

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.



Staff Handbook 2024-2025

Revised 08/01/2024

PVUSD District Vision

Palo Verde Unified School District will constantly seek to improve its culture of academic excellence. We expect every student to read, write and calculate competently. We expect every teacher to apply consistent standards, evaluate student performance accurately, and coach students with diligence and compassion. We expect every parent, student, and teacher to support the mutual quest for excellence. Educational progress can never happen without truth as its foundation, and it is to the wonderful truth of student potential and the challenging truth of student performance that we are unalterably committed.

Ruth Brown Mission Statement

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.

Ruth Brown Elementary School

Address: 241 North Seventh Street
Blythe, CA 92225

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

Office Staff Carolina Rodriguez, Secretary
crodriguez@pvusd.us Ext. 5101

Lindsey Stewart, Senior Clerk
lstewart@pvusd.us Ext. 5105

Diana Vibanco, Dropout Prevention Specialist
dvibanco@pvusd.us Ext. 5111

Cassie Gallegos, Nurse
cassie.gallegos@pvusd.us Ext. 5117

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

Bus Loading and Unloading East Barnard Street turnout
Bussing email student.transpotation@pvusd.us
Bussing phone number 760 922-1322
District Website <https://www.pvusd.us/>
School Website <https://www.rbes.pvusd.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

To call anywhere on campus or district, dial the 4-digit number you are trying to reach. To make an outside call, dial 9, 1, the area code and then the number you are trying to call.

Urgent emergencies only: call our office cell phone

(760) 790-7238

24 – 25 Classroom Telephone Directory

<u>GRADE</u>	<u>ROOM #</u>	<u>TEACHER</u>
TK	5019	Maricruz Yescas
K	5014	Kristin Fenster
K	5015	Christian Aguilar
K	5020	Michael Peters
1 st	5016	Jileene Sandoval
1 st	5017	Alicia Magadan
1 st	5018	Courtney Cale – Hurt
2 nd	5011	Nadia Moncrieffe
2 nd	5012	Lorena Tribby
2 nd	5013	Crystal Nunez
3 rd	5032	Alyssa Iriart
3 rd	5033	Jose Ortiz
3 rd	5034	Karla Phelps
4 th	5006	Laura Copple
4 th	5010	Larissa Dominguez
5 th	5001	Kylie Black
5 th	5007	Debbie Iriart
5 th	5030	Elizabeth Cervantes
6 th	5002	Leticia Lopez
6 th	5003	Sylvia Red-Smith
7 th	5004	Crystal Lester
7 th	5005	Alexandra Hood
8 th	5009	Stephanie Steffens
8 th	5008	Elizabeth Salio
Band	5025	Kaylene Pecora
Art	5025	Marlyn Ayala
SDC	5023	Luis Benvenuti
RSP	5024	Karen Martinez
RSP	5031	Melissa Woodruff
Life Skills	5021	Joanna Arnett
Life Skills	5022	Teresa Echeverria
BIT-TOSA	5103	Elena Navarro
Counselor	5109	Kim Santero
Secretary	5101	Carolina Rodriguez
Senior Clerk	5105	Lindsey Stewart
Dropout Prevention	5111	Diana Vibanco
Librarian	5115	Marianne John
Nurse	5117	Cassie Gallegos
	5120	Cafeteria

Ruth Brown
2024/2025
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>
TK/K	10:00-10:15 am 1:05-1:20 pm	11:20-12:00 pm
First Grade	10:00-10:15 am	11:35-12:15 pm
Second Grade	10:20-10:35 am	11:35-12:15 pm
Third Grade	10:20-10:35 am	11:50-12:30 pm
Fourth Grade	10:35-10:50 am	11:50-12:30 pm
Fifth Grade	10:35-10:50 am	12:05-12:45 pm
Sixth Grade	10:05-10:20 am	12:05-12:45 pm
Seventh Grade	10:05-10:20 am	12:20-1:00 pm
Eighth Grade	10:05-10:20 am	12:20-1:00 pm

Ruth Brown
2024/2025
Lunch-Recess Bell Schedule
Wednesdays

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

Rainy Day Schedule 2024-2025

*Should the administrator or designee call a rainy day schedule,
the following procedure will be followed.*

- Students must be picked up from the cafeteria at 8:00 am.
- Recesses will be held in the classrooms.
- Teachers will escort their classes to the cafeteria and then pick them up from the cafeteria and escort them back to their classrooms.

