

Rancho Canada PARENT HANDBOOK Home of the Gauchos

This handbook is intended to acquaint you with our school's day to day procedures and guidelines developed to promote a safe and orderly learning environment.

We look forward to working with you to provide the best possible educational experiences for our students.

DAILY SCHEDULE M, T, Th, F

Kindergarten	8:00-2:15
Grades 1-6	8:15-2:30

MODIFIED DAY WEDNESDAY MINIMUM DAY DISMISSAL TIMES

Kindergarten	12:50 PM
Grades 1-6	1:05 PM

OFFICE HOURS

Monday - Friday 7:45 AM to 3:15 PM
Telephone (949) 768-5252
Attendance Line (949) 859-4684

DISMISSAL

Students enrolled in our on site child care, The Learning Center (TLC), are to report there immediately after school. All other students are to walk home, board the bus, sign in at the Kids' Factory after school drop-in program or wait by the flagpole to be picked up. If the students's ride is later than 15 minutes, the students are to come into the office for assistance.

SCHOOL MEALS

Lunch is available for \$3.00. The school menu is available on the district web site at svusd.k12.ca.us. Saddleback

Valley Unified District has implemented a computerized lunch program. Each student will have their own account and parents will be able to deposit money in their student's account. Students will then access their account to pay for lunch by entering a PIN number.

Parents also have the ability to log into their student's account over the internet to view account balances. Please go to svusd.k12.ca.us and select "Lunch Menus" to find out more information. Parents may also write a check to "SVUSD" to deposit money in their student's account. The check should include the child's name, pin number and teacher's name.

PROGRAM OF INSTRUCTION

Our school has always been noted for its well-rounded program of instruction extending from kindergarten through sixth grade. Emphasis is placed upon developing responsibility and positive attitudes in students and in helping them experience success at school.

Reading readiness activities are started in kindergarten when the child is ready. The readiness program may continue during the first part of grade 1, depending on individual needs. Phonics is one approach used in the teaching of reading.

Mathematics, grammar, spelling, science and the social sciences (which include history, geography, civics, citizenship, and current affairs) are included in each grade level according to the California State Department of Education requirements and Saddleback Valley School District guidelines (for your reference, the California State Standards for grades Kindergarten - 6th Grade can be found at www.cde.gov). Music, art, technology, and physical education are also important areas of the curriculum.

EMERGENCY INFORMATION

Each child attending school must have a current Registration Information Card, signed by a parent, on file in the office. It is imperative that we maintain up-to-date information with each question answered completely. This includes vital information needed in case of illness, accidental injury, or an emergency at school.

If at any time during the school year there should be a change in any of the information (such as work phone) please notify the school office immediately. Failure to keep the school office informed could mean loss of precious minutes in the event of an emergency, or require us to call for emergency assistance (ambulance) for which parents may be billed later.

ARRIVAL AND DISMISSAL

Playground supervision begins 15 minutes before school starts. students are not permitted on campus prior to this time. Kindergarten line-up area opens at 7:45 am and grades 1-6 may begin lining up at 8 am.

Please help us keep the playground free of pupils before school. The playground is closed prior to the start of the school day. When students arrive to school, they must line-up on the basketball courts near the back of the schools.

We make every effort to insure your child's safe arrival at home after school. Please instruct your child to go directly home after school is dismissed. Any time a child's routine is to be different than usual (such as parents out of town, child to go home to a friend's or baby-sitter's house) let us know via a note so we are ready to assist if circumstances dictate.

Please note also that supervision is not provided after school hours or on

weekends.

The playground is not open after school.

Students and families not part of the afterschool TLC program are not permitted on the playground until after 6pm. We feel supervised students are safe students. students are also asked to stay away from the school buildings if they return to play after regular school hours. Parents are asked to report to the Orange County Sheriff's Dept., phone number 647-1832, any unusual or suspicious activity on school premises on non-school days.

PARENT/SCHOOL COMMUNICATION

Communication from the principal includes weekly email and phone messages that are sent out on Sunday evenings and during the week of special events. Please notify the office if your email and/or phone number changes.

In addition, some teachers publish web pages and list daily assignments and student grades on the Parent Portal. Consult the individual teachers for more information.

In addition, families are encouraged to follow Rancho Cañada on twitter @RanchoElem for school related information.

