

Ruth Brown Elementary School

We strive to ensure our students will become proficient in academics, be prepared for further learning, and develop a concept of self-worth in the process of becoming responsible citizens who respect others.



Student/Parent Handbook 2019-2020

Dear Ruth Brown families,

On behalf of the staff at Ruth Brown Elementary, I am happy to welcome you to the 2019-2020 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. Our teachers and staff are passionate, caring, hardworking, and always learning something new for the benefit of our children. We are a collaborative and driven group of people who take learning seriously while also making personal connections that help kids succeed.

I am thrilled at the opportunity to engage in the educational process together. I strongly believe that building strong relationships between home and school is a key factor in increasing student achievement.

With that in mind, you are invited to be an active participant at Ruth Brown Elementary. Whether you are a classroom volunteer, a member of our PTC, or participate at one of our special events, you are encouraged to be involved! Research on schools clearly demonstrates that parent participation in their child's school coincides with a greater likelihood of academic success for their child.

It is our desire to keep you informed of all that is taking place at Ruth Brown. Up-to-date and additional information will appear on our school web page <http://www.pvUSD.us/rbes/> and Ruth Brown Bears Facebook Page. If you have questions or concerns that arise at any time, please do not hesitate to give your child's teacher or our office a call. I look forward to having a long and rewarding relationship with you and your family.

Sincerely,

Cintia I. Robinson
Principal

Ruth Brown Elementary School

Address: 241 North Seventh Street
Blythe, CA 92225

Telephone Number 760 922-7164
Fax number: 760 922-0636

Office Staff
Cintia I. Robinson, Principal
Ext. 5101
Lora Rodriguez, Dean of Students
Ext. 5103
Carolina Rodriguez, Secretary
Ext. 5101
Lindsey Stewart, Attendance Clerk
Ext. 5105
Narciso Pedroza, DPS
Ext. 5111
Jennifer Lambert, Nurse
Ext. 5117

School Hours: Mon, Tues, Thurs, Fri
TK-8th 8:20am – 3:10pm
Wednesday
TK-8th 8:20am – 12:05pm

Cafeteria opens at
7:30am – TK-8th

Bus Loading and Unloading
Bussing Information
District Website
East Barnard Street turnout
760 922-1322
www.pvUSD-bly.k12.ca.us

School District Phone Directory

District Office	760-922-4164
Palo Verde Head Start	760-922-8454
Appleby Elementary	760-922-7174
Margaret White Elementary	760-922-5159
Palo Verde High School	760-922-7148
Twin Palms High/Adult Ed.	760-922-4884

Ruth Brown
2019/2020
Lunch-Recess Bell Schedule
M, T, Th, F

School Starts	8:20am	TK-8th grade
Dismissal	3:10pm	TK-8th grade
	<u>Recess</u>	<u>Lunch</u>
Kindergarten	9:50-10:05 am 1:20-1:35 pm	11:10-11:50 am
First Grade	10:00-10:15 am	11:30-12:10 pm
Second Grade	10:00-10:15 am	11:30-12:10 pm
Third Grade	10:00-10:15 am	11:50-12:30 pm
Fourth Grade	10:00-10:15 am	11:50-12:30 pm
Fifth Grade	10:20-10:35 am	12:10-12:50 pm
Sixth Grade	10:20-10:35 am	12:10-12:50 pm
Seventh Grade	9:30-9:45 am	12:30-1:10 pm
Eighth Grade	9:30-9:45 am	12:30-1:10 pm

Ruth Brown
2019/2020
Lunch-Recess Bell Schedule
Wednesday

School Starts	8:20am	TK-8th grade
Dismissal	12:05pm	TK-8th grade
	<u>Recess</u>	<u>Lunch</u>
Kindergarten	9:00-9:15 am	10:00-10:30 am
First Grade	9:15-9:30 am	10:20-10:50 am
Second Grade	9:15-9:30 am	10:20-10:50 am
Third Grade	9:00-9:15 am	10:40-11:10 am
Fourth Grade	9:00-9:15 am	10:40-11:10 am
Fifth Grade	9:35-9:50 am	11:00-11:30 am
Sixth Grade	9:35-9:50 am	11:00-11:30 am
Seventh Grade	9:15-9:30 am	11:20-11:50 am
Eighth Grade	9:15-9:30 am	11:20-11:50 am

Absences

Telephone the school office on the day of the absence, 760-922-7164, Ext. #5105. Please send a note with your child upon their return to school explaining the reason for the absence.

Criteria for Perfect Attendance - NO ABSENCES/NO TARDIES/NO EARLY OUTS/NO INDEPENDENT STUDIES/NO ATTENDANCE RECOVERY

Criteria for Outstanding Attendance - NO ABSENCES

Tardies

Please send your child to school on time. Students who are tardy must report to the office before going to their classroom. Continuous absences and/or tardiness may result in a SARB referral (School Attendance Review Board).