<u>M, T, TH, F</u>	<u>Grade</u>	<u>Wednesday</u>
11:20-11:50 am	TK/K	10:20-10:50 am
11:35-12:05 pm	First Grade	10:35-11:05 am
11:35-12:05 pm	Second Grade	10:35-11:05 am
11:50-12:20 pm	Third Grade	10:50-11:20 am
11:50-12:20 pm	Fourth Grade	10:50-11:20 am
12:05-12:35 pm	Fifth Grade	11:05-11:35 am
12:05-12:35 pm	Sixth Grade	11:05-11:35 am
12:20-12:50 pm	Seventh Grade	11:20-11:50 am
12:20-12:50 pm	Eighth Grade	11:20-11:50 am

ACCESS TO ADMINISTRATION

Please be aware that I review emails once daily and do not do so over weekends. I aim to respond within 24 hours (excluding weekends). This allows me, as the principal, uninterrupted time on campus to ensure the best learning environment for our students. For urgent matters, please contact our school secretary who monitors my emails and phone calls.

crodriguez@pvusd.us

Extension 5101

TEACHERS' ABSENCES

Enter your absences on Frontline. To secure a substitute teacher, place your absence in Frontline by 6:00 a.m. Be sure to furnish the substitute with clear and definite lesson plans. Please leave your lesson plans in an obvious place containing the following:

1. Seating chart
2. Your daily schedule including duties
3. Location of books, equipment needed, breakfast/lunch sheets, etc.
4. All copies of work students are expected to complete. The office is not responsible for making copies for you while you are out.
5. General expectations and classroom rules
6. List of students with medical needs
7. Name and location of a colleague who might help a substitute teacher

Due to the shortage of substitute teachers, you are also responsible to leave packets ready in case your class gets split. 6th, 7th and 8th grade teachers: your packet needs to include work for all subjects and not just the subject area(s) you teach.

Please have an emergency packet available in case your absence is a last minute emergency that impedes you to complete lesson plans for the substitute teacher.

TEACHERS ARRIVAL AND DEPARTURE

TEACHERS HOURS ARE 7:50 A.M-3:20 P.M.

Please greet students as they enter our school and classrooms. Classrooms/students must not be ever left unattended. If it is necessary to leave before your scheduled time, the principal must approve it first. You may arrive as early as 6:00am and leave no later than 10:00pm. Make sure your classroom door and gate are locked before you leave.

STUDENTS ASSEMBLIES

Assemblies are a regular scheduled part of the curriculum and as such are designed to be educational as well as an entertaining experience. Assemblies are conducted on Wednesdays from 8:30 am to 8:45 am. Teachers are to escort their individual classes to the assembly in the cafeteria. All teachers should be seated with their classes and help each other supervise all students. All teachers are required to attend assemblies. All assemblies are on your calendar. The names of students receiving awards at the assemblies must be turned into the office a week prior to your scheduled grade level assembly. The classroom teacher is responsible to inform parents if their child is receiving an award.

STUDENTS' ATTENDANCE RECORDS

Report your students' absentees each morning by 9:00 a.m. If there are any issues with Aeries, please contact Lindsey Stewart at Ext. #5105 or email: lindsey.stewart@pvusd.us, or Diana Vibanco at Ext. #5111 or email: diana.vibanco@pvusd.us . Students arriving late to school must report to the office with an adult listed on their contact list. Please make sure they have checked in at the office and that they have a tardy slip when they report to class.

If any of your students bring a note from home explaining their absence, please send the note to the office. When a student shows excessive absences or exhibits a pattern of chronic absences, parents should be contacted and/or the office notified. Please contact our Dropout Prevention Specialist Diana at extension 5111 or email her at diana.vibanco@pvusd.us .

Students who must leave school during the school hours must be signed out through the office. Do not let parents/relatives take students from your classroom. For safety reasons, messages will not be taken over the phone for students. A parent or guardian must come into the office in person for messages to be delivered.

BUILDINGS/CLASSROOMS

When staff members note that equipment/building is damaged, either by intention or accident, they shall report it to the school secretary immediately. If the item damaged, either by intention or accident, is a book or chromebook, please report the incident immediately to the school librarian Marianne at extension 5115 or email her at marianne.john@pvusd.us .