Also, four times per year, SVUSD will be publishing School News Roll Call which highlights district and school news.

DAY CARE PROGRAM

The SVUSD Recreation Department provides The Learning Connection (TLC) an on-campus before and after school day care. All school rules apply to this program. For more information about this program, please call 768-0981.

KIDS' FACTORY

Kids' Factory is a "drop in" after

school activity club sponsored by the Saddleback Recreation Department. This program entitles boys and girls to participate in planned after school activities. The program runs daily from 2:30 - 4:30. All school rules apply to this program. For more information on the Kids' Factory, parents may call (949) 460-2735.

PARKING LOT TRAFFIC

We are fortunate to have parent "Greeters" assisting students who arrive by automobile each morning. Automobiles are to enter the parking lot in the SINGLE DESIGNATED "VALET" LANE, as the lane closest to the curb is the bus lane.

Parking in the school lot is designated for staff only.

WHEN VISITING SCHOOL

Parents are welcome to visit the school and individual classrooms. To ensure the safety of students, per State of California Law, everyone **MUST** check in and sign in at the front office to acquire a visitor's badge. Parents interested in visiting a particular classroom must make prior arrangements (24 hours in advance) with the classroom teacher.

To further ensure student safety, parents are not permitted on the playground, and are not permitted to have lunch on campus with their student. Parents may sign out their student to have lunch off campus.

Toddlers usually need more attention during a visitation than anticipated by parents and are distracting to the usual classroom routine. Please make alternate arrangements for them.

As stated, our parking lot is for staff only. We have insufficient parking spaces in our lot to accommodate all of our staff. Please plan to park on near-by streets.

ABSENCES

Each day your child is absent, please call our attendance hotline at (949) 859-4684.

When a student is absent, apportionment funding for our school is lost. Therefore, we encourage all students to attend school regularly, except when a child has a contagious illness or when bed-rest is required. If your family is called out of town for 5 or more days, please notify the teacher in advance so that a packet of learning material (independent study) may be prepared. Completion of this material will assist the student in keeping up with the class and allow the school to earn apportionment funding.

Each year there are some students who are illegally absent from school, and many others who are persistently tardy. This is a tragic loss because these students are setting the stage for truancy in junior and senior high school, and are potential dropouts. What is even more tragic is that some parents permit their students to become truant by occasionally allowing them to stay at home instead of insuring they attend school promptly and regularly.

The California Education Code, Section 48200, makes full time education compulsory for students from ages six to sixteen, or high school graduation. It is the legal responsibility of parents, or guardians to see that their school aged students are enrolled and attending school every day unless they have a valid excuse. Under the law, a child may be legally excused from attending school only for illness, quarantine, funeral services of a member of the immediate family, or for medical services; such as dental. Staying home to visit with out-of-town relatives, babysitting a younger brother or sister, accompanying their parent(s) on a day off, etc. are not legally valid excuses for a child missing a day of school.

In these times of ever increasing expectations and accountability being placed upon the schools, it is absolutely vital that every child attends school promptly and regularly.

It is important for you to know that school attendance will be more closely monitored this year, and you will be notified if your child arrives at school tardy or has unexcused absences. It is also important for you to know that the Sheriff's Department recommends that a child not babysit until the age of fourteen. This is for the safety and proper supervision of all minors involved. We have been told by the Sheriff's Department they will take action upon violators.

The staff at Rancho Cañada School strongly requests your full cooperation in ensuring that your students attend school each and every day school is in session, and that you impress upon them the importance of their arriving on time.

Doing so will eliminate the embarrassment and the unpleasantness of the consequences for tardy or unexcused absences. Students who are chronically late run the risk of missing their recess time and in extreme cases be referred to the Student Attendance Review Board.

If a student is late and/or absent because he was at an appointment (doctor, dentist, orthodontist, etc.) we ask that you bring a note from the doctor when checking in.

We thank you in advance for your cooperation in this important matter.

REPORTING ABSENCES

We all share responsibility for the health, safety, and welfare of the students attending school. For this reason, it is essential that the school be notified of any absence before it occurs. If your child is to be absent or more than 10 minutes late, please phone our school attendance number at 859-4684. Call each day your child is absent. If we have not

been informed of your child's absence, we must assume that something is wrong and proceed as follows:

1. Call the student's home
2. Call the parent's place of employment
3. Call the neighbor or relative listed on the emergency card.

