities to volunteer and an in-service for parents concerning classroom duties and confidentiality of student information will be given to clarify expectations. Unfortunately, due to liability, **we are unable to accommodate younger siblings on campus for most activities.** Volunteers need to remember to sign-in at the office and wear a visitor's badge that is clearly visible, prior to going to the classrooms. Please enable staff members to have access to the staff lounge and workroom during all recesses and lunches. Volunteers can help by refraining from walking through the Break Room and leaving the workroom machines free during those times. **Please make prior arrangements and or coordinate assistance during non-instructional time (during recess, before or after school).**

Parties

Parties at school are limited to four: **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 ask for \$3 or less in donations per student per party. Individual classes may have activities that correspond with their grade level curriculum. With prior teacher approval, small "Healthy Snack" treats can be brought to school and shared with classmates for birthdays.

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 and traditional songs for the month. 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.



Performances

At Rolling Ridge Elementary we are committed to educating the “total” child. Therefore each student will be given the opportunity, as part of their curriculum, to participate in a school program during the course of each school year.

Registration

To register a Kindergarten or First Grade child, a record of birth (Birth Certificate) is needed. Each child is required to have a series of Polio and DPT vaccinations, plus one booster each for Polio and DPT. If the boosters were given prior to the child’s second birthday, the child will need a second booster. Also, the child will need two MMR immunizations and a three part series of Hepatitis B. If this shot was given prior to the child’s first birthday, he/she will need a re-immunization.

When a child is registered, the parents must provide the names and addresses of their employer(s). Most importantly, the name and telephone number of a friend, or relative to contact in case of illness or accident is required.

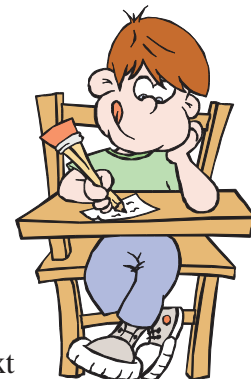
Testing

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

State Testing at Rolling Ridge Elementary School will follow the same schedule as all other schools in the district.

Grades 2 - 6 Standardized Testing and Reporting Program Test (STAR)

Grade 5 California Physical Fitness Test



Retention and Promotion

Recent 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 by the eighth week of school. A remediation/intervention plan will be established. The final decision regarding retention/promotion will be made in May.

Renaissance

In an effort to stimulate students to strive to do their very best we have initiated a Renaissance program (third - sixth grade) similar to the High and Junior High schools in our area. Students can qualify for three levels of recognition:

Gold = all A's and no N's or U's

Silver = all A's and B's, no N's or U's

Bronze = outstanding effort and improvement

Three special assemblies are scheduled at the end of each trimester to acknowledge and reward students for their achievement. Student names will also be posted in the Media Center.

Support Personnel

Music Teacher

An elementary music teacher is assigned to the school and will provide experiences in classroom music for individual classrooms for third - fourth grades.

The instrumental music teacher works with grades five and six on the basic skills necessary to play a musical instrument. Enrollment in this program is on a voluntary basis, and the students are responsible for providing their own musical instrument.

The choral music teacher works with various students from grades five and six on a weekly basis and assists those grades with special musical programs.



Psychologist

The school psychologist tests students referred for the Resource Program and G.A.T.E. Program. The psychologist meets with parents and teachers to discuss results of the testing and suggests appropriate placement. The psychologist is scheduled to be on campus on a part-time basis.



Specialized Academic Instructor

A specialist in learning disabilities, he/she works individually and/or in small groups with students who have demonstrated difficulties/disabilities. The specialist tests, diagnoses, prescribes, and remediates specific problems through individually planned program goals. Parental approval is necessary for placement in this program. Annual reviews are held to review the student's progress and set new goals.

Bell Schedule 2011-2012

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

8:15 a.m.	Arrivals
10:00 – 10:15 a.m.	Recess
11:20 – 12:10 p.m.	Gr 1 Lunch
11:30 – 12:20 p.m.	Gr 2 Lunch
11:40 – 12:30 p.m.	Gr 3 Lunch
11:50 – 12:40 p.m.	Gr 4 Lunch
12:00 – 12:50 p.m.	Gr 5 Lunch
12:10 – 1:00 p.m.	Gr 6 Lunch
1:10 – 1:30 p.m.	Primary Recess
3:00 p.m.	Dismissal

