

Richman Elementary Parent & Student Handbook 2018-2019

700 S. Richman Avenue, Fullerton, CA 92832
(714) 447-7745



Est. 1958

As we begin a new school year we ask that you read the Richman handbook and discuss the school rules with your child. Our goal is to provide a safe learning environment where every student can succeed. With your support and assistance we are confident that every student at Richman will experience academic success! Please keep the handbook for future reference.

FULLERTON SCHOOL DISTRICT

1401 W. Valencia Dr.
Fullerton, CA 92833
(714) 447-7400

Dr. Robert Pletka, Ed.D, Superintendent

Dr. Emy Flores, Assistant Superintendent of Educational Services
Dr. Robert Coghlan, Assistant Superintendent of Business Services
Dr. Chad Hammitt, Assistant Superintendent of Personnel Services
Jay McPhail, Assistant Superintendent of Innovation & Instructional Support

Board of Trustees:

Beverly Berryman, President
Janny Meyer, Vice-President
Chris Thompson, Clerk
Jeanette Vazquez, Member
Hilda Sugarman, Member

Regular Board Meetings are typically held on the 2nd and 4th Tuesday of each month at 5:00 P.M., for closed session and 6:00 P.M. for open session in the Board Room of the Administrative Office, 1401 W. Valencia Drive, Fullerton, California 92833.

Welcome to our Learning Community!

Richman Elementary is a place where students, staff, families and the community work together to maximize the learning potential of all students. The school staff focuses on providing a rigorous and engaging learning environment where every child experiences success. It is our goal to provide a sound educational program where the most important subjects in each classroom are reading, writing, mathematics and science with a strong emphasis placed on oral and written language development in English. Students also learn, study history/social studies, experience the various art forms, and learn to be responsible citizens in society.

While teachers provide the basic fundamentals, students also learn 21st century skills- *Collaboration, Creativity, Communication and Critical Thinking*. These skills are taught today to prepare our students for tomorrow's world. Technology devices are also a major part of the learning experience at Richman. We are a 1:1 iPad School Kindergarten - 6th grade.

We also offer support services for students that require additional assistance. Identified students may receive one or several of the services described in this handbook. If your child is experiencing difficulties, please make an appointment with your child's teacher to discuss your child's academic and behavior concerns.

Enrichment opportunities are available through our *GATE* classes for students who are ready and motivated. Many students are ready and motivated for a challenge, seeking to go above in their learning. Our *GATE* classes offer these advanced learners an opportunity to spread their wings through enriching events and off-campus trips that lead to student-related projects, presentations, and in-depth learning. Through these experiences, each child can discover and develop his/her own unique talents and interests.

Parents are encouraged to become an active part of their child's education. This can be done by participating in PTA, School Site Council, English Learner Advisory Committee, and the classroom and school volunteer program. Parent activities are scheduled during the day and in the afternoons afterschool so that every parent has the opportunity to support their child and make Richman school a special place for learning. Activities include: Parent Coffees, Back To School Night, Movie Night and the Fall Festival.

This handbook will provide you with the general information about Richman School however, please feel free to contact the school at anytime if you have any questions or concerns.

Sincerely,

The Richman Staff

SCHOOL OFFICE

Phone Number: (714) 447-7745

Fax: (714) 447-7769

Ms. Kristen Holm, Principal

Mr. Hugo Rios, Assistant Principal

Ms. Delia Olivas, Office Manager

Mrs. Edelicia Lara, Clerk

Ms. Erika Cardenas, Health Assistant

SCHOOL HOURS

Special Education Pre School

Students in AM 8:00 a.m. to 11:00 a.m. Monday, Tuesday, Thursday, Friday

Students in PM 11:30 a.m. to 3:00 p.m. Monday, Tuesday, Thursday, Friday

(No school for AM & PM students every Wednesday)

State Preschool

Students in AM 8:00 a.m. to 11:00 am

Students in PM 12:00 pm to 3:00 pm

TK/Kinder through 6th

8:00 a.m. to 2:29 p.m. Monday, Tuesday, Thursday & Friday

8:00 a.m. to 12:30 p.m. every Wednesday

Gates open at 7:30 a.m. Upon entering, students will be directed to the eating area to enjoy breakfast or they may go to the playground. The school gates will close promptly at 8:00 a.m. and remain locked during school hours.

ARRIVAL/DEPARTURE

Students must not arrive to school before 7:30 a.m. as there is no adult supervision. They must go directly home when dismissed unless otherwise directed to do so by the school staff or unless they are a part of an after school program. Children should not wait at the playground equipment area as there is no adult supervision available after school.