HOUSEKEEPING

Teachers should see to it that all unnecessary litter and paper is removed from floors and desks. Classroom maintenance is and must be a joint effort involving students, teachers, custodians and administration. If a repair is needed, complete a work order with the school secretary. Our district works on work order tickets that are assigned to a maintenance employee. Please do not stop maintenance or technology employees from doing something for your classroom without following the work order process.

DUTIES

Be sure to be at your designated duty on time. Make sure you are wearing a bright colored vest. Stay off your cell phone and/or visit with students or colleagues when on duty.

All students must be supervised at all times. Do not leave your students in a classroom, outside the classroom, or in any location on campus without supervision. When students are sent to the office, bathroom, library, or any other location on campus, they must have a pass or note.

STAFF INDUSTRIAL INJURIES

You must report work injuries immediately to the School Secretary, even if you feel great and it seems minor to you. See the School Secretary for the necessary forms.

PLC MEETINGS

PLC's are conducted weekly from 12:45 pm to 1:45 pm on campus.

CUMULATIVE FOLDERS/STUDENTS RECORDS

Cumulative Folders (Student Records) are located in the office. You may also find student information in Aeries. Cumulative Folders should never be taken out of the office.

SUPPLIES

Teachers are to order supplies that are needed for the classroom. Order your supplies/materials well in advance of the time you need them. You will need to notify our secretary Carolina Rodriguez if you want to place an order.

ADMINISTERING MEDICATION TO STUDENTS

Students are not allowed to bring medication to school without going through proper procedures, which include the doctor filling out a form (obtained from our nurse) and bringing the medication properly labeled with that form to the nurse. The nurse must verify and approve a student taking medication. Students should never have medication in his/her possession without prior approval. All approved medication is stored under lock and key.

PVUSD TOBACCO FREE SCHOOL POLICY

In accordance with state and federal law, smoking is prohibited in all District facilities and vehicles. The Governing Board further prohibits the use of tobacco products at all times on District Grounds. This prohibition applies to all employees, students, visitors, and other persons at any activity or athletic event on property owned, leased, or rented by or from the District. Pursuant to 20 U.S.C. 6083, Labor Code 6404.5, Health and Safety Code 24167, Education Code 48901

STAFF ROOM, MICROWAVE, REFRIGERATOR

These are for your convenience, enjoyment and use. Please keep the equipment clean. Everyone is responsible for cleaning up after his/herself. Students are not allowed in the staff room for any reason. You may not have your own personal microwave/refrigerator in your classroom.

MANDATED REPORTER

All staff, Certificated and Classified (which includes Instructional Aides, Custodians, Clerical, etc.) are required by law to report suspected child abuse which includes but not limited to: Physical, Physical Neglect, Sexual Abuse, and Emotional Maltreatment. Child abuse must be reported within 24 hours by the first person to observe and/or to suspect the abuse. CPS phone number to make a report: 1-800-442-4918. You may complete the form online by visiting <https://rivcodpss.org/report-abuse>

STAFF PERSONAL ITEMS IN CLASSROOMS

Personal refrigerators, microwaves, plug-in air fresheners, and candles are not allowed in classrooms. You may not have any bean bags or fabric looking pillows.

STAFF IDENTIFICATION BADGES

All employees are required to wear their identification badges at all times. If you do not have one, please contact our school secretary.

ANNOUNCEMENTS

Announcements or shout outs made during the morning announcements, please place the messages inside the basket located next to the intercom in the office.

CONFIDENTIALITY

All Ruth Brown personnel are required to keep all confidential matters pertaining to students and staff within the confines of the educational institution. Do not share information about a student with another student or any other person other than the student's parent. A breach of confidentiality regarding the school setting may result in disciplinary action.

EMAIL

To email all classified employees use RuthBrown-Staff@pvusd.us

To email all certificated employees use RuthBrown-Teachers@pvusd.us

To email PBIS committee use ruthbrown-pbis@pvusd.us

To email Paraeducators use ruthbrownparaeducator@pvusd.us

To email our PTO use ruthbrownparentclub@gmail.com

Check your email throughout the day for important messages sent by the office.

TEACHERS/PARENTS CORRESPONDENCE

Letters sent home to parents must have a copy provided to the principal to be approved before distribution to students. If you are having something special, that has for some reason not been calendared and parents could call and inquire about it; please email all of the clerical staff (Lindsey, Diana, Carolina) so they can answer telephone inquiries intelligently. If you send out forms that need to be returned to you, please note at the bottom of the form where the form should go and inform the clerical staff. A copy of a class note/letter should be given to the secretary.

