



Family Handbook 2019-2020

WELCOME

Dear Roberts Ferry School Family,

Welcome to the 2019-2020 school year! This Family Handbook contains very important information for you and your child(ren). Please take the time to carefully review this handbook and share its important information with your children. If you have any questions feel free to call the school office at 874-2331 or e-mail amanley@robertsferry.k12.ca.us.

SCHOOL CONTACT INFORMATION

Roberts Ferry Elementary School
101 Roberts Ferry Road
Waterford, CA 95386

Telephone – (209) 874-2331
Fax – (209) 874-4625
Website – www.robertsferry.k12.ca.us

SCHOOL HOURS

Regular Schedule: 8am-2:25pm
Minimum Day Schedule: 8am-12:25pm
Office Schedule: 7:30am-4pm (3:30pm on Fridays)
Before School Program: starts at 6:30am
After School Program: ends at 6pm

ROBERTS FERRY ELEMENTARY SCHOOL DISTRICT STAFF

Mr. Bob Loretelli, Superintendent/Principal
Mrs. Alexis Manley, District/School Secretary
Mrs. Kelly Thompson, Transitional Kindergarten/Kindergarten Teacher
Mrs. Alex Cavanaugh, First Grade
Mrs. Elly Velting, Second Grade Teacher
Mrs. Amanda Arnold, Third Grade Teacher
Ms. Brittany Koppinger, Fourth Grade Teacher
Mrs. Kelly Boere, Fifth Grade Teacher
Ms. Lupe Castillon, Sixth Grade Teacher
Mr. Matthew Hertwig Seventh/Eighth Grade Teacher
Mrs. Beth Haar, Seventh/Eighth Grade Teacher
Mrs. Marilyn Baba, Cafeteria Manager
Mrs. Jeannine Haley, Kindergarten Instructional Aide
Mrs. Diana Dorton, Second/Third Grade Instr. Aide, Before School Instr. Aide
Mrs. Maria Machuca, Bilingual Instructional Aide
Mrs. Kelly Goodwin, First Grade Instructional Aide
Miss. Emily Radza, After School Program Instructional Aide
Miss Alondra Araiza, After School Program Instructional Aide
Mr. Matthew Finneman, Bus Driver and Groundskeeper
Mrs. Martha “Olivia” Rayas, Custodian
Mrs. Diane Noon, Resource Specialist
Ms. Bonnie Hyman, Resource Instructional Aide
Mrs. Michelle Chipponeri, Speech Teacher
Mrs. Marilyn Glinskas, School Nurse

ROBERTS FERRY ELEMENTARY SCHOOL DISTRICT BOARD OF TRUSTEES

Mrs. Jaime Burroughs, President
Mrs. Marlene Erickson, Clerk
Mr. Paul Ichord, Member
Mrs. Pat Rogers, Member
Mr. Brent Stout, Member

Attendance:

Please call the office at 874-2331 or email amanley@robertsferry.k12.ca.us, preferably by 9am, on the morning of your child's absence. If your child is absent for more than a day, please continue to notify the office each morning. We ask that your child be fever-free for 24 hours before returning to school. Track your child's attendance by checking the parent portal of PowerSchool, linked on the parents tab of our website. Contact the office if you do not remember your username and password. If your child is tardy they must check-in at the office before going to class.

Tardiness:

If your child arrives after 8am they are tardy and must check-in at the office for a tardy slip before going to class.

Truancy:

- Students will be at school on time every day unless they have a verifiable illness or other excusable reason.
- After the 3rd unverified/unexcused absence or 3rd unexcused tardy, a truancy/excessive absenteeism letter will be sent home informing you of the California EdCode requirements about compulsory school attendance.
- After the 6th unverified/unexcused absence or 6th unexcused tardy, a second truancy/excessive absenteeism letter will be sent home and a conference will be set up with an administrator to discuss a solution to your child's excessive absences.
- After the 9th unverified/unexcused absence or unexcused tardy, a meeting will be set up with the School Attendance Review Team (SART) or an immediate referral to the Stanislaus Attendance Review Board (SARB) will be made.
- Subsequent unverified/unexcused absences or unexcused tardies may result in a Stanislaus SARB referral.
- Students who are chronically absent, yet have been excused by parents due to "appointments", "illness" or other reasons, may also be required to meet with the school administrator. These students may also be referred to the district SART and/or county SARB on a case-by-case basis.
- After the 8th parent-verified absence (not including official doctor's documentation or funeral), an excessive absenteeism letter will be sent home informing you of the school's concern about your child's attendance. After the 15th parent-verified absence (not including official doctor's documentation or funeral), a second excessive absenteeism letter will be sent home and a conference will be set up with an administrator to discuss a solution to your child's excessive absences.
- Out-of-district students who are chronically absent/tardy will be requested to return to their district-of-residence school. In-district students who are chronically absent/tardy will be referred to SARB.

*Excused Absence. A pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during the school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Election Code.
9. Absence for Religious Purposes. A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises for four or fewer days per month, provided the pupil attends school at least the minimum day for his/her grade Attendance at religious retreats shall not exceed 4 hours per semester. (E.C. 46014).

Independent Study:

Independent Study is available for K-5th grade students who are absent for a minimum of 5 days, and 6th-8th grade students who are absent for one or more days, provided that a request is made prior to the first day of the absence. Students whose absences are excused under an Independent Study Agreement will be counted as present by the State for purposes of school funding. Please fill out an Independent Study form in the office as soon as you are aware that your child will not be in school so that teachers are given adequate time to prepare work.

Student Cell Phones on Campus/Bus

Student cell phones are allowed to be carried on campus/bus with the following stipulations:

1. Should a student carry a cell phone on campus/bus, the cell phone must remain off between the hours of 6:30 a.m. and 6:00 p.m.
2. Should special circumstances arise, student cell phones may be used only with special permission of the School Administrator or teacher.

Consequences:

1. Should a student have a cell phone in sight on campus between the hours of 6:30 a.m. to 6:00 p.m., the cell phone will be confiscated and given to the student upon leaving campus.
2. Upon a second confiscation, the cell phone will be secured and a parent will need to retrieve it.
3. Upon a third confiscation, they will receive a detention and their cell phone will no longer be allowed at school.

Bus Conduct

Section 14263 of the State Board of Education regulations governing pupil transportation states: Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in-route between home and school or another destination.

The following rules have been established by the Roberts Ferry School District Board of Trustees. It is very important for each rider to be familiar with and to understand each rule. Please review the rules with your child.

1. Leave home in time to allow yourself plenty of time to arrive at the bus stop before the bus arrives.
2. Remain seated until the bus comes to a complete stop.
3. Once seated on the bus, do not change seats without permission from the bus driver.
4. Sit upright and remain seated when the bus is in motion.
5. Windows are allowed only halfway down; head, arms, legs are not to be in the window opening.
6. Aisle and back window areas are to be kept clear. (13CCR12163)
7. The bus is to be kept clean and treated respectfully; food (including gum, candy, snacks, or seeds) and drinks are not to be eaten on the bus by any passengers (this includes both students and parents on field trips).
8. Do not tamper with or remove any equipment from the bus.
9. Refrain from talking loudly and making loud noises.
10. Headphones or devices that diminish the ability of passengers to hear the bus driver are not permitted.
11. Fighting on the bus will be an automatic denial for bus privilege for three (3) days and could result in a school suspension.
12. Follow the directions of the bus driver promptly and willingly without making negative or unnecessary comments.

If a student breaks the rules the driver may give him/her a citation which must be signed by the principal and the parent/guardian. A child may lose his/her bus privileges for repeatedly breaking the rules. Some consequences for repeated offenses are:

1st Citation	Verbal warning by the principal
2nd Citation	Restricted from the bus for three (3) days
3rd Citation	Restricted from the bus for five (5) days
4th Citation	Permanent restriction from the bus

Foggy Day Bus Schedule

In the event of heavy fog in our area, we will notify you via an All-Call phone message. Should fog conditions make it necessary to delay our school bus, we will announce a delay of at least one hour in the morning pickup schedule. For example: If your child is picked up at 6:50 a.m. on a regular day he/she will be picked up at 7:50 a.m., one hour later. A two hour delay would move the pickup time to 8:50 a.m., as the bus would leave RFS two hours later than normal.

