



RIDGECREST INTERMEDIATE SCHOOL

28915 NORTHBAY ROAD
RANCHO PALOS VERDES, CA 90275

2017 – 2018

THIS STUDENT PLANNER BELONGS TO:

Name _____

School Contact
(310) 544-2747

Welcome to Ridgecrest!

Dear Raider Families:

I hope you have had a nice relaxing summer. I am excited to join the Ridgecrest family along with our 6th graders. All of the 7th and 8th graders can start this year off great by showing your leadership skills and helping me and the 6th graders have a smooth transition to Ridgecrest. With your help, I know we are all going to have an incredible year!

Please thumb through this planner which is intended to assist in organization and deliver universal expectations for a successful school year. We hope this information will clarify questions prior to the start of the school year. I am so honored to work in this school with our Raider Team. Teamwork for the purpose of serving others requires a tremendous amount of trust, strength, resilience, creativity, collaboration, and dedication—this is how we can all continue to put children and the Ridgecrest team first. Let's maintain the Ridgecrest motto to be inspiring!

The Ridgecrest staff is dedicated to supporting all students at all skill levels. These pages are intended to assist students and families to understand school policies and procedures. By establishing clear expectations for students, our school goal is to promote positive behaviors that allow students to achieve their full academic, social, emotional, and physical potential! Students who struggle to meet school-wide expectations may receive interventions and/or referrals and be prompted through our Progressive Discipline Plan. Students will continuously be kept informed of school-wide trends and expectations in effort to keep making Ridgecrest great and more improved!

Positive behaviors will be promoted through clear expectations about student behavior which are presented and visible at various locations throughout the school as part of training and understanding Universal Expectations Matrices (see page 24). Student Ambassadors, Student Council, and teachers will model the expected behavior for all of our students so the school-wide expectations are explicitly taught—all students will be on the same page! The student body will learn how to continuously earn rewards for meeting clear school-wide expectations. Students and staff will follow the below teaching matrix motto and continue to use this “RIS” acronym, developed collaboratively by students and teachers, to assist students with applying and remembering these expectations.

READY TO INSPIRE SOMEONE?

R—RESPECT

I—INTEGRITY

S—SAFETY

Students will earn Raider Bills for displaying preferred behavior—which can be exchanged for prizes, rewards, lunch-line passes, and Excellence Awards, which are used for ASB opportunity drawings of gift cards, movie passes, and more! We are thrilled about finding creative prizes that excite, motivate, and recognize our students when they meet school expectations and more importantly, their own!

Thank you to our always willing Parent Volunteers who make the school year at Ridgecrest Intermediate School possible! We sincerely thank you and your teams! Please join this vital Ridgecrest partner and participate in the many events and activities available through Raiders' PTSA, RIS Booster Club, Peninsula Education Foundation and our other supportive Parent Organizations. Your involvement directly equates to the success of our school and your student!

Jaime Mancilla
Principal

Important Dates

Monday, August 28	School Begins (Minimum Day)	11:50am Dismissal
Monday, September 4	Labor Day	No School
Thursday, September 14	Back-to-School Night	
Friday, September 15	Minimum Day	11:50am Dismissal
Friday, November 10	Veterans' Day Observed	No School
Wednesday, November 22	Minimum Day	11:50am Dismissal
Wednesday, November 22	1 st Trimester Ends	
Thursday, November 23	Thanksgiving	No School
Friday, November 24	Local Holiday	No School
Monday, November 27	2 nd Trimester Begins	
Friday, December 15	Minimum Day	11:50am Dismissal
Monday, December 18 – Monday, January 1	Winter Break	
Tuesday, January 2	School Resumes	
Monday, January 15	Martin Luther King, Jr. Day	No School
Wednesday, January 24	Parent/Teacher Conferences (Minimum Day)	11:50am Dismissal
Thursday, January 25	Parent/Teacher Conferences (Minimum Day)	11:50am Dismissal
Friday, January 26	Student-Free Day Staff Development Day	No School
Monday, February 19	President's Day	No School
Friday, March 2	2 nd Trimester Ends	
Monday, March 5	3 rd Trimester Begins	
Friday, March 30	Minimum Day	11:50am Dismissal
Monday April 2 – Friday, April 6	Spring Break	
Friday, May 25	Minimum Day	11:50am Dismissal
Monday, May 28	Memorial Day	No School
Wednesday, June 6	Promotion Ceremony (Minimum Day)	11:50am Dismissal
Thursday, June 7	Last Day of School (Minimum Day)	11:50am Dismissal