STAFF MAIL BOXES

The mail boxes are located in the lounge. Please check your mailbox daily. Do not send students to pick up your mail, as the mail boxes may contain confidential information.

CLASSROOM TELEPHONES

Students are not allowed to use the classroom phone to call home to make lunch arrangements or pick up arrangements. Do not call home to notify parents that their student is not feeling well or that he/she is hurt and that they need to be picked up. Our nurse is the only one who can assess the students and can make arrangements with the parents if necessary.

MESSAGES OVER THE PHONE

Ruth Brown Elementary may not accept phone calls for bus changes or pick-ups. We must receive written notification and parent/guardian signature for all transportation changes. Please include the date and classroom teacher's name on all notes.

STAFF DRESS CODE

It is imperative that Ruth Brown Elementary School staff look professional and dress accordingly. Educators are professionals and should dress accordingly. Your dress should reflect or exceed the standards outlined for students. There is not a formal dress code for teachers/staff.

STAFF KEYS

Keys are a vital issue as always; do not lend your keys to anyone, especially students. If they need to have access to your room, accompany them. All keys must be returned on the last contract day. Only the employee that the keys are checked out to are to be in possession of the keys. Do not give your keys to non-employees. Such as: spouses, family members, friends, parents, students, etc.

TEACHERS' CLASSROOM HOURS

You may be working in your classroom not earlier than 6:00 am and no later than 10:00 pm. This includes weekends. You are responsible for locking everything up.

STUDENTS' ARRIVAL/DEPARTURE

- All grades may enter our campus through the back gate on 5th St. or the front gate next to our office.
- All bus riders: enter and exit using our gate on Barnard St.
- TK/K/1st/2nd grade students: exit our campus through the back gate on 5th St.
- 3rd/4th/5th grade students: exit our campus through the front of our school using the gate next to our office.
- 6th/7th/8th grade students: exit our campus through the gates facing 7th St. closest to our transportation department.
- SDC/Life Skills students: enter and exit our campus through the gate next to room 22. Make sure to pull forward and to not block the parking lot entrance.
- If you have several students that you are dropping off/picking up, you can just make one stop using your youngest child's designated gate.

STUDENTS' DRESS CODE

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The following dress and grooming guidelines shall apply to all school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times. (Shoes are defined as a foot cover which has a sole.)
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 may not be sprayed by any coloring that would drip when wet.
6. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited. (Boys - undershirt must be covered with outer shirt) (Girls - tops must be worn with an undershirt or camisole).
7. Hats, caps, and other head coverings shall not be worn indoors, and will contain no signs with double meanings.
8. Tattoos must be covered at all times during school and school activities.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities (Activity days, hat day, pajama day, cheerleading uniforms, dances, etc.), physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

For the Boys:

1. Pants or shorts too large for the individual will not be worn. (Waistband must not fall below the hips.) The fullness of the pants must not interfere with normal school activities and they must be clean and neat at all times.
2. All underwear must be completely covered by outer clothes (i.e. no exposure of boxer shorts or undershirts).
3. Belts must be round the waistband of the garment (not hanging down).

For the Girls:

1. All underwear must be completely covered by outer clothes. Fishnet or see-through clothing must have an undershirt or camisole.
2. No halter tops.
3. No off-the-shoulder or low cut tops.
4. No tube tops.
5. No blouses, tops, or dresses with spaghetti straps.
6. No bare midriffs (tops must be long enough to reach the top of the waistband)
7. 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. The shorts are acceptable as long as undergarments or private areas do not show when worn.

Styles of clothing may vary from school to school, and may change from year to year.

Consequently, prior to disallowing the wearing or displaying of the aforementioned clothing, the school reserves the right to make the determination that particular styles may, in fact, disrupt the educational environment.

The administration retains the sole discretion to make the final determination whether clothing, jewelry, accessories and/or appearance are consistent with the regulation. However, all school certificated and classified personnel shall be responsible for reporting violations of the dress code.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

STUDENTS AND STAFF BEHAVIOR EXPECTATIONS

At Ruth Brown Elementary School, our school's standards for behavior are:

- Be Safe**
- Be Respectful**
- Be Responsible**

Our goal is to use positive feedback (reinforcement and acknowledgement) when students follow the rules, and corrective feedback (re-teaching and negative consequences) when they are not following the rules. We want to use rule violations as an opportunity to teach correct behavior and increase students' possible appropriate responses.