Gates will re-opened at 2:29 p.m. following the dismissal bell. On days when students are picked up from school (especially on rainy days), parents should not park cars in the parking lot, honk the horn or motion children to the car. Please park on Richman Avenue or drive through the curved loading zone to pick up your child. Please make pick up arrangements with your child(ren) before school since our office phone is used for emergencies only.

Please DO NOT use the staff parking lot to drop off children. Use the loading zone provided for you. DO NOT PARK OR LEAVE YOUR VEHICLE UNATTENDED IN LOADING ZONE as this is illegal and citations will be issued on a random basis by law enforcement officials. Also, do not double park in the loading zone and motion your child to come to you as this is extremely dangerous to have your child walk or run in between cars.

CLOSED CAMPUS

In order to ensure the safety of our students and to maximize morning instructional time, Richman School will continue its closed campus policy. **Any parents, volunteers, and other school visitors having school business must enter through the office and sign in before going onto the school campus.** Gates will close promptly at 8:00 a.m. and remain locked during school hours. Students may enter the campus at any of the three entrance gates. Please refer to the attached school map for designated locations. Kindergarten students must enter through the Kindergarten gate, Kinder gates open every morning at 7:30 a.m. Students are expected to go home following dismissal unless directed to stay by school personnel.

EARLY RELEASE FROM SCHOOL

In the event that a child must be picked up during school hours, an authorized adult listed on the child's emergency card must first come to the office to sign the student out. Please note that the school office staff may only release students to their parents or adults listed on the emergency card. **Adults picking up students will be asked to show current California Identification in order to ensure the student is being released to the appropriate adult.**

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are available for purchase daily. Breakfast hours are 7:30 a.m. to 7:55 a.m. daily. Your child is welcome to bring his/her own lunch or purchase lunch in the cafeteria. If you would like to apply for the free/reduced lunch program, you may visit the Nutrition Services Office at 389 W. Truslow Ave., in Fullerton. You may reach the Nutrition Office at 714-447-7435.

Applications are now available online at <http://fsd.k12.ca.us/~nutritionservices>.

VOLUNTEERS/VISITORS

We are appreciative of those who are able to donate their time and energy to volunteer in our school. Parent contributions in the classrooms directly benefit the students. At this time we are very much in need of volunteers to help: in the classrooms, morning and afternoon supervision, with loading zone assistance, with lunch time exercise program, and with our afterschool intervention program. Please contact the school office, or your child's teacher if you can volunteer. All visitors must enter through the office and sign in daily. Name badges may be provided for frequent volunteers/visitors. Please wear your badge when entering through designated entrance gates and while on campus.

LOST AND FOUND

In the event your child loses an article of clothing, lunch box or school materials, please look in our "Lost and Found" barrel located in front of the school office. We suggest that you write your student's name on all of their belongings (sweaters, jackets, lunch boxes, notebooks, folders, etc.) for easy identification.

HEALTH

A school district nurse is on call for emergencies, and is only available at Richman School on Tuesdays.

If a student is to (1) take any medication at school, or (2) have restricted activity, a doctor's note is required. Forms for dispensing medication are available in the office. **At NO time are students allowed to carry medication with them.** This includes aspirin and cough drops. **Any changes in a student's medication must be submitted on a new form for dispensing medication and must be signed by the student's doctor and submitted to the office.**

Screening for vision and hearing is conducted for all students at designated grade levels. Growth and Development films are shown to fifth and sixth grade boys and girls in the Spring with written parent consent. A film on HIV/AIDS is also shown to sixth grade students with written parent consent.

BIKES

Please be reminded that children under 18 are required to wear bicycle helmets while riding. Students in grades 4, 5 and 6 may ride a bicycle to school. Bikes are to be licensed and locked in the bicycle racks located south of the school office. While on school grounds, students must walk their bicycles and avoid walking or riding through the parking lot area. The school is not responsible for damaged or stolen bicycles.

PLEASE BE REMINDED THAT SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, AND SCOOTERS OR MOTOR SCOOTERS ARE NOT PERMITTED AT SCHOOL AT ANY TIME. Shoes with "heel wheels" may only be worn without the wheels during school hours.

DRESS CODE

We have a mandatory school uniform policy. The uniform consists of a white, red, light blue or navy blue collared top and navy blue pants, shorts, skirt, or jumper. It is acceptable to wear navy blue jeans/levis. School logo t-shirts are also acceptable.

