



Hello Parents and Students,

Welcome to the 2018-19 school year at Rancho Elementary School!

This handbook is provided to help you find information about our school. Please take the time to read it thoroughly; information on school life, curriculum, expectations for student conduct, and answers to questions parents and students frequently ask are included.

Parents are a child's most important teacher throughout life. We truly value the teamwork of parents and educators; through our conjoined efforts we are committed to working with you every step of the way to ensure that your child receives the highest quality education. Our staff is committed to the pursuit of excellence!

Thank you for allowing us to partner with you in your child's education.

Respectfully,

Tim Dignan, Principal

Natalie Waddell, Assistant Principal

## **ABSENCES and ATTENDANCE**

It is critical that your child attend school regularly. This shows your child that school is a priority. Students with 3 or more unexcused absences and/or excessive tardies may be notified that they have been referred to the School Attendance Review Board (SARB). On this panel are District officials, law enforcement officers and Department of Social Service administrators who meet with parents regarding their responsibility for their children and regular school attendance. In California, schooling is mandatory and regular student attendance is of great importance to student success and achievement. Recent studies have verified that students with high test scores and high achievement also have excellent attendance. Due to the State of California's new direction of actual attendance accounting the schools will only receive funding for students who are in attendance in class. Please schedule vacations outside school days. Every absence from school will require a note from a parent or guardian when the child returns to school or a telephone call to the attendance office at 695-7155. Our attendance clerk and/or automated system will inform you that day if your child was marked absent.

The School Board has an official [policy](#) regarding attendance. The district's [Administrative Regulation](#) describes what is considered a valid (excused) absence.

***Independent Study Contracts***-- Short term independent study contracts are encouraged for students who will be gone consecutively for 5 or more days. Packets are available from the attendance clerk in the front office.

## **ARRIVAL AND DEPARTURE**

Staff members are on duty to supervise students on the blacktop beginning at 8:40 a.m. Students may not be on the grounds prior to that time, nor may they be unsupervised on the periphery of the school. Parents with students needing care before or after school may contact the RES Child Care at 695-7156. Additionally, parents may not meet with teachers prior to 8:40 unless a meeting is scheduled ahead of time with the teacher.

Parents driving students to school need to pull through the parent drop-off/pick-up area. Please be sure to pull forward along the curb before stopping to drop off students. Students are to be dropped off only onto the right hand side of the vehicle, never in the left lane. By maintaining a single lane of traffic, there is a better chance that student drop-off/pick-up will be accomplished safely and more expediently. **Before your child exits the car, pull forward as far as possible. Do not leave gaps between vehicles. Have your child ready to go with all necessary items prior to entering the loop. Please respect the directions of Duty Teachers and crossing guards during drop off and pick up.**



## **BIKES & SCOOTERS**

Students in grades 3, 4 and 5 may ride bicycles and scooters to school. Before coming to school, please discuss and map out a safe route to school and observe your child while riding his/her bike or scooter. Bike racks are provided, but all students **must** provide their own bicycle/scooter locks.

**Remember that California law mandates that all children must wear helmets when riding a bicycle and scooters.**

Students may ride their bikes and scooters to school if the following rules are obeyed:

1. A bicycle helmet is worn when riding a bicycle or a scooter.
2. *Each **bike or scooter must be locked** to the bike rack.* Students must provide their own locks.
3. Bikes and scooters must be walked in the crosswalks, and everywhere on campus.
4. Bikes or scooters may not be ridden on campus or through the parking lot.

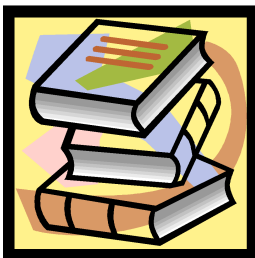
Riding a bike or scooter is a privilege not a right. Failure to follow the rules will result in the loss of the privilege. Bikes and scooters are always walked on school property and on all sidewalks. Students who fail to follow the school guidelines for bikes and scooters may have the bike or scooter confiscated and parents will be required to pick them up from the administration. Further non-compliance may result in the student having their bike riding and scooter privileges revoked.

**For safety and storage reasons, roller blades, roller skates, shoes with wheels, and skateboards are not permitted on campus.**

### **BIRTHDAYS**

Birthdays are a very special part of a child's life. However, RES does not allow for birthday celebrations at school. Such celebrations detract from the learning environment and can create an uncomfortable situation for children and parents whose families are unable to provide an at-school celebration. RES encourages students who wish to celebrate their birthday by donating a book to the library in honor of their special day. These donations will be recognized at the Friday Morning Line Up at the beginning of each month. All students will be recognized the Friday prior to their birthday at the Friday Morning Line Up and will receive a special birthday pencil. Please note that balloons are not permitted as they are a distraction to the learning environment and some students have latex allergies. Celebrating birthdays by bringing food items is definitely NOT allowed.