2017 – 2018 Calendar

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Bell Schedules

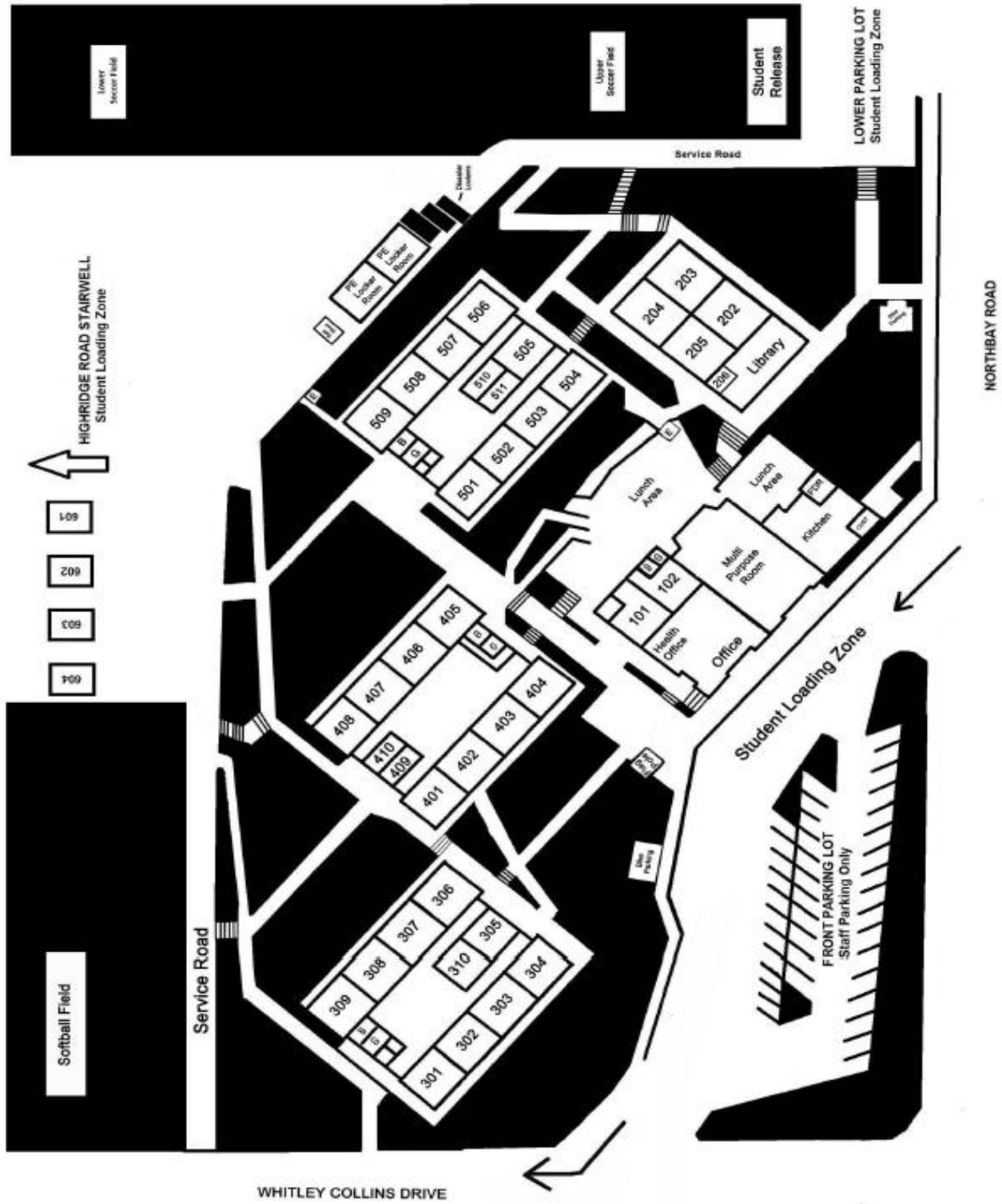
Monday	Period	Time
	0	7:00 – 7:45
	1	7:50 – 8:35
	2	8:40 – 9:25
	3	9:30 – 10:20 (Nutrition/Bulletin)
	4	10:25 – 11:10
	Lunch	11:10 – 11:50
	5	11:55 – 12:40
	6	12:45 – 1:30

Tuesday - Friday	Period	Time
	0	7:00 – 7:45
	1	7:50 – 8:45
	2	8:50 – 9:45
	3	9:50 – 10:55 (Nutrition/Bulletin)
	4	11:00 – 11:55
	Lunch	11:55 – 12:35
	5	12:40 – 1:35
	6	1:40 – 2:35

Minimum Day	Period	Time
	0	7:00 – 7:45
	1	7:50 – 8:25
	2	8:30 – 9:05
	3	9:10 – 9:50 (Nutrition/Bulletin)
	4	9:55 – 10:30
	5	10:35 – 11:10
	6	11:15 – 11:50

Campus Map

28915 Northbay Road, Rancho Palos Verdes, CA 90275



Student Planner Tips & Tricks

- Write down homework assignments for the week on Mondays.
 - Review each day in class to check for accuracy.
- Write down test and quiz dates on the date assigned.
- Highlight important assignments:
 - Use a different color per class.
 - Use one color for tests and quizzes.
- Check Edlio, Edmodo, Aeries, Planbook, advocate for yourself, and ask your teacher, etc., to confirm what you have written in your agenda book is correct prior to starting your homework.
- Place a check box next to or cross out assignments when they are completed.
- If you do not finish an assignment and it is not yet due, write that assignment down on the next day you plan to work on it again.
- When you have completed all your work for that day, double check all your work is completed and put away in the appropriate place, then cross out that day in your agenda book.
- Look ahead to see what assignments, projects, quizzes, and tests are coming up to mentally prepare yourself (what can you break down into small parts to get a head start?).
- Take your student planner with you to each class – you never know what surprises may come up that may be important to write down.
- Take care of your student planner and treat it well; it will get you through your homework every night!