We want to establish a calm, business-like atmosphere that positively influences academic performance, as well as easing demands on parents to buy the latest expensive fashions and reducing gang influence. ***Waivers may be considered by the Principal based on individual circumstances. You may contact the school office with any questions or to schedule an appointment please call the school office: 714-447-7745.***

For safety reasons, students may not wear open-toed shoes or shoes with high heels (more than 1"). Students may not wear any clothing, dress or grooming style that denotes affiliation with a gang or a tagging group. Examples include: long T-shirts, baseball caps, baggy pants, oversized clothing, hanging belts, and hair nets. (Be aware that gang and tagging attire changes periodically). Students are not to wear make up or jewelry to school.

HAT POLICY

Students are allowed to wear hats to school in an effort to protect them from UV rays and other sun related conditions (SB 310). The Richman School hat policy is intended for outdoor use only as "sun protection." Hats are to be worn properly, forward facing and need to be removed when entering a building. Hats must meet all other dress policy requirements regarding displays of appropriate illustration, language and symbols. Due to the potential spread of head lice, hats may not be shared.

APPOINTMENTS

We are proud of the educational programs offered at Richman and encourage parents to visit our school. To make your visit enjoyable and profitable, please make arrangements with your child's teacher ahead of time. Please stop by the office for a visitor's pass before going to the classroom. If a conference is needed, parents are to schedule in advance a time convenient for both teacher and parent that does not interfere with instructional time. If you need to meet with the school Principal or Assistant Principal, please contact the school office to make an appointment.

ABSENCES

When your child returns to school after an absence, a note must be sent with him/her, or you may call the school office to report the reason for the absence at 714-447-7745. If a student is absent for three or more days, a doctor's note is required to excuse the absence. Please give the following information: child's name, your name and the reason for the absence. **Our school office hours are 7:30 a.m. to 4:00 p.m.**

Teachers will work with students in making up missed work. If the student is able to complete written work, homework can be arranged. **Please allow a day for preparation.**

TARDIES

Children are expected to be at their designated line up area by 8:00 am. Excused tardies are only considered for doctor's visits and visits to Operation School Bell. All other tardies are considered unexcused. **All students arriving tardy must check in at the school office before entering their classroom.**

TRUANCIES

Unexcused absences or excessive absences affect the student's education and increase the chances for failure. If attendance does not improve immediately after verbal and written communication a formal petition with the Fullerton School Attendance Review Board (SARB) will be filed.

EMERGENCY INFORMATION

It is very important that the school has current addresses and phone numbers filed in the office for emergencies. The following must be current:

1. Parent(s) or guardian(s) names
2. Complete and up-to-date address
3. Home phone and parent(s) work phone **numbers (connected and working)**
4. Emergency phone numbers **(connected and working)**
5. Relatives/friends that can be contacted when parents are unavailable.
6. Medical alert information
7. Authorized person(s) to pick up child
8. Any restraining/court orders

HOMework POLICY

Homework is a regular school activity. Homework programs:

- encourage parents to read to their child and/or encourage the student to read at least 20 minutes daily.
- encourage students to visit the public library.
- encourage students to practice needed skills.
- develop independent study habits and responsible attitudes.
- enrich, extend and enhance school experiences.
- provide opportunities to complete or make up work.

Students are responsible for completing their homework assignments and turning them in to their teachers on time. They should listen carefully to instructions, get needed materials, and schedule needed time. Students are responsible for the proper care of books and materials. Parents are encouraged to monitor assignment books on a daily basis.

Parents are responsible for providing an environment in which work can be completed. They are encouraged to help with scheduling time, finding a quiet workspace, and reinforcing good habits. Parents should contact the teacher whenever there are questions about homework. They should encourage students to complete homework assignments carefully and neatly.

Homework is an extension of classroom learning experiences. Each assignment, while requiring effort and thought, should be successfully completed by the student. Assignments may include drill, problem-solving, research, practice or discovery experiences. Homework may include projects to work on over a long period of time or daily assignments. It is a tool to reinforce and extend student learning. These activities serve as an important link between home and school.

Daily time allotments for homework will approximately be:

Primary - 20-30 minutes

Upper - 45-60 minutes

SCHOOL RULES

All Richman students have the right to an encouraging and safe learning experience. Any student who chooses to hurt others, damage school property, or the property of others, or who interferes with the learning of others, will be given appropriate consequences and parents will be notified.