Early-Outs

Parents who pick their child up early must sign them out of school at the office using a valid photo ID. Students will not be called out of class 20 minutes prior to the end of the school day. Time in the classroom is very valuable--state law requires us to have specific minutes of instruction for the year.

Address and Phone Numbers

If an emergency should occur it is very important that the parents of a child can be reached. For this reason, every effort should be made to keep the school office informed of any changes in address, phone number, place of employment, and name and phone number of the person to call in case parents cannot be reached.

Behavior Expectations

Ruth Brown teachers have adopted BEARS as part of our School Wide Positive Behavior Intervention and Supports (PBIS) Plan. Ruth Brown BEARS:

- Be responsible.
- Encourage each other.
- Arrive prepared.
- Respect everyone.
- Safety Always.

PBIS is a proactive approach used to teach expectations and positive behavior. Our students are exposed to school-wide expectations on a daily basis through morning announcements and direct behavior instruction. Students who might have a difficult time meeting our school expectations will receive the following consequences:

- **Low Level Referrals:** These are referrals given by the teachers in the classroom or in any other setting at our school. Before the teachers give these type of referrals they will try to redirect the behavior. If the student chooses not to change his/her behavior, the teacher will use a low level referral followed by a phone call home or a note on the agenda, and finally re-teaching the expected behavior. The student might lose privileges in the classroom or will have some sort of consequence given by the teacher. The consequences for Low Level referrals are at the teacher's discretion.
- **Office Referral:** This type of referral is used by the teacher once the student has reached five Low Level referrals. The Principal or the Dean of Students will conference with the student, and will contact home and notify the parents. Students will take home a copy of the referral for parent signature. Please make sure to sign it and return it the next day. Students who receive an Office Referral will receive consequences given by the Principal or the Dean of Students and will also lose the privilege to attend our Positive Behavior Assembly at the end of the month "GROWL."

Calendar

See <http://www.pvUSD-bly.k12.ca.us/> for District Calendar

Arrival to School

- Students may not be dropped off at the north gate (Barnard St.). This is a bus loading and unloading area only.
- Students may enter our campus through the front gate between our cafeteria and office or the west gate (5th St.).
- Life Skills students may be dropped off directly to their classroom using the gate next to room 22.

Departure from School

- Kindergarteners and their siblings who are being picked up are to leave school through the cafeteria. Parents or Guardians of Kindergarteners must have a pass to pick up kindergarten students.
- Bused students will be dismissed through the north gate (Barnard St.)
- Life Skills students will be dismissed from their classroom using the gate next to room 22.
- All other students will be dismissed through the west gate (on 5th St.) or through the gate next to room 22 (on 7th St.).
- Students must be picked up immediately after school. Authorities will be called for any student not picked up by 4:00 p.m. in grades K-8th.

Dress

The dressing and grooming of your child is your responsibility and your cooperation is expected. Students are expected to follow these district guidelines:

1. Students must wear shoes at all times. (Shoes are defined as a foot cover which has a sole.) No flip-flops, slip-ons (mandals), or shoes with wheels.
2. Students' clothing must not include patches or decals with a "double meaning" such as referring to alcohol, tobacco, drugs, sex, degrading comments or pictures.
3. No sunglasses will be permitted inside school buildings unless authorized by a doctor's note.
4. Chains other than those generally worn to display jewelry shall not be worn. Short wallet chains will be allowed as long as it is attached to the wallet and garment at all times.
5. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
6. All undergarments, both male and female, must be completely covered by the outer clothes being worn to school.
7. No headgear shall be worn in the classroom, and will contain no signs with double meanings.
8. The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. (Activity days, hat day, pajama day, etc.)
9. No see-through tops will be worn without undershirts or camisoles. (Boys - undershirt must be covered with outer shirt) (Girls - tops must be worn with an undershirt or camisole). No halter tops. No off-the-shoulder or low cut tops. No tube tops. No blouses, tops, no midriff, or dresses with spaghetti straps. Shorts, skirts, and pants should be in the bounds of decency and good taste as appropriate for school. The garment must fit appropriately and shall not be a disruption to the educational process. Shorts, skirts, and dresses must be no shorter than where the student's knuckles hang at their sides.

Classroom Visits

We encourage parents to visit our classrooms; however, there are some important steps that need to be taken before visiting our classrooms as defined in Education Code 51101. Unscheduled interruption of class time seriously impairs the educational process. Please schedule conferences with your student's teacher before or after school. ALL visitors must sign in and out at the school office before going into classrooms and must schedule their visits with the classroom teacher ahead of time. Visitors are expected to observe all school rules and behavior policies while on school grounds. If the visitors choose to stay more than four hours, they will require to go through the volunteer paperwork process.