### **BOOKS**



Books for all classes are provided by the Temecula Unified School District. Although some workbooks are provided for student use each year, most hardcover books must last 5 to 7 years. Therefore, it is important that students take responsibility for keeping each book in good condition, free of pencil or ink marks, and covered. Parents/students will be charged for all damaged or lost books including library books and classroom texts. The report card will be held at the end of the year until applicable fees are paid.



## **BUDDY CLASSES**

Some primary classes are adopted by an upper grade class. Students participate in many activities such as reading, art projects, creative writing assignments, cooking activities, classroom parties, and cross-age tutoring.

## **BULLYING – TVUSD ANTI-BULLYING POLICY**

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The Temecula Valley Unified School District's Policy on Bullying can be accessed on the TVUSD website. Copies are available at each school site.

1. Temecula Valley Unified School District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of discrimination or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or the Temecula Valley Unified School District's Nondiscrimination/Anti-Bullying Coordinator. If there is sufficient corroborating information, the Temecula Valley Unified School District will commence an investigation.
5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the Temecula Valley Unified School District's policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.
7. The Temecula Valley Unified School District prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.
8. Students and parents also may contact the Temecula Valley Unified School District's Nondiscrimination/Anti-Bullying Coordinator: the Assistant Superintendent of Human Resources Development at (951) 506-7951.

## **CELLPHONES**

Students who bring cellphones to school are responsible for keeping them secure. They must be turned off when the student enters school and only turned on once the student leaves campus after school. Cell phones should not be visible during the school day. Confiscated phones must be picked up by a parent.

## **CUSTODY PAPERS**

The school must legally allow either parent to check their child out of school with proper I.D. unless court custody papers are on file in the school office.

## **DISCIPLINE**

Maintaining an orderly and safe environment is an important rule of public schools, for without these qualities, effective learning cannot take place. Students all have the right to learn and grow, play fairly, and to be safe while at school. Our staff holds high behavioral expectations for all students. Students are expected to follow classroom and school rules.

### ***Universal Expectations for all students:***

- ◆ Be Safe
- ◆ Be Respectful
- ◆ Be Responsible

RES believes in Positive Behavior Interventions and Supports (PBIS). Students are “taught” what behavior should occur in the classroom, in the hallway, at the lunch tables, on the playing field, etc. When students opt to not follow the Universal Expectations, consequences may be in order. Consequences used include bench referrals, time outs, recess/lunch detention, missing school events and suspension from school for up to five days, depending on the type and severity of the infraction. A classroom behavior report will be kept by each individual teacher monitoring minor incidents. Parents will be contacted by email or phone for each low level incident beginning no later than the 3<sup>rd</sup> incident. Low level incident referrals will be monitored by the school administration, PBIS team, and/or the LCAP Student Assistance Program Facilitator.



## **DRESS AND GROOMING AT SCHOOL (AR 5132)**

Students are required to show proper attention to personal cleanliness, health, neatness and safety. In addition, state law requires that all children wear shoes at school. A well-groomed appearance is important in developing a positive self-image and complements the total instructional program.

- Extreme styles or fads that may disrupt the educational process or other school activity are prohibited.
- Revealing clothing is not permitted. Halter-tops and shirts with spaghetti straps are not permitted. Students' shirts should meet the top of their pants or shorts. Undergarments should not be visible at any time.
- Sandals may be worn only if they have a front and back strap, according to the California Safety Code. However, tennis shoes are much safer for our active students and enable greater participation in P.E. and other outdoor activities.

- Clothing that is offensive or may promote gangs, drugs or alcohol is prohibited. Baseball hats are to be worn with the bill forward. Hats are not allowed to be worn inside the building.

## **EARLY CHECKOUT**

Parents wanting to have a student released early must sign their child out in the school office. For your child's protection, the office does not release students to siblings under the age of 18 or to adults who are not listed on the emergency card. Identification is required. Check out is not permitted after 3:00.

Early checkout should be avoided whenever possible as students are missing important instructional minutes. Students who are checked out early will not be eligible for perfect attendance.