PARENTS 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. Parents need to schedule conferences with their 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 at least 48 hours in advance. 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 be required to go through the volunteer paperwork process.

BREAKFAST AND LUNCH

We ask that drinks and snacks parents send from home be as nutritious as possible. Classrooms will not be interrupted to inform the students that their lunch is waiting in the office. Parents may only bring food/drinks to their own child following our district's student wellness policy 5030. We will not be accepting any food or drinks that don't follow our district's Student Wellness Policy 5030. We will not be accepting food delivered by outside vendors such as DoorDash or Uber Eats. This applies to students and staff both.

Nutritional Guidelines for Food Available at School

- *For all foods and beverages available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1758, 1766, 1773, and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)*
- *The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:
5. Extent to which other foods and beverages that are available on campus during the school day, such as foods and beverages for classroom parties, school celebrations, and rewards/incentives, comply with nutrition standards.*
- *To reinforce the district's nutrition education program, the Board requests no outside food be brought to share with other students.*

BIRTHDAY PARTIES

State law requires us to have specific minutes of instruction for the year. We will not be celebrating birthday parties in the classroom. Please do not make special arrangements with the parents, our office staff will not accept any food or balloons to be delivered to your classroom as it creates a huge disruption. Parents may drop off in the office a special birthday announcement that will be read over the intercom during morning announcements or they may send goodie bags with their child that contain non-food items.

ATTENDANCE AND DISCIPLINE

Procedures for Annual Notification of Teachers

Education Code 49079

Students who have been suspended are identified by an asterisk (*) printed next to their name on the teacher's roster. The asterisk automatically appears when a student suspension date is entered into the box in Aeries.

Administrators may ask that teachers make an appointment to review suspension information about their student.

Any information received pursuant to Education Code 49079 is received in confidence and shall not be further disseminated by the teacher.

VOLUNTEER POLICY

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 three (3) days or more, you may contact the Dropout Prevention Specialist, Diana Vibanco, 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

For safety reasons, messages will not be taken over the phone for students. A parent or guardian must come into the office in person for messages to be delivered.

LOST AND FOUND

Articles found should be taken to the lost and found area in the office. 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 books, Chromebooks, or textbooks lost or damaged must be paid for.

PERSONAL ITEMS

Please have your child leave all personal items (toys, earbuds, balls, electronic devices, trading cards, etc.) at home. The school is not responsible for any items brought to school and the teacher/staff will not spend valuable learning time investigating lost or stolen items. Earbuds are not allowed.

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. For any questions please call our nurse at extension 5117.

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 your grade level designated gate not earlier than 7:30 am.

- You must put your belongings by your classroom door and go directly to the playground or cafeteria.
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 or non nutritional food/drinks to school.
 7. On the playground, listen to the playground supervisors. Respect the adults on campus.
 8. Playground stations:
 - Stay in your designated station and only use games located at that station. You may not go from station to station. Return all items to the station's central basket when finished playing.
 9. No playing in or around the bathrooms or between classrooms.
 10. Food is only allowed in the cafeteria or assigned snack tables. No begging for food from other students. No sharing.
 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. 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.
 14. When the recess is over, 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.
 15. In the cafeteria, no yelling, running, or begging for food from other students. The food you bring is for you; do not share it with others. No fast food or unhealthy drinks will be allowed.
 16. All cell phones and smart watches must be turned off and inside backpacks while on campus.

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. Parent/Teacher Conferences are

scheduled for 10/2, 10/3, and 10/4. A second round of conferences are scheduled for 1/23 and 1/24. 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 to 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.

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, to bring them lunch, or to be picked up early. These types of arrangements should be done prior to arriving at school. Student use of cell phones and/or smart watches by students on our campus is prohibited.

CELL PHONES/SMART WATCHES AT SCHOOL

We understand that communication between your child and you is important, especially after school is out. Students are allowed to bring cellphones/smart watches to school; however, they will be required to turn them off 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 follow our cell phone/smart watch expectation, they will receive a warning and the parents(s) will be asked to pick up the cell phone/smart watch. 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 personally come to our office to tell us 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.