CHILDREN MUST: BE KIND, BE SAFE, BE RESPONSIBLE

1. Show respect to adults and to each other.
2. Stay in their designated playground areas. The restrooms are not for playing.
3. Freeze when the bell rings at the end of the recess period, wait for the whistle to blow, and then WALK to their line up area.
4. Play safely. Fighting, rough playing and play fighting are unacceptable. This also includes threatening or bullying others.
5. Use kind language. Using profanity and threatening others are unacceptable.
6. Use only approved balls and equipment. Throwing rocks, clods, wood chips, or other dangerous materials is unacceptable.
7. No gum on campus.
8. Unless directed by school staff, students should not bring toys to school.
9. Richman School and the surrounding community is a no-bullying zone.

SPECIAL RULE:

If a student finds a weapon on campus, or while on their way to or from school, they should:

1. **LEAVE IT ALONE!**
2. **GET AWAY!**
3. **TELL AN ADULT IMMEDIATELY!**

SEXUAL HARASSMENT POLICY

The Fullerton School District shall not tolerate the sexual harassment of any student by any other student or employee. Any student or employee who is found to have engaged in sexual harassment shall be subject to disciplinary action. Students and staff are to immediately report incidents of sexual harassment to the principal, principal's designee, or school counselor. A copy of these rules and procedures for reporting charges of sexual harassment may be obtained from the school office or from the school district office. The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress;
2. Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual;
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment; or
4. The conduct subjects students to discrimination on the basis of sex, including sexual harassment in any District program or activity.

Other types of conduct which constitute sexual harassment may include, but are not limited to, verbal abuse of a sexual nature; sexually degrading or suggestive words; unwelcome sexual propositions, gestures or drawings; and/or blocking normal movement with the intent to convey a sexual connotation, such that it impedes routine activity.

A student who feels that he/she has been sexually harassed should report such incidents to the school site principal or principal's designee, or to the school nurse or psychologist immediately.

The site principal or designee shall use the definitions in this policy as a point of reference for determining student consequences for such behavior, bearing in mind the severity of the harassment and whether it is a first-time offense or repeated behavior. Further, in determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred will be investigated by the principal or the principal's designee and reported to the office of Child Welfare and Attendance. Allegations of sexual harassment by an employee should be immediately reported to the appropriate personnel administrator.

Consequences

The Governing Board considers unlawful harassment to be a major offense which may result in disciplinary action up to and including expulsion of an offending student enrolled in grades 4 through 8, inclusive.

Retaliation

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a sexual harassment complaint shall be confidential to the extent practicable.

DISTRICT WIDE SCHOOL RULES

Cause for suspension

A student may be suspended only for acts related to school activity or attendance, including acts while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity, if the principal/designee or superintendent/designee determines that the student has:

Per Education Code 48900:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person, including a school employee. OR
- (2) Willfully used force or violence upon the person of another, except in self defense OR:
 - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, including a laser pointer, per Penal Code section 417.27(b)
 - (c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, the prescription drug Soma, an alcoholic beverage, or intoxicant of any kind.
 - (d) Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind; 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 to commit robbery or extortion.
 - (f) Caused or attempted to cause damage to school property or private property, including electronic files and databases.

- (g) Stole, attempted to steal, or knowingly received stolen school property or private property, including electronic files and databases.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- (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.
- (m) Possessed an imitation firearm.
- (n) Committed, or attempted to commit sexual assault or sexual battery.
- (o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing the student from being a witness and/or retaliating against the student.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempting to engage in, hazing as defined in EC2050.
- (r) Aided and/or abetted the infliction or attempted affliction of physical injury to another person.

EC 48900.2, 212.5 Committed sexual harassment (gr. 4-8).

EC 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (gr. 4-8).

EC 48900.4 Engaged in harassment, threats, or intimidation against student(s) or school district employee(s), creating an intimidating or hostile education environment (gr. 4-8).

When a student is suspended for disciplinary reasons, the parent or guardian must be given written notification. The parent or guardian has the right to request a meeting with the Superintendent or Superintendent's designee.

The Principal shall report to appropriate law enforcement prior to a suspension that involves assault with a deadly weapon, possession of a firearm, violations of unlawful use, sale, or possession of drugs, or the offer or sale of any substance represented by the student as drugs. Parents are notified immediately thereafter.

CELL PHONE POLICY

Students are permitted to bring personal cellular phones to school however, **it must be kept turned off in their backpack or school bag during school hours: 7:30 A.M. - 2:29 P.M.** **During school hours, students are not to use the cellular phone to call, text or play internet games or visit websites.** In order to avoid any loss or damage, students are asked not to allow other students to use their cellular phone while at school. The student may use the cellular phone after school as directed by their parent and /or guardian.