If a parent is not reached, we would appreciate a note stating the reason for absence and the days absent when the child returns to school. You can save the office staff a considerable amount of time by remembering to call the school each time your child will be absent. We wish to thank you in advance for helping us with this important safety procedure.

ATTENDANCE NUMBER

859-4684

HEALTH SERVICES

In case of an accident or illness at school, first aid will be administered by a qualified person and the parents will be notified. Except for first aid at the time of the injury, the school cannot treat injuries. Our school does NOT have a nurse on site.

If it is necessary for a student to go home because of illness or injury, it will be the responsibility of the parent or guardian to pick up the child.

MEDICATION

The Education Code allows school personnel to administer medication if the following steps are taken:

1. Physician's request form completed by physician and given to office.
2. Parental release form on file in the office.
3. The container of medicine is labeled with the name of the child, name of the medicine, dosage requirements and physician's name.
4. Medicine is brought to school by

the parent ONLY.

Please contact the school for the required form. All medications must be administered by school. Students can NOT BRING ASPIRIN OR ANY OTHER MEDICATION to take on their own. There is the possibility of another child taking the medication and having a severe reaction to it. All medication, no matter how harmless it may appear, must be kept in the office.

****THE FORMS DESCRIBED ABOVE ARE REQUIRED FOR NON- PRESCRIPTION MEDICATION AS WELL AS FOR PRESCRIPTION MEDICATION.**

SCHOOL ACCIDENT INSURANCE

Parents are encouraged to enroll their students in the district sponsored student accident insurance program if they do not have other health insurance. This low cost accident insurance can cover medical costs for the inevitable accidents that can occur at school. The District does not provide medical insurance for accidents.

DOCUMENTATION OF PARENT CUSTODY

If you have specific limitations related to the release of your child to a natural parent, please be aware that we must comply with various sections of the civil code relating to the dissolution of marriage. We must have documentation specifying which parent has official custody of the child. Therefore, we are requesting that you present us with a copy of the court order which stipulates the conditions of custody. Please understand that if we do not have this on file, we have no other choice but to release your child to the other natural parent upon his/her request. If ever there is a change, you must provide that documentation to the school to ensure that it is being followed.

CALLING FOR students AT SCHOOL

We seek your cooperation and assistance in establishing in every classroom an atmosphere conducive to the development of good study habits and uninterrupted academic learning time. You can help us by:

1. Sending the teacher a note stating the time a child is to be dismissed from school for a medical or dental appointment. After you show your I.D. and sign out your child, we will call your child up to the office to be dismissed.

2. Drastically limiting the messages you wish us to deliver to your students after school has begun.

3. Establishing a system at home which helps eliminate forgotten items.

It is our desire to stop all forms of communication regarding the items discussed above during the school day. Thank you for considering our plight. We look forward to your continued cooperation.

MAKE UP WORK

Students who miss class because of an excused absence are to receive full credit if the work is turned in within a reasonable make-up schedule. Students may request work on the third consecutive day of an absence. Students who miss work because of unexcused absences shall be given the opportunity to make up work for full or reduced credit at the option of the teacher. Students who are suspended from school shall be allowed to complete all assignments missed during the suspension which can be reasonably provided and, upon satisfactory completion within a specified period of time, receive full credit for the homework missed and made up. (Education Code Section 48903.5) Students who miss school because of truancy or other deliberate actions may not make up missed

assignments.

The student has the responsibility to make arrangements with the classroom teacher for make-up work. Assignments made prior to an absence will be given no additional time but are due on the day the student returns to class or at the discretion of the classroom teacher.

SPECIAL LEARNING NEEDS

Gifted and Talented Education (GATE) cluster classes are available for qualifying students. Annual GATE assessments determine students who qualify begin in the third grade.

Parents and/or teachers concerned about a student's academic and/or behavioral progress may request a meeting of the Student Study Team (SST). Members include the teacher(s), principal, parents, Resource Specialist teacher, Speech and Language Specialist, and school psychologist. The team considers all information available and determines interventions for student success.