Class Schedule

TRIMESTER 1 (August 28 – November 22)

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			

TRIMESTER 2 (November 22 – March 2)

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			

TRIMESTER 3 (March 5 – June 7)

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			

Study Buddy Directory

TRIMESTER 1

Period	Study Buddy 1	Phone Number/Email	Study Buddy 2	Phone Number/Email
0				
1				
2				
3				
4				
5				
6				

TRIMESTER 2

Period	Study Buddy 1	Phone Number/Email	Study Buddy 2	Phone Number/Email
0				
1				
2				
3				
4				
5				
6				

TRIMESTER 3

Period	Study Buddy 1	Phone Number/Email	Study Buddy 2	Phone Number/Email
0				
1				
2				
3				
4				
5				
6				

Table of Contents

Aeries	11
Attendance	11
Bell Schedule	12
Bicycles	12
Booster Club.....	12
Bus Information.....	12
Cell Phones & Electronic Devices	12
Citizenship	13
Classroom Testing.....	14
Closed Campus.....	14
Communication	14
Counseling.....	14
Daily Bulletin.....	14
Disaster & Emergency Drills	14
Dress Code.....	15
Drop-Off & Pick-Up.....	16
Edlio.....	16
Eighth-Grade Park.....	16
Emergency Contact.....	16
Expulsion	16
Grades & Progress Reports.....	17
Harassment	17
Health Office.....	17
Homework	18
Incident Report.....	18
Library & Computer Lab	18
Lockers	18
Lost & Found.....	19
Lunch & Nutrition	19
Messages.....	19
Off-Campus Passes	19
Physical Education Requirements.....	20
Promotion & Commencement	20
Safety Plan.....	20
Sports	20
Student Activities.....	21
Student Government	21
Student Pictures & ID Cards.....	21
Tardiness	21
Telephone.....	22
Textbooks	22
Visitors.....	22

Student Handbook

Aeries

Aeries is the main portal for both parents/guardians and students to access and track students' classes, grades, and attendance. Parents/guardians will use Aeries to register their student(s), update emergency contact and health information. More information about setting up Aeries can be found at www.pvpusd.net, Parents & Students, Aeries Portal.

Attendance

Current academic research shows that regular attendance is closely associated with achievement and citizenship. Nothing can replace the learning and experiences that take place inside the classroom; therefore, it is important that students attend school every day.

In those instances when students must be absent, parents/guardians are required to contact the Attendance Clerk at (310) 544-2747 (press 1) or at andersonl@pvpusd.net. Messages may be left 24 hours/day on the answering machine.

- If a parent/guardian has not verified the student's absence by phone, the student must bring a note signed and dated by the parent/guardian. Bring note to the Attendance Clerk immediately upon arrival to school.
- If a student forgets a note, s/he has 24 hours to bring a note or have a parent verify the absence. Failure to verify an absence may result in an unexcused absence or truancy.

Excused Absences are defined as absences resulting from:

- Illness or injury
- Medical or dental appointments (however, these should be scheduled before or after school hours whenever possible)
- Quarantine
- Bereavement
- Religious holidays

Students with an excused absence are entitled (and expected) to make up all work without penalty. This policy does not apply to due dates on long-term assignments or scheduled tests. Students have the same number of days to complete the work as they

were absent; however, teacher discretion may allow for exceptions.

Unexcused Absences are defined as:

- Truancy (students tardy unexcused ten or more minutes to period one, or five minutes to periods two through six, will be counted truant)
- Class cut
- Car problems
- Oversleeping
- Traffic
- Vacations
- Off-campus lunch

Students with unexcused absences are not afforded make-up privileges except when special arrangements have been made with the teacher(s).

A student is classified as "Truant" as defined by California Education Code Section 48260 as "when a student is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof." A student may be truant if more than 10 minutes late to class without a valid pass or leaves the classroom without permission. The state may review any student with irregular attendance.

Homework for Absent Students

Students should check homework sites (Aeries, Edlio, Edmodo, etc.) for posted homework. A study Buddy system will be established in each class and students will be required to select at least two buddies with whom to share a mutual obligation to relay make-up work in the event of absence. At the end of the third consecutive day of an excused absence, a parent/guardian may call the Attendance Office to request make-up work. The Attendance Clerk will need 24 hours to comply with the request, notify teachers, and have work available for parent/guardian pick up from school. It is the student's responsibility to consult with his or her teachers immediately upon returning from an absence regarding make-up assignments and any quizzes or tests that need to be scheduled.

Independent Study:

- The PVPUSD operates a program of Independent Study for students who are unable to attend their regularly assigned

classes because of extenuating circumstances and/or travel.

- If a student is going to be absent five or more school days a parent/guardian must notify the Attendance Office by phone (press 1) or with a signed note to request an Independent Study Contract. The contract can be taken around by the student to collect the missing homework assignments one week before the contract starts. Completion of the Independent Study Contract is the only way the District earns back the funding lost from student absences.

It is necessary to notify the school with a written note or telephone call when your child is absent. If your child has excessive excused absences, unexcused absences and/or tardies, a written notification may be sent home in accordance to California Education Code.

Ridgecrest and PVPUSD loses about \$46.00 each day your child does not attend school, even if the absence is EXCUSED (unless on Independent Study). We thank parents who choose to reimburse the district for this loss in funds. Checks may be made payable to PVPUSD and may be given to the Attendance Clerk.

Bell Schedule

SEE PAGE 5

Bicycles

The school provides a bicycle area in which bikes may be locked during school hours. Students who use the bike area must bring a lock to secure their bike. The school will not assume responsibility for lost or stolen bicycles though school personnel will do everything they can to recover your lost bike.

- Walk the bike from the street to the bicycle area. Students are not allowed to ride bicycles on campus.
- Park and lock all bikes in the racks provided in one of two designated areas.
- Students must walk their bicycle to the bottom of Whitley Collins before mounting to ride. Walk bicycles in crosswalks and obey crossing guards.
- Helmets must be worn at all times when riding a bicycle.* It is the law.

- The school takes no responsibility for the loss or damage of any bike brought to school.

*The PVPUSD Board of Education has adopted a mandatory bicycle helmet policy: Any student who utilizes a bicycle as a means of transportation to school or any school-sponsored activity must wear a safety helmet. Failure to comply with this rule may result in the denial of the privilege to ride a bicycle to and from school and/or the employing of other disciplinary action as deemed appropriate.