SCHOOL BOARD POLICY

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their assigned bus stop five minutes before the scheduled arrival time

and stand in a safe place to wait quietly for the bus.

3. Riders shall enter the bus in an orderly manner and go directly to their seats. Students may be assigned seats by the school bus driver.

4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects.

5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.

6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.

7. Any noise or behavior that could distract the driver, such as loud talking, horseplay or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.

8. Riders shall not use tobacco products, eat, or drink while riding the bus.

9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.

10. Riders shall not put any part of the body out of the window nor throw any item from the bus.

11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)

13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.

14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal, or designee.

Transportation Discipline Procedures

Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus, in clear view at the bus stop, or being escorted across a street or highway. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The goal of discipline is to achieve a change in student behavior. Administratively the driver and

the school principal may use a variety of interventions to gain safe and appropriate student behavior. If the behavior on either the first incident or repeated incidents endangers the students, driver and/or bus, the loss of privilege to ride the bus will be immediately enforced upon notification to parents/guardians by the school principal or designee.

Discipline Plan - Possible Consequences for Misconduct could include:

- Warning
- Student Conference
- Parent/ Student Conference
- Progressive days of riding suspensions

Examples of Inappropriate Behavior

1. Boisterous behavior (loud talking, whistling, yelling)
2. Insubordination (refusing to obey the driver)
3. Profanity, vulgarity, obscene name-calling or gestures directed at anyone
4. Not remaining seated while the bus is in motion
5. Arms or body exposed outside windows
6. Throwing objects inside or out of the bus
7. Deliberately getting off the bus at an inappropriate stop
8. Hitting or fighting
9. Unsafe loading or unloading procedures and/or exiting the bus inappropriately (i.e. through emergency doors/ windows in a nonemergency).
10. Defacing of school property, public or private property on the school bus or at a school bus stop.
11. Exiting the bus inappropriately (i.e., through emergency doors/windows in nonemergency)
12. Threatening the driver in any manner
13. Smoking and/or lighting matches or a lighter on the bus
14. Riding bus after receiving a no ride penalty
15. Unauthorized opening, closing, or tampering of any kind with bus doors, radio, or bus controls

The parent/guardian and school principal will be involved in actions that result in any suspension of transportation privileges.

Parental Responsibilities

1. Have your child at the bus stop five minutes before scheduled arrival time.

2. If you have a Head Start, Transitional Kindergarten, or Kindergarten student, a parent or a responsible ADULT must be at the bus stop when the child is delivered home.
3. Sign and return any Misconduct Citations, and attend any parent/guardian conferences regarding student misbehavior.
4. If a student misses the bus, whether in the a.m. or in the p.m., the parent/guardian is responsible for the child's transportation.
5. The parent/guardian of any minor student shall be held liable for any acts of vandalism to the bus.
6. Parents/guardians of children who ride the Special Education Bus or live in a remote area are responsible for notifying the Transportation Department when their child will not be riding the bus. If your child does not ride the bus for three days the driver will not return until you have notified the Transportation Office.

Transportation for Students with Disabilities

Transportation for students with disabilities shall be provided in accordance with a student's Individualized Education Program (IEP) or Section 504 accommodation plan. If a disabled student is excluded from school bus transportation, the district shall provide alternative transportation at no cost to the student or parent/ guardian provided that transportation is specified in the student's IEP.

Guide dogs, signal dogs, and service dogs trained to provide assistance to disabled persons may be transported in a school bus when accompanied by disabled students, disabled teachers, or persons training the dogs.

Bus Surveillance Systems

The Superintendent or designee shall monitor the use and maintenance of the district's bus surveillance system. Students are prohibited from tampering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

Camera supports may be installed in all buses. Cameras may be rotated among the buses and activated at the discretion of the Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the district's policy and administrative regulation concerning student records.

SUSPENSION AND EXPULSION EDUCATION CODE 48900

CAUSES FOR SUSPENSION AND/OR EXPULSION

(CALIF ED. CODE 48900)

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means 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 or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 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 a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 Additional grounds for suspension or expulsion; Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5

The conduct described in Education Code Section 48900.2 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon individuals' academic performance or to create an intimidating, hostile, or offensive education environment.

48900.3 Hate Violence

In addition to the reasons specified in Sections 48900 and 488900.2, a pupil in any grade 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate, violence, as defined in subdivision (e) of Section 33032.5

48900.4 Additional grounds for suspension or expulsion; Harassment, threats, or intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.6 Community Service on school grounds during non-school hours; alternative disciplinary action

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, at his or her discretion, may require a student to perform community service on school grounds during nonschool hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instances where suspension or expulsion is required by this article.