MULTIMEDIA CENTER

Computers and library books are available to all students both in the classroom and in our Multimedia Center. A computer lab and a library collection of over 16,000 books are housed in the Multimedia Center.

ACCELERATED READER: LIBRARY OF BOOKS

One of the greatest things we can do for the academic success of our students is to read with them and to have them read. We are thrilled to have many great books here at school that are designated as Accelerated Reader books. To view the book titles, please visit our district website. The direct link is http://www.svusd.org/p_home.asp?tid=5309.

RANCHO DISCIPLINE POLICY

The achievement of our students is the main concern of the Rancho Cañada staff. In order to help insure that our students will be learning, we believe it is very important to provide each child with a safe and proper learning environment. We believe students can do what is expected of them if they clearly understand the expectations and the consequences that would result if those expectations are not met. We also believe that students choose their own behaviors. Understanding the consequences of behavior, both positive and negative, help students to make appropriate choices. Finally, we recognize that students need reminders, and we are prepared to deal with students in an understanding, yet firm manner in order to insure a safe and productive learning environment for all students

It is important for all students, as well as parents, to understand that in California all students have the responsibility to "comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school," (Education Code Section 48921). In addition, students, like all persons, have the responsibility to respect the rights of all other individuals. In short, students must demonstrate responsibility in the exercising of their rights. Part of our responsibilities here at school are to assist students in learning how to properly exercise their responsibilities as members of a school community. Aiding students in this process are defined standards and expectations developed by school personnel that give students parameters in which to operate and goals to achieve.

RANCHO STUDENT CODE

A major goal of the Rancho Cañada student body and staff is to maintain a safe and healthy environment and classroom climate conducive to learning. Students enrolled at Rancho Canada,

therefore, are expected to conduct themselves in such a way so as to show at all times that they understand and accept school policies and rules regulating student behavior. Our students will:

1. Keep, hands, feet, and objects to themselves
2. Treat Everyone with Respect
(Use Only Kind Words
Towards Others)
3. Complete All Assigned Work
4. Follow the Directions of the
Adults in Charge
5. Use Common Sense (Do Not Do
Anything Harmful to Yourself
or Others)
6. Bring to school only those things
that help you learn (sports equipment, for
example, may not be brought to school and
will be confiscated).

7. Remain in Supervised Areas
Simply, we want our students to do
their best whether it is homework,
classwork, behavior choices and everything
they do during the school day.

Most students will do a good job
following school rules. Those students will
be rewarded for their positive behavior.

Students who need reminding of
following the rules will receive a Citation
and the appropriate consequences. The
primary purpose of the Citation is one of
communication between school and home.
Consequences may be a warning, detention,
or suspension depending on the rule
violation. We expect our families to be a
partner in this area and support adhering
to school rules. As stated above, one of
those consequences may be to serve an
after school detention. A serious violation
of school rules may result in being
assigned detention. A student who earns
two or more Citations in any given month
will be assigned detention.

It is our intention to work with
inappropriate student behavior in its early
stages before it becomes a major source
of difficulty for the student. Students

who model respectful behavior and make
positive choices may earn Gaucho Bucks.
Gaucho Bucks may be redeemed for a
variety of prizes throughout the school
year.

At no time will the willful
destruction of school property, defiance,
fighting, possession of alcohol or drugs, or
profanity be allowed. No student will come
to school with a weapon or dangerous item.
SVUSD has a zero tolerance policy in this
District. Detention, loss of school
privileges, suspension or other
consequences deemed appropriate will be
the resulting consequence of these acts.
Parents will be informed prior to any
consequence being implemented.

The safety and welfare of all
students attending school is our concern.
It is our desire to provide a safe
atmosphere for all.

CELL PHONE POLICY

We realize the importance of
students having the ability to communicate
with parents after the school day. As a
result, students are permitted to bring a
cell phone with them on campus. However,
they **MUST** be turned off and are **NOT**
permitted to be used during the school day
without the permission of a teacher.

DRESS REGULATIONS

Rancho Cañada students must wear
clothing that is comfortable, clean, and
school appropriate. Clothing and other
items that students wear to school must
not disrupt the educational process nor
create any form of school disturbance.
Inappropriate clothing includes:

*Any item symbolic of gang attire.
Clothing with logos or slogans or words
promoting or depicting alcohol, tobacco,
drugs, vandalism, bigotry, violence, sexual
connotations, suicide or those with double
meanings.