Skateboards, roller blades, and scooters are not permitted on campus at any time!

Booster Club

Booster Club provides after-school and extracurricular activities designed to enhance learning and enjoyment at Ridgecrest. Booster Club is funded by parents in support of school programs to provide students with athletic, fine arts, academic, and social programs. Participation in Booster Club activities is voluntary and not part of the regular school program.

Bus Information

Bus transportation is available through the MTA or Palos Verdes Peninsula Transit Authority (PVPTA). Both organizations charge a fee for their service. MTA buses drop off and pick up students on Highridge Road. PV Transit buses drop off and pick up students at the intersection of Northbay Road and Whitley Collins. To contact these companies:

- MTA – (213) 922-7023; for lost and found inquiries, you may call (213) 638-0556
- PV Transit – (310) 544-7108 or pvtransit@palosverdes.com

Cell Phones & Electronic Devices

Personal electronic devices may be brought to school and used in the classroom when allowed per teacher discretion. Use of these devices during the school day without adult permission may result in disciplinary action. The school is not held accountable for any device that is lost or damaged. For assistance with technology and campus Wi-Fi support, students may visit the 505 Computer Lab.

Citizenship

Ridgecrest students are expected to practice good citizenship while on campus, both inside and outside the classroom. Student behavior is evaluated each trimester and students receive a citizenship grade in addition to their academic grade for each of their classes. The following is a breakdown of the four categories of citizenship grades offered to students:

Outstanding (O): A student must exhibit all of the outstanding qualities to receive an O mark

Work Habits/Organization:

- Never or rarely misses assignments
- Consistently on task
- Returns communication with parents when due (including test signatures)
- Consistently comes prepared to class with materials and supplies

Classroom Participation:

- Contributes willingly and effectively in class discussions
- Works well with other group members
- Pays attention and does not talk excessively
- Has a positive attitude toward class
- Is respectful toward teacher, substitute teacher, and peers
- No gum chewing or eating in class
- Arrives to class on time (no more than 1 tardy)

Satisfactory (S)

Work Habits/Organization:

- Occasionally misses assignments
- On task most of the time
- Returns communication with parents without additional teacher intervention
- Usually comes prepared to class with materials and supplies

Classroom Participation:

- Participates in class discussions when called upon
- Attempts to work well with other group members
- Pays attention and does not need to be talked to about excessive talking

- Has a positive attitude toward class
- Is respectful toward teacher, substitute teacher, and peers
- No gum chewing or eating in class
- No more than 3 tardies

Needs to Improve (N): A single item may drop your citizenship mark from an S to an N/U

Work Habits/Organization:

- Consistently does not complete assignments
- Has difficulty staying on task during class
- Does not return communication with parents promptly
- Copying or plagiarizing

Classroom Participation:

- Frequently unprepared when called upon
- Has difficulty working with other group members
- Talks excessively
- Does not always follow classroom rules/teacher's directions
- Needs to be redirected to focus and listen frequently
- Gum chewing or eating in class
- No more than 5 tardies

Unsatisfactory (U): A single item may drop your citizenship mark from an S to an N/U

Work Habits/Organization:

- Habitually does not complete assignments
- Consistently off task during class
- Does not return communication with parents
- Cheating on test (1 time)
- Copying or plagiarizing work (2 or more times)

Classroom Participation:

- Does not participate in class
- Disruptive behavior
- Talks excessively; does not pay attention
- Shows disrespect or disregard for others
- Displays poor attitude toward learning
- Gum chewing or eating in class
- 6 or more tardies

Classroom Testing

When a teacher gives prior notice of a pending examination on a specific subject matter, the examination is to be considered a test.

Testing Schedule

The testing schedule will be given to students at the beginning of school. Generally, Language Arts and Social Studies classes test on Tuesdays and Thursdays and Math and Science classes test on Wednesdays and Fridays. PE and Elective classes (including World Language) test on Mondays, Wednesdays, and Thursdays.

Pop Quizzes

Pop quizzes are unannounced and not considered to be major examinations. Teachers may give a pop quiz in their subject area at any time.

Closed Campus

Ridgecrest is officially a closed campus. Students may not leave the school grounds until the close of the school day. Failure to observe the closed campus rule will result in consequences. Students are never to leave campus at any time without the expressed permission of the administration and parent/guardian, and without signing out in the Attendance Office.

Communication

To contact a faculty or staff member at Ridgecrest, please see our telephone and email roster on Edlio (ris.pvpusd.net) under the Contacts tab. We want to hear from you!

Counseling

Ridgecrest has two counselors who are committed to providing support to students as s/he strives to achieve individual success in school. Counselors are available to assist students with problems related to their program, academic, personal, or social concerns. Counselors provide assistance to students to consider their choices and alternatives as they accept responsibilities for their decisions. Counselors see students whenever there is a concern if students request to see the counselor or situations are brought to the counselors' attention by a teacher, administrative referral, parent/guardian, or by another student. Students also receive guidance toward planning secondary school options. Students

may sign up to see the counselor in the office and will be called out of class in a timely manner. In the event of an emergency, students will be seen at once. Parents are encouraged to contact a counselor. Assistance may be given via telephone, email, or in person. (Appointments are encouraged to ensure ample time to address concerns.)

Daily Bulletin

The Daily Bulletin is read each morning at the start of 3rd period. The daily information contains notices, announcements, and information that is important to the daily school program. It is imperative that students listen carefully to the announcements. A printed copy of the daily bulletin is posted in the Main Office, in the display cabinet at the Outdoor Eating Area and on the school website. Ridgecrest News Network (RNN) streamed via closed circuit television also communicates bulletin information.