Breakfast and Lunch (NEW POLICY)

Breakfast and lunch will be free for all students. We ask that snacks you send from home be as nutritious as possible. Please make lunch arrangements with your child prior to coming to school. Classrooms will not be interrupted to inform the students that their lunch is waiting in the office. You may only bring food/drinks to your own child. We will not allow parents to bring food/drinks to other students. PARENTS: do not pass items to your students over the fence. All items given to our students must come through the office.

Birthday Parties (NEW POLICY)

Teachers are to limit class parties to no more than once a month (AR 5030). Our GROWL parties (Monthly Positive Behavior parties) count as our once a month class party. State law requires us to have specific minutes of instruction for the year. Birthday parties can only be held during your child's lunchtime (under your supervision) or in the classroom from 2:50-3:00 pm (10 minutes limit).

Volunteer Policy

The volunteer information form needs to be completed by the candidate and signed by the principal PRIOR to taking the form to the district office. Fingerprinting and tuberculosis screening MUST be completed on ALL volunteers, prior to being with students. This process must be completed annually. Once clearance is received, a copy will be sent to the site and then the volunteer can work in the school setting. Any person that will be on campus around children more than 4 hours in the school year must complete the Volunteer screening. It is free to the volunteers and keeps our students safe.

Gum Chewing

Ruth Brown Elementary Students are not allowed to have gum or any candy containing gum at school.

Independent Study

If your child must be absent for five (5) days or more, you may contact the Dropout Prevention Specialist, Narciso Pedroza, to fill out an Independent Study Contract. Arrangements for Independent Study must be made at least one day prior to the child leaving. The completion of the contract must be verified by the teacher.

Messages

Messages will not be taken over the phone for students. A parent or guardian must come into the office for messages to be delivered.

Lost and Found

Articles found should be taken to the lost and found area in the cafeteria. Please have

your child check there for any lost items. To ensure recovery of lost items, we request the child's name be printed on articles (especially sweaters, jackets, lunch pails, wallets, purses, and backpacks). The school is not responsible for lost or damaged personal property. Unclaimed articles will be donated. Any library or textbook lost or damaged must be paid for.

Medication

Medicine, including aspirin, cannot be administered by the school. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office.

Parent Groups

The following parent groups are offered at Ruth Brown Elementary:

- **Ruth Brown Parent Organization**
The P.T.O. is an important part of Ruth Brown Elementary School. We urge all parents to participate in this worthwhile club through membership and attendance.
- **School Site Council**
We have a School Site Council consisting of parents, teachers, administrators, and other school personnel. The main function of the group is to have input for improving programs at our school. The group meets 4 times during the year. Meetings are open to the public. You are welcome and encouraged to attend and discuss programs with a member of the Council. Minutes of the meetings are available upon request. Your ideas and suggestions are welcome and encouraged.
- **English Learner Advisory Council (ELAC)**
This committee is composed of school staff and parents of children in bilingual programs. The committee advises and assists in planning an appropriate educational program to meet the needs of students of non or limited English proficiency. At least one member is selected to represent Ruth Brown Elementary at the District Bilingual Advisory Council.

Photographs

Photographs are taken in our buildings throughout the school year. Some of these photographs will be used in district publications or submitted to outside publications. Videotaping, for district use, may also occur. Requests not to photograph or film specific students will be honored. Please contact the principal for additional information.

Playground Rules

1. Be dropped off by the North gate or front of school not earlier than 7:30 am. You must put your belongings by your classroom door, but you may not hang around by the door waiting for your teacher. Students must go to the cafeteria if before 7:45 am. They are not allowed on the playground before that time.
 2. If you ride a scooter or skateboard to school, you must stop riding it and carry it once you reach the school campus. No wheels on campus.
 3. Leave knives and other unsafe objects at home. Do not bring toys or other non-school essentials to school.
 4. Leave rocks, bark, sticks, and other items not meant for playing alone.
 5. EVERYBODY is to walk on the sidewalks. Do not run on the cement or tar. Stay away from any puddles and muddy areas.
 6. At recess time, do not stand by the buildings. Do not play or rest on any ramps. Do not bring gum, candy, or lucas to school.
 7. On the playground, listen to the playground supervisors. Respect the adults on this campus.
 8. Games:
 - Tether Balls
 - Limit running on the blacktop. Falls are more serious on the blacktop.
 - Soccer on the field is OK.
 - Kickball on the field is OK.
 - Dodge ball is OK at PE only with teacher supervision.
 - Basketball is OK.
 - Jump rope is OK, as long as the jump rope is not being used as a lasso or weapon.
 9. No playing in or around the bathrooms or between classrooms.
 10. Food is only allowed in the cafeteria. No begging for food from other students.
 11. No personal toys or electronics are allowed at school. The school is not responsible for the loss of personal toys or electronic items.
 12. Use equipment in an appropriate manner (slide down the slides, swing front to back on the swings)
 13. Do not play with baseball bats, baseballs, softballs, or Frisbees at recess.
- These items are for P.E.
14. Stay in the play areas. Avoid edges of the playground and fence areas. Do not play on the sidewalk in front of classrooms or between buildings. The restrooms are not an extension of the playground, so do not play any types of games at all in the restroom. There is to be no loitering.
 15. When the recess bell rings, line up where your teacher has instructed you to do so. Remember that no student is permitted to be in a classroom without an adult present. Do not take water bottles on the playground.
 16. In the cafeteria, no yelling, running, or begging food from other students. The