*Pants or shirts which are oversized
and baggy and which can be dangerous

when a child runs, jumps and participates in other physical activities.

*Pants or shorts which are not the proper size and which do not fit securely at the waist above the hip bone. They must be hemmed neatly and may not be worn rolled up. Although not always the case, a very general rule of thumb is that shorts should exceed past one's fingertips when the arms are held at the side.

*Any top that is revealing or reveals bare midriffs or bare shoulders. Examples include tank tops (unless worn with other less revealing top beneath), cut-off tops, tube tops, halter tops, bathing suits, sports bras or midriffs. Underwear must not be showing.

*Any open toe or heel shoes such as thongs, sandals and boots. Such shoes are either not safe or are not conducive to an active physical program and are not allowed at school.

If clothing is not appropriate, the parents will be called to bring a change of clothes. If the situation cannot be fixed, the child will stay in the office during recess and/or lunch.

Each students' hair should be clean and neatly styled. Unusual/disruptive styles are not permitted, including spiked or dyed hair.

Also, not acceptable are:

- Earrings which dangle and which could become dangerous when playing.
- Make-up
- Chains including those attached to wallets, belt loops or other items.
- Clothing with holes, cuts or tears.

Our goal is to cooperate with parents to ensure students wear clothing that is safe, clean and comfortable. If there are concerns regarding appropriate dress, parents will be notified and students will be asked to change.

LOST CLOTHING

Please clearly mark all sweatshirts,

sweaters and jackets as well as personal items such as lunch pails, backpacks and books with your child's name. Your help is needed in teaching students to care for their belongings. Many items, often brand new, go unclaimed in our school's Lost and Found. Students are reminded all items left unclaimed in Lost and Found after the last day of school will be given to a charitable organization.

VANDALISM

Students and their parents shall be held responsible for all damage to equipment and other school property. This responsibility applies in the matter of books and supplies of all kinds, and the buildings and grounds. Whenever possible, the administration shall require restitution for damaged school property.

SAFETY

Crossing guards are provided for your child's safety at Winding Way and Serrano and in front of the school. students are cautioned not to jaywalk across either of these busy streets. Please emphasize with your child the importance of looking both ways before stepping into the street and to only cross streets at the corners.

Skateboards, rollerblades and razors are not permitted on campus. Students can be ticketed by the police for riding skateboards and rollerblades on campus at any time.

Parents driving to or picking students up from school may use the "valet" lane in the school parking lot. The red curbs are No Parking Zones. Only buses may stop at the red curb. Please use the "valet" lane to load and unload students. Insist that students get in and out of your car from the car door closest to the curb. To assure a smooth and efficient flow of traffic, pull up as far as possible along the yellow curb. Never leave your car unattended.

As stated, other than the four visitor stalls we ask all parents to park around the school and not in the parking lot. From the visitor stalls, please use the parking lot next to these stalls.

School phone - Keeping the safety of your students in mind and to avoid confusion, students will be directed to make arrangements about "visiting friends after school" prior to coming to school and will be reminded of this rule if they come to the office to make such arrangements by phone. Please ensure that your student knows their home and parents phone numbers. In this digital age, memorizing phone numbers seems to be a thing of the past, but it is important for your child to know them.

BICYCLES

Students in grades 3-6 who have a permission slip from their parents on file in the office may ride their bicycles to school. Each bicycle must be equipped with a lock and parked in the bicycle racks. Students will be expected to abide by all traffic safety laws when going to and from school. All bicycle riders must wear approved, proper-fitting helmets. Bikes may not be ridden on campus. Students must walk their bikes on the sidewalk between street entrances and the bike racks. Penalties for violations are as follows:

1st offense - Warning

2nd offense - One week suspension from riding a bicycle to school.

3rd offense - The student will not be allowed to ride a bicycle to school for the remainder of the school year. Your child's bike may be confiscated for a violation and locked in the school until a parent can pick it up.