Disaster and Emergency Drills

Formal drills are held throughout the year. Procedures will be explained during the first few weeks of school.

Earthquakes – Inside Buildings

If you are not under a desk, get under some equipment (e.g., desk, table, etc.) and hold on to the leg of the equipment. Drop to knees with one hand firmly behind your head covering your neck. Bury your face in your arms to protect your head. Close eyes tightly. Stand near an inside wall away from windows if unable to get under equipment. Stay in this position until your teacher or other school personnel give directions. The instructions will depend on the circumstances at the time and extend of damage to buildings.

Earthquakes – Outside Buildings

Crouch or lie behind or in any protection (e.g., bench, ditch or gutter). If in an open area, drop to the ground in a curled position. Stay in this position listening for instructions from school personnel.

Emergency Drills

Drills are held so that if there is a real emergency students will know exactly what to do. IT IS ABSOLUTELY ESSENTIAL THAT STUDENTS REMAIN QUIET, LISTEN, AND OBEY THE DIRECTIONS OF THE TEACHER PROMPTLY.

Fire Drill:

- **WARNING** – Intermittent bell for one minute
- **ALL CLEAR** – One long bell
- **IMPORTANT** – Should the fire bell ring during a passing break or lunch period, students are to go to the nearest classroom and wait for the direction to evacuate. Once on the blacktop students are to report to their previous period teacher.

Procedure:

All school personnel and visitors must leave buildings regardless of activities. Students must stop work as soon as they hear the intermittent bell. An announcement will be made over the public address system as to whether it is appropriate to exit the building. If the command is given to exit, students are to file out of the classroom promptly. There shall be no talking, running, or pushing. Students are not to take wraps, books, flags, or personal belongings.

When the class reaches the assigned area on the blacktop the teacher will take attendance to be certain everyone is present.

Note: It is a misdemeanor to set off a false fire alarm. Punishment may be a \$500 fine and/or six months in jail. (C.O. 2729)

Dress Code

The Dress Code is based upon the principle that the standard of dress and grooming is primarily the responsibility of parents/guardians and students. However, Ridgecrest believes in the responsibility of maintaining appropriate standards for dress and grooming that support a positive, appropriate, and safe learning and teaching environment for students. Clothing must present itself void of pictures, printing, or writing that is gang affiliated, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, or promotes the use of drugs and/or alcohol, or in the opinion of the Ridgecrest Intermediate School staff is disruptive to the learning environment. Parents may be called at home or work to bring appropriate clothing to school, or students will be required to change into PE uniform.

The rule of common sense to follow is: students may not wear revealing or inappropriate clothing or hairstyles that will be disruptive to the educational process. Individuality is celebrated but must conform to basic dress code guidelines:

- Clothes should be neat, clean, and reflect good taste and decency.
- Shoes must be worn at all times.
- Bare midriffs or bare backs, half skirts, low cut apparel, bandeau tops, halter tops, bathing suit tops, sports bras, and see through clothing without an under layer are not permitted. Tops must completely cover skin and overlap the waistband of pants, shorts, or skirts; no part of the abdomen may show. Low-cut and strapless tops are not permitted.
- Pajamas are not permitted except on Pajama Day.
- Dresses/skirts should reflect good taste and modesty. They should be no shorter than mid-thigh in length.
- Modest shorts are permitted. Modest shorts are at least “thumb length” when hands are held at the side.
- Bib overall pants with straps hanging, unless worn with a belt, are not appropriate school attire. No long, hanging belts.
- Proper undergarments are to be worn at all times and should not be visible, including bra straps.
- Clothing with beer, alcohol, drug, or tobacco slogans are not to be worn. Clothing with obscene pictures, objectionable language, and/or derogatory (racial and ethnic) remarks are not to be worn.
- Hats may be worn during PE and lunch time only. Sweatshirt hoods may be worn when it is raining – outside of buildings only; otherwise, sweatshirt hoods may not be worn up.
- Pants need to be fitted at the waist so that the pants stay at the waist without a belt.
- Chains on wallets are not permitted.
- Shoes with spikes (e.g., cleats, etc.) are not appropriate for school.
- Studded bracelets, collars, and headbands are not allowed.

In accordance with PVPUSD regulations (5410-1), a pupil who goes to school without proper attention

having been given to personal cleanliness or neatness of dress will be sent to their PE locker to change into more proper or acceptable attire, including PE uniform.

Drop-Off & Pick-Up

Walking To and From School:

- Crossing streets should only be done in clearly marked crosswalks. Exercise extreme caution when using a crosswalk as the lines alone will not protect you from oncoming traffic. Please use good judgement and make eye contact with the driver before crossing.
- Please respect our neighbors' property by not littering, walking through yards, or damaging their property in any way. You are not to use the hillside path from the lower parking lot to Crestridge Road as this is private property and is not intended for public use.

Riding to School:

- Carpools should observe all traffic rules and follow the direction of the Campus Supervisor.
- Both students and parents should observe all traffic patterns and signs in and around school as well as directions obtained in the School Traffic Safety Plan.
- Please do not use the private driveways of our surrounding community.
- Establish a prearranged location at which to meet your parents after school.
- Always enter and exit vehicles at the sidewalk; do not enter or leave the car on the street side.
- Be especially careful on rainy days due to obstructed vision/clarity.