48905 Injury or damage to person or property of school district employee; willful misconduct or pupil; request for legal action by school district

An employee of a school district whose person or property is injured or damaged by the willful misconduct of a pupil who attends school in such district, when the employee or the employee's property is (1) located on property owned by the district, (2) being transported to or from an activity sponsored by the district or a school within the district, (3) present at an activity sponsored by such district or school, or (4) otherwise injured or damaged in retaliation for acts willfully undertaken by the employee in execution of the employee's duties, may request the school district to pursue legal action against the pupil who caused the injury or damage, or the pupil's parent or guardian pursuant to Section 48904.

WHILE A STUDENT IS ON SUSPENSION, THE STUDENT MUST BE UNDER ADULT SUPERVISION DURING SCHOOL HOURS. THE STUDENT WILL NOT BE PERMITTED ON CAMPUS NOR BE PERMITTED TO PARTICIPATE IN OR ATTEND ANY SCHOOL ACTIVITIES. STUDENTS VIOLATING THESE RULES ARE SUBJECT TO ARREST FOR TRESPASSING.

UPDATES TO OUR HANDBOOK 2024-2025

SETTING UP YOUR CLASSROOM

- LED/Colorful decorative lights (like twinkle lights) can only be used around bulletin boards, whiteboards, windows, around the perimeter of the classrooms or to highlight learning activities. They need to be turned off daily before you go home.
- Air fresheners/candles/wax melts/essential oils are not permitted in classrooms. If your classroom needs an air freshener, please place a work order with our school secretary and one will be provided for you.
- At least one set of overhead lights need to be on when students are present. Do not leave your classroom with all lights turned off.
- Classrooms need to be free of clutter. If you do not have proper storage please let us know so we can support you.
- Only the bottom portion of your windows can be covered leaving a portion uncovered for safety. You may not cover the whole entire window.
- Cleaning supplies may not be accessible to students. They need to be placed in a locked cabinet.

FOOD ON CAMPUS

We will not be accepting food delivered to students or staff by outside vendors such as DoorDash or Uber Eats. If you would like something delivered to you by an outside vendor, please meet them outside our campus.

CHANGES IN THE OFFICE

My office is now our school secretary's office. If you need to meet with me, please let her know and she will set up a meeting. Keep in mind that Carolina has access to my emails so she should be able to answer any questions you may have if she knows the answer. You may also contact her at extension 5101 but emails would be preferable as she may not be at her desk when you call. If it is an absolute emergency, please do not hesitate to call our office cell phone at **(760) 790-7238**.

NEW DISTRICT POLICY

Children in the Workplace - Employees are not permitted to bring children to work to supervise them or have them perform employee duties. In addition to this being a potential safety concern, the community may take a dim view of school employees using school property and time to supervise their own children or leave them unsupervised when there is no site supervision for students. This type of conduct is a violation of District safety practices.

Conditions of Classrooms and Offices

Classrooms - Teachers and paraeducators are responsible for the condition of the classroom and the equipment at all times. Prior to the close of school at the end of the day, teachers will hold students responsible for leaving the room clear of the clutter of paper, textbooks, and other items of classroom use. Your principal will give you specific instructions for your classroom. If more than one teacher uses a classroom, this becomes the responsibility of all teachers using the room. On leaving the room for the day, teachers are responsible for closing and locking all doors and windows.

All teachers have keys to the building, gates and their own rooms. They are privileged to use their own rooms at any time between 6:00 a.m. and 10:00 p.m. if the rooms are not otherwise assigned, but they are responsible for the locking of all doors and windows after the rooms are used. If teachers wish to be on campus during a nonschool day, they must email their supervisor.

The buildings are community assets. Any modifications to the buildings must have authorization from the principal and their administrator and the Facilities, Maintenance and Operations Department. These guidelines apply to any employee working in offices and other locations.

All PVUSD Classrooms and Offices

PVUSD wants to reduce its exposure to risk and liability. No personal appliances (such as: coffee pot, refrigerator, Keurig, microwave, hot plate, etc.) may be brought into site classrooms and offices where students may be present.

In addition, no personal furniture may be brought into a district facility without administrative approval.