## **EMERGENCY INFORMATION**

Emergency information and supplemental emergency information is posted online through the Infinite Campus Parent Portal. It is the responsibility of parents/guardians to keep this information current and update through the portal. A complete list of relatives and neighbors, and their correct telephone numbers should be noted in the emergency information in the event that you are unable to be contacted. Please remember that emergency information is the school's only link to you during the school day.

## **EMERGENCY DRILLS**

Fire and earthquake drills will be practiced on a regular basis. Drills will be held monthly. In addition, we practice "Lock Out" and/or "Lock Down" drills several times per year. Students respond quickly to the emergency commands and are prepared to act appropriately during a disaster. The Rancho staff has a formal site disaster plan in place.

## **FIELD TRIPS**

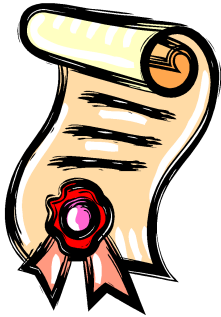
Field trips within our city and to other nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of the field trips well in advance of the scheduled trip date and will be asked to sign the field trip permission slips. Please note that students may go on a field trip with their class only. Parents participating on field trips are not permitted to bring siblings.



## **HOMEWORK**

Homework is a valuable part of the instructional program. Students should be able to complete homework independently, or with minimal supervision. Parents are encouraged to show interest in their child's work

and provide an appropriate setting, free of distraction, to promote quality work. Homework is usually assigned Monday through Thursday. Primary students will be assigned minimal homework initially, with about 30-45 minutes expected by grade three. Upper elementary students can expect up to 60 minutes per evening. Homework is assigned in addition to work not completed in class. Should there be days when no specific homework is assigned; parents are encouraged to help their child maintain a regular study schedule with the focus on reading or writing. Part of homework time should include a minimum of 15 minutes of required reading nightly. The more students read the better readers they become.



### HONOR ROLL - TBA

### INSURANCE

The district does not provide medical insurance for students. However, information regarding voluntary school accident insurance is sent home at the beginning of every school year. You may purchase this insurance if you wish. The district business office is able to answer questions you may have regarding voluntary school insurance.

### LIBRARY



All students receive instruction in the library on a weekly basis. Parent volunteers for the library are welcomed! If you are able to help, please contact the school. All students and parents must sign the Acceptable Use Policy permission slip yearly before students can have access to the internet.

### LOST AND FOUND

Every year students leave valuable articles of clothing, lunch boxes, and backpacks at school. All unclaimed items are donated to charitable organizations at the end of each semester. **Please put your child's first and last name on all personal articles with indelible ink markers.** This will enable the staff to return the articles to the proper owner. Parents and students are encouraged to check the lost and found area several times during the course of the year.

### LUNCH

Milk – \$0.25 Lunch – \$2.75

Students have approximately 40 minutes for lunch and playtime. Students may bring a lunch to school or purchase a complete hot lunch. Children will not be allowed to charge their lunch. Menus are sent home monthly to inform you of the lunch selections and are available on our school website. We encourage you to pack a complete and nutritious lunch. Sodas are not permitted and we recommend that you avoid sending fruit cups and sweet juice drinks. These foods tend to attract bees in the summer and create a problematic situation in our lunch area. Thank you for your help.

If your child forgets their lunch or lunch money, you may bring it to the front office. At the beginning of the lunch period, the noon duties bring out the box of lunches. Classrooms will not be disrupted. In the event that a child does not have a lunch, an emergency lunch will be provided that includes a cheese sandwich, apple and milk.

The district offers online & telephone access for prepayment of lunches with debit cards, credit cards and electronic checks. Parents also have access to their student's lunch account balance, etc. Information about the service and the link to **PayPAMS** can be found on the district website.

For children with severe food allergies, designated tables are available for them. Students are not permitted to share snacks or lunch with other students.



### **MEDICATION**

When it is necessary for your child to take prescription medications during the school day, it is required that you and your physician **complete a district form** in order for the nurse or health clerk to administer this prescribed medication. The medication must be brought to school by an adult in the original container and will be locked in the nurse's cabinet.

Without exception, **students may not bring any medication to school!** What may have medicinal value to one student may be lethal to another.

### **MESSAGES TO STUDENTS**

It is understandable that, occasionally, emergency situations arise requiring the office staff to relay a message to a student. In these situations the school will accommodate. However, to help eliminate classroom disruptions, please make after school arrangements prior to the start of the school day. We do not put phone calls through to the classrooms.

### **PERFECT ATTENDANCE**

Students will be recognized for perfect attendance awards at the end of the year. If they are **in attendance everyday as well as on time**. If a child is checked out early, they will NOT be eligible for this award. If a student is tardy, whether excused or unexcused, he/she does not qualify for perfect attendance. Perfect attendance is awarded at the end of the school year.