Edlio

Edlio is Ridgecrest's main school website. It is an extremely useful and efficient communication tool for students, parents/guardians, and teachers. It gives parents/guardians and students access to daily announcements, lunch menus, contact information, school policies, teacher classroom pages, homework, and classroom news. Parents/guardians and students can also view the Calendar, Counseling, Booster Club, and PTSA links for additional

information and activities. Edlio may be accessed at ris.pvpusd.net.

Eighth-Grade Park

Eighth Grade Park is for 8th grade students only. It is a privilege to enjoy the 8th Grade Park.

Emergency Contact

Parents must notify the school immediately of any change in emergency information. It is critical that more than one adult be listed on the emergency contact screen at separate daytime telephone numbers. Students will only be released to adults who are listed on the contact screen. Any changes to address, telephone number, or employment are to be reported to the PVPUSD Enrollment Center at (310) 896-3401 or enroll@pvpusd.net.

Expulsion

The recommendation for both suspension and expulsion shall be based on one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].

Section 48900 (s) (Statutes of 2001) states a pupil who aides or abets in infliction of physical injury to another, as defined in *Penal Code* 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled.

Section 48900 (t) "school property" includes, but is not limited to, electronic files and databases.

Per *Education Code (EC)* 48915(c), an act must be committed at school or school activity to constitute means for expulsion:

1. Firearm
 - a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated

employee which is concurred with by the principal or designee.

b. Selling or otherwise furnishing a firearm.

2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in *Health and Safety Code* Section 11053 et. seq.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of EC48900 or committing sexual battery as defined in subdivision (n) of 48900.
5. Possession of an explosive.

Grades and Progress Reports

Report Cards

Report Cards are issued online once each trimester and represent the grades earned during the preceding trimester. All students are graded for academic achievement and citizenship in all subjects. Report cards are available approximately two weeks after the end of each trimester and may be accessed on the Aeries Parent Portal website.

Notification to Parent/Guardian of Unsatisfactory Grades

In compliance with Education Code Section 49067 and Item 6 of Board Policy 5220, the parent or guardian shall be notified by the teacher during each grading period whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The notification shall be in a conference (in person or by telephone), by Progress Report, or on the Aeries Parent Portal. This regulation shall apply during all three grading periods. This regulation shall apply to failing (F) and/or unsatisfactory (U) grades issued in academics or citizenship.

Harassment

Harassment (physical, verbal, racial, or sexual) of any kind is never tolerated at school.

- Harassment occurs when a person is purposely and pervasively made to feel uncomfortable, embarrassed, humiliated, or threatened despite protest.
- If a student feels harassed, the first thing to do is tell the harasser in a firm and decisive way (not angrily or in a kidding way) that s/he does not like it and the action must stop.

- If the actions do not stop, tell an adult immediately. Complete an Incident Report in the office.
- Never** join anyone in any harassing activity. Rules against harassment will be strictly enforced.

Health Office

- The Health Office is located adjacent to the Attendance Office and is open to all students to help them with emergency health problems. The Health Office is staffed by a school nurse or health clerk. If necessary, ill and injured students will be sent home after parent contact is made. Parents are encouraged to keep their student home if s/he does not feel well to keep the student from spreading the illness or becoming sick at school. If a student needs to see the nurse, s/he needs to ask a teacher for a pass to the Health Office.
- If a student becomes ill or is injured during the school day, s/he must first report to their teacher before being admitted to the health office. A student injured on school grounds should report the injury immediately to a teacher or school personnel on duty. If the student is unable to report the injury, s/he should ask another student to do it for him/her. Student should not contact parent for pick-up and instead should go through Health Office staff.
- State law and district policies regulate the use or administration of medications at school. Medication, both prescription and non-prescription, cannot be administered by school personnel without the appropriate form signed by both the physician and the parent/guardian. Forms are held on file in the health office and must be renewed each year. Any medications to be taken at school must be kept in the health office.
- Hearing and Vision Screenings are conducted to 8th grade students and students new to the district. All screenings are mandatory by law unless they violate the religious beliefs of the family. Families may submit a written statement to the school nurse requesting to excuse a student from a health screening.
- Parents of students must submit evidence of immunizations against polio, rubeola

(measles), diphtheria, tetanus, pertussis (whooping cough), mumps, and rubella (German measles). In order to attend classes on the first day of school, 7th grade students must have proof that a second MMR (measles, mumps, rubella) has been administered and that the pertussis booster (Tdap) has been administered on or after the 7th birthday. All students enrolling in the school from outside California are required to have evidence of the varicella vaccine (chickenpox) or documentation they have had this disease prior to enrollment. In addition, if students are in 7th or 8th grade, they must have evidence of the Tdap vaccine. Contact the school nurse directly with questions.

Homework

Homework is assigned on a regular basis. Students will be informed of all due dates. Since each student works at his or her own pace it is impossible to expect everyone to spend the same amount of time on homework. The following amounts of time to be devoted to homework are guidelines adopted by the Board of Education:

- Grade 6: 360–390 minutes per week
- Grade 7: 390–420 minutes per week
- Grade 8: 420–480 minutes per week

Incident Report

If a student is involved in a situation that makes him/her feel uncomfortable, unsafe, or in need of support handling while on campus, the student should come to the office to complete an Incident Report. After an Incident Report is filled out, an administrator or counselor will review the report to address the situation and/or to investigate. Students are encouraged to use Incident Reports any time they want to report a problem to the school. The administration wants to help students solve problems and this is a first step to make that happen.

Library and Computer Lab

- The campus library hours are open from 7:30am–1:30pm on Mondays and 7:30am–2:35pm Tuesdays through Fridays. The library is also open at lunchtime.