Wednesday/Minimum Days

8:15 a.m.	Arrivals
10:30 – 11:00 a.m.	Recess
12:37 p.m.	Dismissal

Kindergarten Schedule: Monday-Friday

A.M. Kindergarten	8:15 a.m.	Arrival
	11:40 a.m.	Dismissal

Mrs. Patterson-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



Train Rules

General

1. Children will not be supervised on the school grounds before 7:55 a.m. or after classes are dismissed.
2. Students are to line up quietly as soon as the bell rings. Running, throwing, bouncing of balls, or drinks after the bell rings will not be permitted.
3. Fighting and obscene language will absolutely not be permitted. Parents will be contacted immediately.
4. 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.**
5. Students leaving class during class time to go to the restroom, the office, or any other destination must have permission.
6. Use school crossings or corners to cross the street. Do not cross at any other place.
7. Healthy snacks are encouraged during Whistle Stop #1, but must be eaten at lunch tables located in the snack area.
8. 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. (Baseball mitts are allowed, but bats are not).



Fire, Disaster, and Lock Down Drills

To insure the safety of all, we request no talking or running permitted during the drills. Students must follow all the directions given by the teacher.

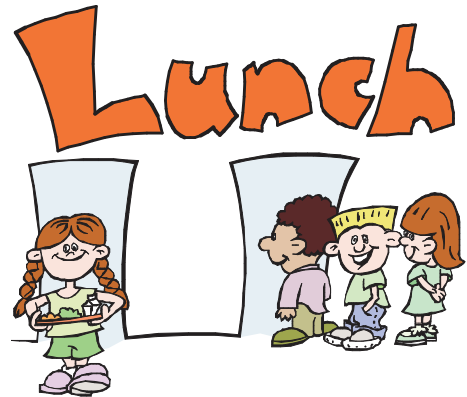


Dining Car Rules

1. No talking in the serving area.
2. Pay for lunch in the main office before school, or in the cafeteria at recess.
3. Pay attention and get everything you want.
4. Do not leave the serving area without giving the cafeteria manager your name.
5. Please read your menus at home. If you don't like what is being served, bring lunch from home. Every student is required to eat a well-balanced lunch.

Eating Area Rules

1. Speak using inside voices.
2. Say "Please" and "Thank You".
3. Clean your area before leaving.
4. Raise hand to be dismissed.
5. Always walk in the eating area.

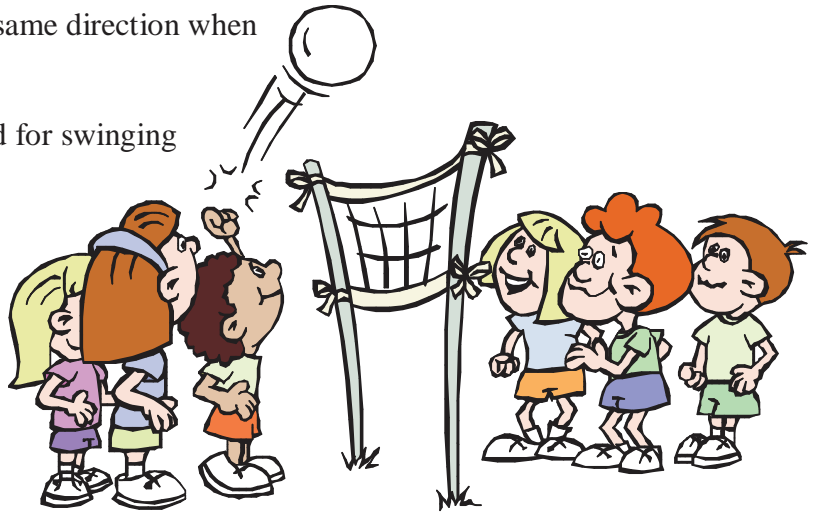


Students must spend a minimum of fifteen minutes for lunch before being dismissed.

Games

1. Keep-away, tackling, tag, and wrestling are not allowed.
2. Use only regulation balls for games. Students are to return equipment to the ball barrels at the conclusion of recess. Play equipment is not to be brought from home.
3. Red balls are not to be kicked.
4. Bouncing balls against the buildings is prohibited.

5. All children shall proceed in the same direction when traveling on the bars.
6. The horizontal bars are to be used for swinging and pull-ups only.
7. Children are not to walk up the slide.
8. Dodgeball and nationball type games are only to be played under direct adult supervision.