### **PHYSICAL EDUCATION**



Grades 1-5 are required to have 200 minutes of PE instruction every two weeks. During the second semester, a PE specialist will provide 45 minutes per week (90 minutes every two weeks) while the classroom teacher will complete the remaining 110 minutes every two weeks. The state requires no PE minutes for kinder.

## **PTA**

Our PTA is a great organization of families who work to provide special programs for students, and implement exciting activities and events. PTA events are successful because parents volunteer their time to make school activities fun for students and their families. Join PTA today! By working together, we can provide many opportunities for our students.

[You can join PTA online.](#)

## **REPORT CARDS and PROGRESS REPORTS**

Report cards are issued twice per year, at the completion of each semester. Mid-semester progress reports will also be sent the week of October 12 (Parent-Teacher Conference Week) and on March 11. Only those students who are performing at a less than proficient level are required to receive a progress report. Should your child receive an unsatisfactory progress report, you may wish to contact the teacher to establish specific objectives to improve his/her academic achievement in the classroom.

## **SCHOOL SITE COUNCIL**

Representative staff members and parents have an opportunity to work together to plan educational objectives that support the academic program. The School Site Council representation changes annually and new parent members are actively recruited. Interested parents may contact the school.

## **SECTION 504**

### **NOTICE OF NONDISCRIMINATION AND CHILD FIND OBLIGATION UNDER SECTION 504 OF THE REHABILITATION ACT**

It is the policy of Temecula Valley Unified School District that no individual shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District educational program or activity receiving assistance. Additionally, the District is obligated to undertake to identify and locate every qualified handicapped person residing in the District's jurisdiction who is not receiving a public education. (BP 6164.6; AR 6164.6)

Any person having questions about the school's compliance with the regulations implementing Section 504 should contact the school's Section 504 Coordinator, Mrs. Waddell, at 951-695-7150.

## **SEXUAL HARASSMENT**

Temecula Valley Unified School District does not tolerate sexual harassment, hate crime, or discrimination on the basis of: gender, race, color religion, national origin, ethnic group, marital

or parental status, or physical or mental disability. We are committed to a school environment where staff and students may flourish in a climate of acceptance free from actions, statements or activities which degrade the unique qualities of every individual. If you feel you have been harassed, tell a teacher, a counselor, or the Principal. TVUSD Board Policies 4119.11, 0410, and 1313.3 are on file in every administrative office within the District.

## **SPECIAL EDUCATION PROGRAMS**

**RESOURCE SPECIALIST PROGRAM:** This special education program provides help for students with specific learning disabilities. Each student's parents and teacher work together with the district psychologist, Principal, and resource teacher to develop an education program specially designed to remediate his/her learning disability.

**SPEECH AND LANGUAGE:** A speech and language therapist provides special instruction for those children who have identified disabilities in these areas. Some students may require speech therapy for articulation problems, and some for language development assistance. In both cases, the speech therapist meets with small groups of students several times per week.

**ADAPTIVE P.E.:** Physical education curriculum is provided to meet the needs and special circumstances of students.

## **STUDENT COUNCIL**

Students in grades 3rd, 4th and 5th are given an opportunity to participate in decisions affecting the student body and to receive first hand knowledge of the democratic process. The student council sponsors special school spirit dress-up days and other activities.

## **STUDENT SUCCESS TEAM**

The Student Success Team (SST) convenes on a regular basis to discuss identified students struggling socially or in one or more academic areas. Parents are invited to attend all meetings.

## **TARDINESS**

Rancho students are expected to arrive on time daily. The warning bell rings at 8:53 a.m. Gates are shut at 8:55 a.m. Should a student arrive to school after the bell, he/she must get a tardy pass from the office. Frequent tardies without a valid excuse is considered truancy under the law.

## **TOBACCO FREE CAMPUS**

Temecula Valley Unified School District is a Tobacco free school district. In the interest of public health, it is a violation of the T.V.U.S.D. Policy 3513.3 to use any tobacco product on District property.

## **TOYS**

Toys are not allowed at school. With the teacher's prior approval, some objects may be brought from home and shared with the class; however, they should be carried to and from school in a bag and be approved by the teacher. Students are not allowed to bring toys (including fidget spinners), electronic equipment, gameboys, PE equipment, or items that might take away from the learning environment.