CLASSROOM PARTIES

In order to adhere to the state mandates, we encourage that classroom parties are kept to a minimum. According to the state of California, every student must receive a specific number of instructional minutes and at Richman we strive to accomplish the optimum. If you would like to celebrate your student's birthday, we suggest that you donate a book to our school library in your student's name. Your student may select to read the book to his classmates. The book will then be placed in our library with a label indicating that your son/daughter donated the book on their birthday.

If you wish to provide treats for your student's classroom, we ask that you **first speak to the teacher well in advance (at least a week) and make arrangements.** The celebration must be held at the end of the school day and **healthy snacks** may be provided. We request that all snacks are store bought and we suggest you purchase items such as **fruit, yogurt, granola bars, lite drinks, etc.** We thank you in advance for helping us create a healthy learning environment for all students at Richman School.

THE LIBRARY/MEDIA CENTER

This is an instructional resource available to all students and teachers to assist them in basic skills development and to broaden and enrich their total educational experiences. These goals are accomplished through the use of library books, reference collections, instructional television, computers, audio-visual programs, study prints, art prints, maps, globes and so much more.

Students are encouraged to use the Media Center and its resources. However, they need to be responsible for the materials they borrow and parents will be asked to pay for any lost or damaged items.

FIELD TRIPS

Field trips will be conducted according to the academic learning goals and grade level curriculum. Parents will be asked to sign a permission slip and perhaps asked to be a chaperone. Chaperones must complete a permission slip with the teacher in order to attend. Students may not go on a field trip without a permission slip signed by a parent. Those who are not students of Richman School may not accompany parents on field trips.

RELEASED TIME RELIGIOUS EDUCATION

Students in fourth grade have an opportunity to participate in the Religious Released Time Program once a week during lunch. A signed permission slip is required to participate.

SPEECH & LANGUAGE CLASSES

Our Speech and Language program is for students who have difficulty in communication skills. This includes having difficulty with pronunciation, delayed language development, voice disorders, stuttering, and listening skills. Teacher may refer students for evaluation however the parent's permission is required for testing and participation in this program.

STATE PRESCHOOL CLASSES

We have a State Preschool program on campus located on the south side of the campus. For further information, please contact the Fullerton School District at 714-447-7400.

PSYCHOLOGICAL SERVICES

Our psychologist is available to students for testing, diagnosis and prescriptive recommendations. The psychologist participates and may conduct IEP meetings.

AFTER SCHOOL PROGRAM

Our After School Program (ASP) is conducted throughout the school year. It provides a free child care service, including homework assistance and play. The program serves students after school until 6:00 p.m. every school day. For questions concerning this program please call 714-447-7400.

SCHOOL BASED COORDINATED PLAN PROGRAM K-6

This program provides an opportunity for parents and staff to work together on the School Site Council, whose purpose is to plan and put into action "what we want for our children." Language arts, mathematics, science, history-social studies, English as a second language, English Language Development (ELD), visual and performing arts, physical education, schoolwide effectiveness, special needs, learning environment, staff development, and leadership are reviewed.

RESOURCE SPECIALIST PROGRAM

The Resource Specialist Program (RSP) teacher provides identified students with academic assistance. The assistance is designed to meet the specific needs of the student in reading, math, language, and study habits. A student receiving this help has an individual education plan (IEP) that is reviewed annually along with the student's parents/guardians.

TITLE I PROGRAM

The Title I program provides additional assistance in language arts and math for those students performing below grade level. Teachers and Title I staff provide academic interventions to help these students in their area of need. Parents are encouraged to participate in Parent Coffees, Title I meetings or English Learner Advisory Committees.

GIFTED AND TALENTED (GATE) PROGRAM

Parents of all second grade students are given the opportunity to have their child tested for the Gifted and Talented Program. The parents of students who qualify as a result of the testing process may choose to have their children placed in a GATE program. GATE identified students may be placed in the GATE classes at Richman. Students in 3rd through 6th grade who exhibit GATE characteristics may be referred for GATE testing by their teacher.

INSTRUMENTAL MUSIC

Students in grades 5 and 6 have the opportunity to learn how to play band and/or orchestra instruments. The instrumental music class will be conducted once a week. Sign ups and information will be sent home during the Fall months.

ENGLISH LANGUAGE LEARNERS PROGRAM

Students who have been identified as English Language Learners will receive English Language Development instruction daily. Every English learner will receive lessons in all the academic areas using appropriate instructional strategies for comprehension. Parents and staff will also

participate in the English Learners Advisory Committee to review and advise on the programs goals and objectives. There will also be opportunity for parent training regarding the English Language Learners Program components.