- A Student ID card must be presented to check out a book.
- Books may be checked out of the library during normal operating hours. Books are checked out for a two-week period. Paper pick up will be assigned for overdue books. Students with overdue or lost books or damaged materials will not be allowed to check out additional materials until the book is returned or payment is made.
- Quiet study is expected at all times. Students who are unruly will be asked to leave.
- No personal disks or flash drives are allowed in the Media Center or Computer Lab.
- To use the Media Center or Computer Lab, a student must have parent permission on file and present their Student ID card or s/he will not be allowed in the Media Center or Computer Lab.

Lockers

Combination locks for your school and PE lockers must be utilized. Lockers are a privilege and are loaned to you by the school district for your convenience. Even when secured with a lock, lockers are vulnerable to break-in. The school does not take responsibility for lost or damaged textbooks or personal belongings. Lockers must be locked at all times.

- Memorize your lock's combination.
- Do not tell anyone your combination.
- Opening someone else's locker may be grounds for disciplinary action.
- You are responsible for your locker. Keep it clean and neat.
- To close and lock your locker: gently close the door, place padlock through the round opening in the door handle, lock your padlock and spin the dial, tug your lock to ensure the handle does not open.
- DO NOT SHARE A LOCKER WITH A FRIEND OR ANOTHER STUDENT.

School does not assume liability for theft or damage of inappropriately stored valuables.

Lost and Found

- If you lose a book, check in the office or library.
- For other lost items, check in the Lost and Found located in outside of the auditorium or in the PE area between classes, during lunch, or before or after school.
- Please mark all personal items brought to school.
- Do not bring valuable items or large sums of money to school.
- The school is not responsible for the loss of personal valuables.

Lunch and Nutrition

Lunch is a 35 minute period of time that comes between 4th and 5th period. Nutrition is a 10 minute period of time which is part of third period. Students are encouraged to bring a snack to eat during nutrition.

Forgotten Lunches

If a student forgets his/her lunch money or any other items from home:

- The student is responsible for checking in the office to see if the lunch or any other items were brought in.
- Classes will not be interrupted in order to deliver lunches or other forgotten items.

Cafeteria

Hot lunches are available for purchase in the cafeteria. Individual snacks and drinks are also available from the snack counter.

Lunch Locations

Students are to eat lunch in the Outdoor Eating Area or adjacent patio area. No food is to be eaten in quads or on the blacktop. All students must be in appropriate lunch areas within 10 minutes of the start of lunch. When a student finishes lunch, s/he should properly dispose of their lunch. Help keep the campus clean! 8th grade students may eat in any lunch area including the 8th Grade Park.

Lunch Activities:

- After finishing lunch, students may go to the library, computer lab, or the blacktop, or may remain in the lunch area.

- Students who go to the blacktop area should be involved in an organized game where adult supervision is present. Students are not to loiter in unsupervised/“off limit” areas at any time.
- Students who remain on the upper campus during lunch are not to play ball or engage in running.
- Students are not to congregate in quads or hallways that are unsupervised 10 minutes after lunch begins until the warning bell ending lunch.

“Off Limits” Areas:

- The areas behind 200, 300, 400, and 500 Buildings.
- Inside the Quads
- The ramp leading to the 300 building and adjacent grass area
- Ramp leading from the Outdoor Eating Area to the 200 Building
- Disaster and Sports Sheds

Noon Supervisors

Noon supervisors are employees of PVPUSD and are provided for your safety and security. Supervisors are to be afforded the same respect as all school personnel. Appropriate consequences will be issued for failure to follow the directions of a noon supervisor. Students should always carry their Student ID card on him/her and present it to a noon supervisor upon request.

Messages

Except in the case of a serious emergency, parents/guardians may not have messages relayed to a student during the school day.

Off-Campus Passes

If a student needs to check out of school:

- Parents/Guardians must send a note with the date and time of departure to the Attendance Office before school.
- Report to the Attendance Office with the note from your parents/guardians.
- Parents/Guardians must sign out in the Attendance Office before departure.
- If a student is to be checked out by someone other than a parent/guardian, s/he must have a note signed by the parent/guardian

authorizing the person by name, specific date, time, and reason must also be indicated. This person must also be listed as an emergency contact in Aeries.

- If a student is signed out and is returning the same day, a parent/guardian must sign back the student back in at the Attendance Office.

Physical Education

PE Uniform and Dress Requirements

Proper hygiene requires that every student wear a clean regulation uniform for physical education class. The regulation uniform consists of the following: school t-shirt and shorts, athletic socks, and athletic shoes with laces or velcro straps (cleated or slip-on shoes are not allowed). On cold days, athletic sweats may be worn over the regulation uniform. These are to only be worn during PE. “Street” clothes are not permitted in physical education classes. Safety reasons prohibit students from wearing jewelry, and other fashion items or accessories during physical education classes. Uniforms must be marked correctly in permanent marker with the student’s name visible on the front of the shirt and shorts. Uniforms must be worn properly and must be laundered weekly. Failure to adhere to these rules and regulations will adversely affect academic and citizenship grades.

PE Excuses

If students are not able to participate in physical activity because of illness or injury, a note signed by the parent or guardian is required and must be presented to the physical education instructor prior to the start of class. If an illness or injury requires the student to be excused longer than three days, a note must be presented to the school nurse for an extension. If an illness or injury is longer than five days, a note from the doctor stating the nature of the illness or injury, limitations of activity, and duration of any limitations must be presented to the school nurse who then instructs the teacher as to the procedures to be followed.

PE Exemptions

Long-term illness with restricted activity is handled via the doctor and school nurse. Students who miss more than four weeks during a grading period will receive a “CR” (Credit). Students who miss five or more weeks will receive a “NM” (No Mark) for that grading period.