WALKING PRECAUTIONS

We never want to unduly alarm our

students or make them overly fearful, but we do want to make them aware of potential dangers. The following precautions should be discussed with students to insure their safety. If your child reports a suspicious occurrence to you, **CALL THE SHERIFF IMMEDIATELY AND REPORT IT (647-1832 or 911).**

1. Try to always be with someone when walking to or from school.
2. Walk on the side opposing traffic whenever possible. (This may not always be possible.)
3. If a car pulls along side and follows, quickly walk in the other direction or change directions.
4. Do not stop to answer questions from someone in a car (or walking along) if you do not know them.
5. If someone steps out of a car toward you, run and yell for help.
6. Get the license number and description of the person if possible.
7. Report the incident **IMMEDIATELY** to the Sheriff's office, then to the school.

PETS AT SCHOOL

No pets are allowed on any school campus at any time. Please be sure that your pet does not wander onto the playground or follow students to school. Although we make every effort to locate the owner, it is necessary to send stray pets to the animal shelter. Dogs and other animals found on campus may become excited by the students on the grounds and we cannot take the risk of having students bitten.

REPORT CARDS

Pupil progress reports are issued each

trimester to parents. The reporting times this year are as follows:

December: Report card and parent conference

March: Report card and parent conference

June: Report card

Individual parent-teacher conferences may be scheduled at any time during the school year. Please schedule conferences through the teacher so adequate time is available for the preparation of the materials needed for discussion.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

In an effort to encourage academic excellence, District policy mandates that elementary students who :

1. Fall below an overall "average" or
2. Receive a U (unsatisfactory) in

either citizenship or work habits become ineligible to participate in after school chorus and instrumental music performances. In addition, an unsatisfactory (U) mark in either work habits or citizenship will result in the student becoming ineligible.

We anticipate that by enforcing eligibility standards, your child will develop an understanding of the responsibilities that must be met in order to participate in extracurricular activities. Establishing good work habits and a responsible attitude toward school at an early age will help to insure a successful school career.

EXTRACURRICULAR PROGRAMS

Extracurricular programs include enrichment programs such as Discovering Science, chess club, foreign language classes, keyboarding classes, musicals and plays directed by teachers, chorus, and

various scout groups. Additionally, students are encouraged to participate in school, city, county and state academic and fine arts competitions. Watch for flyers announcing the start of these programs or call our office for information.

CLASS PARTIES

Our school district allows our classrooms to have two parties each year. Please consult with your child's teacher as to which parties they have selected.

CLASS PICTURES

Individual student pictures are taken during the fall. Parents will be notified as to the exact date. Make-ups will follow shortly thereafter.

SIXTH GRADE OUTDOOR EDUCATION PROGRAM

Each year our sixth grade students have the opportunity to enrich their study of science through participation at Outdoor Science School. Sixth grade parents will receive information about this exciting program from their student's teacher.

PUPILS WHO MOVE

If you are planning on moving from our school area, please let us know which day will be your child's last day of attendance.

P.T.A.

Rancho Canada has an active PTA which meets monthly. The meeting dates and agendas are posted on the School Information Bulletin Board located on the Kindergarten retaining wall. A membership drive is conducted each fall and meetings are open to all community members. Numerous school projects and activities are planned by the PTA each year.

DISASTER PREPAREDNESS

Our school has a plan, should a disaster occur during the school day. Please review the items listed below:

1. The principal and staff will be responsible for all students until a parent or authorized person arrives. Students will be signed out on the school sign-out roster.
2. Information may be obtained from designated radio stations.
3. Please DO NOT CALL the school.
4. Maintain a calm appearance and a positive attitude in the presence of the students.
5. If the school is evacuated, a sign posted on the school grounds will inform community members of the evacuation center.

An emergency condition would exist if the school was directly damaged as a result of fire, flood, earthquake, fallen aircraft, etc. We anticipate that a "communication panic" could be one of our concerns after a disaster. This possibility should make it clear to us all that the emergency information on file in the office must be kept up to date. Help us by doing the following:

1. Complete the Disaster Preparedness form carefully. This is kept to be used in case of a major emergency. In completing this card, please include local friends and neighbors who will be available to pick up your child. We can release your child only to those persons listed. Please notify the persons you are listing to be sure they are available and willing to assume the responsibility. Please keep this information up-to-date by sending a note to the school when a change is made.

2. Discuss with your students the names on the emergency card. Explain to them why we can release them only to

authorized persons. Review with them your "family emergency plan".