Transportation

Parents: When taking or picking up your child from school, please help us keep each child safe by remembering the following:



- Supervision in the morning begins at **7:55 a.m.** Please **do not drop your child off until this time** as the gates will be locked.
 - Students are not to walk into the parking lot unless accompanied by an adult. Students are to only be dropped off next to the curb in the drop off area. Please do not park or leave your vehicle in the drop off area. A second lane is available for the free flow of traffic to the exit. Please follow the directions of the staff members on duty. Also, students are expected to use the crosswalk when crossing Calle San Marcos.
- A "**No LEFT TURN**" sign has been added at the end of the parking lot. By adhering to this rule, during arrival and departures, we can ensure smoother and more efficient traffic procedures.

District policy for **walking students** includes:

Walking Distances

- 2 miles for elementary school (grades 1 - 6)
- 1 1/2 miles for Kindergarten



Field Trips and Transportation Policy

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.

Occasionally, and for a variety of reasons, parents may consider driving their own child to and from a field trip instead of using the CVUSD bus. You may or may not have been considering taking care of your own transportation, but if you are, it is very important that you read the following information very carefully.

The CVUSD Risk Management department has clarified District Policy and identified the following stipulations that must be followed if parents are providing their own 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. **Alternative arrangements must adhere to the following conditions:**

1. Prior approval by school administration
 2. Copy of drivers license on file in the school office
 3. Copy of a insurance on file in the school office
 4. Copy of recent (within the last three to four weeks) D.M.V. Driver's Record Search
 5. 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 Policies #6153

Parents need to be proactive in making sure that all the appropriate documents and requests have been submitted to our office. Unfortunately, as the policy is written, 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. Please call the school office if there is a question about the Field Trip Transportation policy.

Rolling Ridge Elementary 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. Teachers will review the grade level curriculum and plan classroom and grade level field trips to supplement instruction.

We have established the following plan in order to insure 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 enhance the program and educate your students in a fun and friendly environment. Teachers may or may not be available to chaperone a group.
- ✓ 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 at all possible, please turn off your cell phones when guides or docents are addressing students.
- ✓ As a chaperone, you may have to make a choice if you have younger siblings. Younger siblings are not to be brought along on field trips.
- ✓ Teachers are responsible for the overall success of the field trip experience. In order to provide overall supervision and be available to problem solve as needed, they may not be able to chaperone a set of students. They will make every effort to coordinate groups to insure the success and enjoyment of all, but there is no guarantee that students will be paired with their “best friend.”
- ✓ 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. When chaperones compromise venue rules the school runs the risk of being restricted from future visits.

Failure to comply with the above expectations may result in exclusion from future field trip chaperoning experiences.

Teacher

Chaperone Signature

Date

Use of School Phone

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, as such practice interferes with conducting school business in the office. Many of the calls can be avoided if the child and parent will discuss plans for that day before leaving for school.

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 convenient time. Thus, classroom instruction will not be interrupted.

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



CHINO VALLEY UNIFIED SCHOOL DISTRICT

GROUNDS FOR SUSPENSION AND EXPULSION (K-ADULT)

Students shall conform to the regulations of the Board, the Superintendent, the Principal, and the teachers of the District.

Rules pertaining to student discipline shall be communicated to every student at the beginning of the school year or when transfer students enroll during the school year.

I. *Cause for Discipline:*

Education Code Section 48900 (A-O)

Discipline, including suspension or expulsion, may be imposed in accordance with Board policy and regulations when it is determined that the student has:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person; or
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission from a certificated school employee, which is concurred in by the Principal or the designee of the Principal; or
- C. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind; or
- D. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu (look-a-like) of the controlled substance, alcoholic beverage, or intoxicant; or
- E. Committed or attempted to commit robbery or extortion; or
- F. Caused or attempted to cause damage to school property or private property; or
- G. Stolen or attempted to steal school property or private property; or
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products; or
- I. Committed an obscene act or engaged in habitual profanity or vulgarity; or
- J. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code; or
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, 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, i.e. a replica of a 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 attempted to commit a sexual assault as defined in Section 261, 266c, 386, 288, 288a,

or 289 of the Penal Code.

O. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceedings for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

Students in grades 4 through 12 are also subject to suspension or recommendation for expulsion for any of the acts listed below:

- Education Code Section 48900.2: Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
- Education Code Section 48900.3: Caused, attempted to cause, or participated in any act of hate violence as defined in Education Code 33032.5.
- Education Code Section 48900.4: Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment
- Education Code 48900.7 Made terroristic threats against school officials or school property, or both.

Education Code Section 48915(A): Except as provided in subdivisions (c) & (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 finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(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 campus:

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 listed in chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code.
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.

II. Behavior on School Buses:

Bus drivers are responsible for the orderly conduct of students on the school bus. Continued disorderly conduct or serious misbehavior shall be sufficient reason for a student to be denied transportation on a school bus by the Principal.