Dress Code:

The Roberts Ferry School District Governing Board believes that the development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. Pupil conduct with respect to dress, grooming,

makeup application and appearance that disrupts or distracts from the educational process or offsets the health and/or safety of individuals shall be prohibited. Ca Ed Code: 48900

In accordance with this policy, the following regulations apply at Roberts Ferry School:

1. Shoes are to be worn at all times; sandals are to have a back-strap and closed-toed shoes are to be worn for Physical Education/Sports. Shoes with a heel are not appropriate for school.
2. Hats are not allowed inside; hats outside must be worn with the bill facing forward.
3. Hair length and unnatural hair color shall not interfere with the education for the students or others.
4. Excessive makeup that draws unusual attention to an individual pupil is not allowed.
5. Straps for tops must be a minimum two-inches wide. Half-shirts, spaghetti straps, halter, racer-back, transparent, or tube tops, visible under-garments, or revealing clothing is not allowed.
6. Shorts, skirts, and dresses must have a minimum five-inch inseam (except sports uniforms).
7. Pants must be worn at the waistline and must be able to stay up without a belt. Belts must be worn in the belt loops.
8. Crude or vulgar printing or pictures (i.e. those depicting drug, tobacco, alcoholic beverages, or those that are sexually suggestive) are not acceptable.
9. Clothing or paraphernalia depicting gang involvement or any types of gang names or symbols verified by juvenile authorities are not allowed on campus, including bandanas.
10. Lip rings, nose rings, eyebrow piercings, and other visible piercings will be requested to be removed due to being a potential safety hazard and distraction to the educational process.
11. Jewelry or accessories that are a potential safety hazard and a distraction to the educational process will be removed.

Technology Agreement

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Playground and Non-Classroom Area Rules

All students are expected to conduct themselves with self-control and respect for others while at school. Students who misbehave while outside the classroom are subject to their classroom discipline plan. Yard duty supervisors will communicate misbehavior with the classroom teacher for appropriate consequences. Any additional rules and/or directions given by a supervisor are to be followed at all times.

1. All students will show RESPECT to all adults, other students, and all property.
2. Students will use appropriate language at all times and be considerate of others feelings.
3. Students will keep their hands, feet, and objects to themselves.
4. All students are expected to use common sense and follow the school rules.
 - a. Students will walk in corridors/designated areas.
 - b. Students will not loiter around bathrooms and drinking fountains.
 - c. Students will run and play ball in designated areas only.
 - d. Students will use equipment [balls, jump ropes, hula-hoops, etc.] as intended.
 - e. No playing with balls after bells or in line [balls should be left in designated area: ball bins on upper blacktop]
 - f. No tag on the blacktop. Tag only on the grassy area.
 - g. No jumping from playground equipment.
 - h. No playing out of sight of the supervisor.
 - i. No closed games unless closed by the supervisor.
 - j. Eating allowed only in designated areas.

Before School Program

Our FREE Before School Program begins every school day at 6:30am. Students who live in La Grange and take the bus to school participate in the program. Enrollment packets are available in the school office.

After School Program

Our FREE After School Program begins every school day at 2:25pm (12:25pm on Minimum Days) and ends at 6pm. A snack is included in this free program. Students who take the bus to La Grange participate in the program until the bus comes to pick them up. Enrollment packets are available in the school office.