Promotion and Commencement

Student participation in 8th Grade End-of-Year activities require meeting grade-level academic expectations, as well as positive citizenship and good behavior. Students will be notified in a timely manner during the 3rd trimester if they are at risk for losing eligibility for participation in any of the End-of-Year activities.

Eligibility for Participation:

- Academic:** Students must meet grade-level expectations. Students with below satisfactory grades may not be eligible for participation per Administrator discretion.
- Behavior:** Positive behavior is expected from all students. Students with Unsatisfactory citizenship, excessive office referrals, and/or school suspensions may not be eligible for participation per Administrator discretion.
- Attendance:** Students must maintain satisfactory attendance. Students with excessive absences and/or tardies may not be eligible for participation per Administrator discretion.
- Obligations:** All lost or damaged textbooks, school library books, and additional fines must be paid prior to participation in all End-of-Year activities.

Safety Plan

School Safety Plans are in place for the safety of your child. The comprehensive Safe School Plan binder is available for public viewing. It includes all school policies and procedures. It is housed in the Safe School Counselor’s office.

Sports

Under the sponsorship of the Ridgecrest Booster Club, students have the opportunity to participate in after-school sports leagues with other middle schools in surrounding communities. Students of all grades may try out for various sports teams. Sports offerings vary each trimester. Fall sports include: flag football, girls’ volleyball, cross country, girls’ lacrosse, golf, hip hop, and tennis; winter sports include: boys’ basketball, boys’ soccer, girls’ basketball, girls’ soccer, cross country, girls’ lacrosse, golf, and tennis; and spring sports include: boys’

volleyball, girls' softball, basketball, girls' lacrosse, tennis, and track. Some games are played at Ridgecrest and others are played "away" at other middle schools. Bus transportation is provided to and from away games. Sports teams are financially supported by parents. Any parent who wishes to make alternative arrangements needs to contact the Principal. To try out for a team, a student must have at least a C average on their last report card with no more than two D's and/or N's. A student is expected to maintain appropriate behavior. All 6th grade students entering Ridgecrest are eligible; grades earned in 5th grade are not used to determine eligibility. Once on a team, a student must maintain a C average with no more than two D's and/or N's. Students should listen to the Daily Bulletin for announcements regarding sports information, schedules, and try-outs each trimester.

Student Activities

Assemblies:

- Student body assemblies are planned for all students.
- Many different kinds of programs are offered throughout the year.
- Appropriate assembly behavior is required.
- Students are expected to enter the auditorium in a quiet and orderly manner and proceed with their teacher to the assigned area.
- Show courtesy and consideration to presenters.
- Do not bring backpacks.
- No food, drinks, or gum allowed.

Student Government

Associated Student Body (ASB) Officers

The ASB is made up of three elected class officers from the 8th grade. Officers serve as the Student Body President, Vice President, and Secretary. The three first semester officers will also serve as the student representatives on the School Site Council. The ASB is the student government organization at Ridgecrest.

Class Council

Students are encouraged to join Class Council and attend monthly lunch meetings when announced.

Qualifications for Participation in Student Government

Student Government Officers must meet the following requirements:

- Each candidate may not have any of the following grades during the previous marking period: D, F, N, or U.
- If a candidate has prior suspensions, administrative discretion will be used to determine the student's eligibility on an individual basis.
- Elected officers must maintain a C average or better in each of their classes during the term of office and no N or U grades.
- An elected officer serves as a role model. If suspended during the term of office, s/he will be removed immediately from office.

Student Council (STUCO)

- This is an open membership opportunity for students interested in being involved in another campus leadership opportunity.
- Four attended meetings will allow a student to become an "official" member of STUCO.
- General assembly meetings are held once per month and is open to all students.
- Planning meetings are held on Thursdays for members.

ASB Extracurricular Activities

In addition to Student Government, there are many other activities which students may choose to participate. Some examples: Raider Rampages, grade-level competitions, dress up days, yearbook committee, Math Club, and a variety of Booster Club sports and activities.

Student Pictures and ID Cards

Student pictures are taken in the fall of each school year. A flyer is sent home with all pertinent information. **Students are expected to carry their Student ID with them at all times during school hours.** If a student loses his/her ID, s/he may purchase a replacement ID in the office for \$2.00.

Tardiness

- Students must be on time for each class.
- A student is tardy if not in the assigned seat when the tardy bell begins to ring. (A student is truant if ten minutes late to any period without a valid excuse.) This

becomes a state-renewable attendance audit code.

- Repeated tardiness will affect a student's citizenship grade.
- If a student arrives late to school, s/he must sign in at the Attendance Office before going to class.

Telephone

- A telephone is located in the office.
- Students may use the office phone if a call needs to be made home. Students should not call parents from personal cell phones during instructional day.

Textbooks and Student Financial Obligations

Textbooks are loaned free of charge; however, students are expected to keep them covered and return them in good condition. Lost, damaged, or stolen books must be paid by the student to whom it was issued. Parents who request consideration for any financial issue are encouraged to contact the Principal. Students are responsible for any property damage or vandalism that you cause. Report cards, transcripts, diplomas, and yearbooks may be withheld until a student has cleared his/her financial obligations. Special fees may be charged for projects made in certain classes (i.e., Creative Design, Ceramics, etc.) as the student may take these personalized items home from school. Additional sets may be issued with a monetary deposit and administrative approval.

Visitors

State law prohibits unauthorized persons entering upon school grounds. To ensure the safety of all student on campus, all visitors, including parents/guardians, must report to the office to sign in. Ridgecrest does not allow visitations from students who are not officially enrolled at our school.