## **VISITORS ON CAMPUS**

Parents and other visitors must sign in and receive an office pass (sticker) before entering the fenced campus while school is in session. Visitors without a pass may be asked to leave. This practice is for the safety of your children. Visitors wishing to observe a classroom must follow the district practice and protocol for doing so. The front office can provide you a copy of the practice and protocol upon request. Per Board Policy 1250, "no electronic listening or recording device may be used by visitors in a classroom without the teacher and principal's permission. (Education Code 51512)"

Middle school and high school students are not allowed on campus during school hours without prior administrative approval at teacher request. Approved students will be required to sign in and secure a visitor pass.

## **VISITORS AT LUNCHTIME**

Family members are welcome to join RES students during lunchtime. Please sign in on the **Visitor Log** and wear a **RES Visitor sticker**. Adults may eat with their children at the **Family Lunch Tables** in the amphitheater located between Room 32 and the MPR. Adults are not allowed to accompany children to the play area. Adults are welcome to join our **Watch DOGS program** and supervise structured games (i.e., dodgeball, kickball, soccer). Younger than school-aged siblings may accompany adult family members for lunch. Siblings are not allowed to play on the playground or equipment, and must remain seated at a lunch table or in a stroller. Photographing and videotaping are prohibited.

## **VOLUNTEERS**

Parent volunteers are an important part of the educational programs at Rancho Elementary School. Many programs and activities would not be possible without your help. Please feel free to contact your child's teacher if you are able to find time to help. All parent volunteers are required to sign in on the **Parent Volunteer** log in the office when coming on campus. Parents who volunteer must have completed the Volunteer Packet which includes:

1. a current clear tuberculosis vaccination on file in the Rancho office (not older than four years),
2. signed Volunteer Code of Conduct, and
3. a Megan's Law background check completed by the school secretary
4. a copy of your photo ID

## **Watch DOGS**

Adults are welcome to join our **Watch DOGS program** and supervise structured games (i.e., dodgeball, kickball, soccer) at recesses and lunch as well as helping in their child's classroom.

Like all volunteers on campus, Watch DOGS must complete the Volunteer Packet which includes:

1. a current clear tuberculosis vaccination on file in the Rancho office (not older than four years),
2. signed Volunteer Code of Conduct, and
3. a Megan's Law background check completed by the school secretary
4. a copy of your photo ID

### **WALKING TO SCHOOL**

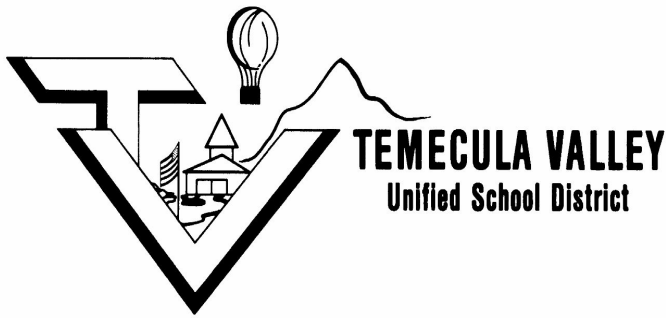
If your child will be walking to school, please review the walking route with him/her. It is always best to practice safe use of appropriate crosswalks. Stay on sidewalks and walk with a friend. Crossing guards will be available at the major intersections on La Serena. Walking your children across the roads directly attached to the entrance and exit of the parking lot is extremely unsafe and illegal. It is strongly discouraged.

### **WEAPONS**

There are very strict laws in the state of California regarding possession of weapons or imitation weapons on a school campus. It is forbidden by law for students to be in possession of pocket knives, guns, etc. on the school campus.

### **WELLNESS POLICY**

Parents and staff are not allowed to use food and beverages for regular rewards & celebrations. Exceptions to this are two classroom parties permitted each school year. Items offered must be commercially prepared. Food and/or beverages offered at school must meet both the state and district nutrition guidelines



Timothy Ritter  
SUPERINTENDENT

## **Rancho Elementary School Important Phone Numbers**

Main Office: 695-7150

Attendance: 695-7155

Health Office: 695-7150 x1206

Fax: 695-7154

PTA: 695-7150 ext 1211

BASES: 695-7156

### **Temecula Valley Unified School District**

The District shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, mental condition, Vietnam era veteran status, or actual or perceived sexual orientation.

We are committed to a school environment where staff and student may flourish in a climate of acceptance, free from actions, statements or activities, which degrade the unique qualities of every individual. If you feel harassed, tell a teacher, counselor, principal, or District administrator. Board Policies 0410, 131.1, 1312.3, 4030, and 4119.11 are on file in every administrative office within the District.