Meal Payment Process

Breakfast and Lunch are available for students daily. Full-price for Breakfast is \$1.35, full-price for Lunch is \$2.35; a separate or additional milk/chocolate milk/orange juice is \$0.35 (.10 cent increase from 2018-2019). Payment in cash or check (made payable to Roberts Ferry School) is due to the school office; payment in advance is preferred. Track your child's meal balance by checking the parent portal of PowerSchool, linked on the parents tab of our website. No more than \$50.00 can be charged per student. If a negative balance of \$50.00 is reached, the parent or guardian will be contacted and a payment plan may be considered until the balance is paid in full. On the first school day of each month a letter will go home to the student's parent if their account has a negative balance of any amount. If a student's account reaches a negative balance of \$50.00 the parent will receive a letter and a phone call to ensure that they are aware of the balance and that they have a payment plan in place. Free and Reduced-Price Meal Applications are available in the school office. Eligible students may receive meals free or at a reduced price of \$0.30 for breakfast and \$0.40 for lunch.

Medications at School (Including Inhalers)

Prescription and Over-the-Counter medication can be administered at school under certain circumstances. All of the following conditions must be met BEFORE any medication can be administered to a child at school by school staff:

1. All medication must be given to the school secretary or nurse by the student's parent, unless the Dr. fills out the self-administration form (optional for those with inhalers and epi-pens). Form available in the school office.
2. The medication must be in a labeled pharmacy bottle.
3. The label must contain the student's name, name of medication and time/dosage to be given.
4. The student's parent **and** doctor must complete a "Medication Form." Form available in the school office.
5. Paperwork must be complete and updated each school year.
6. Medication must be picked up at the end of the school year. All medicine not picked up will be disposed of.
7. Students must not be in possession of medication unless the school has a self-administration form on file.

Head Lice Policy

Per Board Policy 5141.33, if your child is found with active adult head lice, he/she will need to be picked up immediately. You will be given information about the treatment of head lice and will need to begin treatment right away, including checking all members of the family. A school staff member will check your child for lice upon return to school the next day.

and will be allowed to remain in school if no active head lice are detected. When a student in any class has been identified as having head lice, all students in the class shall be examined.

School Property

Students are expected to be responsible for all school property in their care including textbooks, workbooks, desks, computers and software, physical education equipment, library books, etc. Students will be required to pay for lost or damaged items.

Parents Club

RFS parents, faculty and friends conduct annual fundraising activities. The funds raised by these activities are allocated by the Parents Club to a variety of school activities that improve and enhance the learning experience of RFS students. As the parent of a RFS student, you are encouraged to become an active member of the Parents Club! Meetings are every 2nd Tuesday of the month at 2:45pm. Please stop by the office for more information.

Awards

There will be an awards assembly each trimester. Students with perfect attendance will be honored, as well as those receiving the Kindergarten Excellence Award, Resource Award, Honor Roll and Principal's List. Honor Roll students are 1st -8th graders who have a Grade Point Average of 3.25-3.74. Principal's List students are 1st-8th graders who have a Grade Point Average of 3.75-4.0. If your child is receiving any of these awards a letter will go home notifying you before the assembly so that you can make plans to attend.

Visiting

Please feel free to arrange a visit to our school or your child's classroom. For the safety of our staff and students please be sure to check into the front office before entering any classroom or building on campus. If visiting or volunteering in a classroom, please be sure to sign in and out of the Visitor's Sign-In Log located in the school office.

Field Trips

Students in all grades will have the opportunity to go on field trips. This includes sports for students in 5th-8th grade. Permission slips must be filled out in their entirety and returned to the classroom/homeroom teacher. If applicable, school sack lunches are available and must be pre-ordered on the permission slip. Students will be transported to and from the destination by school bus, unless prior arrangements have been made. If you wish to take your child home after the field trip, you must sign them out with the staff member in-charge on the trip.

Spirit Wear

Spirit Wear T-Shirts can be purchased in the school office for \$10 (cash or check made payable to Roberts Ferry School). We encourage students to show their Roberts Ferry Bear Pride by wearing our school colors (blue/red) on spirit day every Friday.

Lost and Found

The lost and found bin is located in the main hallway. Please be sure to check for lost articles regularly. At the end of each school trimester items not claimed will be donated to charity.

Website

Our website will be kept up-to-date with monthly calendars, lunch menus, and other helpful information. There is a Google Calendar linked on the home page that will show you all events as well. Check out www.robertsferry.k12.ca.us today!