- food you bring is for you; do not share it with others.
17. All cell phones must be turned off and inside backpacks while on campus. No cell phones are allowed on the playground.

Pledge of Allegiance

Students in the school district shall recite the pledge of allegiance to the flag of the United States of America each morning. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Please contact the principal for additional information.

Report Cards and Conferences

Report cards will be prepared at the end of each trimester. Conferences are required during the middle of the first trimester. At that time you will receive information about your child's progress in class. Conferences are an opportunity for the teacher to explain the social and educational progress of your child and answer any questions you may have concerning your child's school experiences. You may be called in for conferences during the year other than at this time. Close communication between home and school is important for the success of your child.

Student Success Team (SST)

When concerns arise about the academic or social growth of a student, special teams convene with the parent to meet and discuss strategies and solutions. Retention or promotion may also be discussed at these meetings. Responsibility for the decision to retain or promote rests with the school personnel. Parents and students shall be included in an advisory capacity.

Suspension and Expulsion Education Code 48900

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverages, or intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.

- e. Committed or attempted or attempted to commit robbery or extortion.
 - f. Caused or attempted to cause damage to school property or private property.
 - g. Stolen or attempted to steal school property or private property.
 - h. Possessed or used tobacco or any product containing tobacco or nicotine products.
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia.
 - k. Disrupted school activities, or willfully defied the valid authority of school personnel engaged in the performance of their duties.
 - l. Knowingly received stolen school property or private property.
 - m. Possessed an imitation firearm.
 - n. Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286,288a or 289 of the Penal code or committed a sexual battery as defined in Section 243.4 of the Penal code.
 - o. Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
 - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
 - s. Aided or abetted the infliction or attempted infliction of physical injury on another person.
- EC 48900.2 Committed sexual harassment (grades 4-12 only).
- EC 48900.3 Caused, attempted to cause, or participated in an act of hate violence (grades 4-12 only).
- EC 48900.4 Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils. (grades 4-12 only)
- EC 48900.7 Terrorist threats against school officials or school property, or both.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are not enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off campus.
4. During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities (Amend. Stats. 1989, Ch. 1306).

Telephone Use

Each classroom contains a telephone for the purpose of safety and better communication between parents and teachers. Students may only use phones when given permission by a staff member. We will not allow students to call home to make arrangements to visit a friend. These types of arrangements should be done prior to arriving at school. Student use of cell phones by students are prohibited.

Cell phones at School

We understand that communication between your child and you is important, especially after school is out. Students are allowed to bring cellphones to school; however, they will be required to turn off their cell phones once they enter our campus and place them inside their backpacks. Our number one focus during the day is to make sure our students are learning. If a student chooses not to turn off his/her cell phone or/and place it inside his/her backpack, they will receive an office referral and the parents(s) will be asked to pick up the cell phone. Ruth Brown staff is not responsible for losses or property damage.

Transportation Services

Transportation of pupils in the state of California is a privilege. The school district is not mandated to transport students. Therefore, the students must follow the rules of conduct to keep their privilege to ride. If your child is a bus rider, he/she will be expected to ride the bus daily unless you send a note to the teacher telling of a change in plans for that particular day. Each student is assigned a definite bus route. Pick up times, routes and specific buses may need to be changed during the year to accommodate new students. Every effort will be made to keep changes to a minimum. If your child does not ride the bus for three (3) days, the driver will not return until you have notified the transportation department.

Parent Responsibilities

1. Have your child at the bus stop 5 minutes before scheduled arrival time.
2. If you have a kindergarten student, a parent or a responsible adult must be at the bus stop when the child is delivered home.
3. Sign and return all misconduct citations. Students are not allowed to ride until the citation has been signed and returned.
4. You must provide transportation if your child misses the bus.
5. You are responsible for any acts of vandalism to the bus done by your child.
6. You are expected to cooperate with school officials regarding your child's behavior.
7. If your child rides the special education bus or you live in a remote area, you are responsible for notifying the transportation department if your child will not be riding the bus.

