

**Our purpose is to provide a safe and nurturing environment in which to teach all students the California State Standards through enriched learning experiences. We will strive to meet the needs of all students through a variety of teaching strategies and differentiated instruction. The success of our purpose will be measured through on-going assessment of student work and teachers' observations. When a standard is not met, the student will be assisted by teachers, support staff, and parents working together to create a plan to support the needs of the child.**

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## **Rancho Romero School**

180 Hemme Avenue  
Alamo, CA 94507  
(925) 855-5700 Fax (925) 837-9030  
Attendance: (925) 855-5799  
<http://www.ranchoromero.net/portal>

**Dear Families,**

**WELCOME TO THE 2010-11 SCHOOL YEAR AT RANCHO ROMERO!** We are excited to continue working to provide your child with positive, challenging, and successful academic learning and social experiences. We are also looking forward to meeting all new and returning students and parents as we start school in August.

Rancho Romero Elementary School reflects a commitment to excellence in education for all students beginning with our mission statement:

*Our purpose is to provide a safe and nurturing environment in which to teach all students the California State Standards through enriched learning experiences. We will strive to meet the needs of all students through a variety of teaching strategies and differentiated instruction. The success of our purpose will be measured through on-going assessment of student work and teachers' observations. When a standard is not met, the student will be assisted by teachers, support staff, and parents working together to create a plan to support the needs of the child.*

Rancho Romero School believes and promotes the philosophy that children learn best in a safe, nurturing environment, with school and home working collaboratively toward common goals. The best possible educational climate is achieved when home and school are mutually supportive. Therefore, we encourage frequent communication between school and the

family. It is critical that your child experience success and maintain a positive attitude toward learning and school. Please call/email your child's teacher if a problem should arise concerning your child. Together, a solution can be found that best meets the particular needs of your child.

We want you to be informed about all aspects of your child's education and about the activities at Rancho Romero. To accomplish this, the "RANCHOGRAM" will be available online at [www.ranchoromero.net/emailnews.html](http://www.ranchoromero.net/emailnews.html) and enter your email.

This Family Handbook has been prepared to provide families and students with basic information as to the various policies and procedures, activities, events, and programs that are a part of Rancho Romero School, as well as contact information for staff, PTA and RREF.

We encourage you to be involved in your child's education. Throughout the year, there will be numerous opportunities for your active participation. We look forward to working with each of you to make this a wonderful year of learning and growth for all of us.

Sincerely,

Hope Fuss  
Principal

## San Ramon Valley Unified School District

699 Old Orchard Road  
Danville, CA 94526  
(925) 855-5700

Steven Enoch	Superintendent
Jessica Romeo	Asst. Superintendent (Human Res.)
Gary Black	Assistant Superintendent (Business)
Christine Williams	Assistant Superintendent (Instruction)

## School District Board Of Education

Bill Clarkson (2010)	<a href="mailto:bill@billclarkson.com">bill@billclarkson.com</a>	829-5554
Paul Gardner (2012)	<a href="mailto:pgardner@srvusd.net">pgardner@srvusd.net</a>	820-5279
Rachel Hurd (2010)	<a href="mailto:rmshurd@sbcglobal.net">rmshurd@sbcglobal.net</a>	833-9455
Greg Marvel (2012)	<a href="mailto:gmarvel@pacbell.net">gmarvel@pacbell.net</a>	837-9443
Ken Mintz (2010)	<a href="mailto:ken.mintz@att.com">ken.mintz@att.com</a>	833-8428

## Staff Roster

Hope Fuss - Principal ([hfuss@srvusd.net](mailto:hfuss@srvusd.net))  
Sandy Cattarusa - Office Manager ([scattarusa@srvusd.net](mailto:scattarusa@srvusd.net))  
Shirley Davis - Office Assistant ([sdavis01@srvusd.net](mailto:sdavis01@srvusd.net))  
Sarah Ware – Attendance ([sware@srvusd.net](mailto:sware@srvusd.net))

Grade	Name	Room	E-Mail
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K – am	Stephanie Santos	23	<a href="mailto:ssantos@srvusd.net">ssantos@srvusd.net</a>
K – pm	Cathy Schmidt	23	<a href="mailto:cschmid@srvusd.net">cschmid@srvusd.net</a>
K – am	Kathleen Simmons	24	<a href="mailto:kmsimmons@srvusd.net">kmsimmons@srvusd.net</a>
1	Lindsay Coffin	5	<a href="mailto:lcoffin@srvusd.net">lcoffin@srvusd.net</a>
1	Sally Hill	5	<a href="mailto:shill@srvusd.net">shill@srvusd.net</a>
1	Deneka Horalek	1	<a href="mailto:dellens-horalek@srvusd.net">dellens-horalek@srvusd.net</a>
1	Kay Krein	4	<a href="mailto:kkrein@srvusd.net">kkrein@srvusd.net</a>
1	Janet Mattson	3	<a href="mailto:jmattso@srvusd.net">jmattso@srvusd.net</a>
2	Connie Adelson	2	<a href="mailto:cadalso@srvusd.net">cadalso@srvusd.net</a>
2	Kim Kraft	6	<a href="mailto:kkraft@srvusd.net">kkraft@srvusd.net</a>
2	Linda Sanner	14	<a href="mailto:lsanner@srvusd.net">lsanner@srvusd.net</a>
2	Kim Thompson	6	<a href="mailto:kthompson@srvusd.net">kthompson@srvusd.net</a>
2/3	Karen Clark	10	<a href="mailto:kclark@srvusd.net">kclark@srvusd.net</a>
3	Jennifer Harrington	8	<a href="mailto:jharrington@srvusd.net">jharrington@srvusd.net</a>
3	Julie Hassen	9	<a href="mailto:jhassen@srvusd.net">jhassen@srvusd.net</a>
3	Jeff O’Hearn	11	<a href="mailto:johearn@srvusd.net">johearn@srvusd.net</a>
4	Kathleen Flanigan	15	<a href="mailto:kflanig@srvusd.net">kflanig@srvusd.net</a>
4	Wayne Gishi	21	<a href="mailto:wgishi@srvusd.net">wgishi@srvusd.net</a>
4	Deb Varo	17	<a href="mailto:dvaro@srvusd.net">dvaro@srvusd.net</a>
4/5	Dorothy Keen	20	<a href="mailto:dkeen@srvusd.net">dkeen@srvusd.net</a>
5	Marisa Henrichs	16	<a href="mailto:mhenrichs@srvusd.net">mhenrichs@srvusd.net</a>
5	Brian Smith	18	<a href="mailto:bsmith01@srvusd.net">bsmith01@srvusd.net</a>
5	Sharon Maybaum	19	<a href="mailto:smaybaum@srvusd.net">smaybaum@srvusd.net</a>
Band	Christine Bertolero	Stage	<a href="mailto:cbertol@srvusd.net">cbertol@srvusd.net</a>
PE	BJ Byrd		<a href="mailto:bbyrd@srvusd.net">bbyrd@srvusd.net</a>
Reading	Sandy Conti		<a href="mailto:sconti@srvusd.net">sconti@srvusd.net</a>
Resource	Leslie Schroeter		<a href="mailto:lschroe@srvusd.net">lschroe@srvusd.net</a>
Science	Linda Post	7	<a href="mailto:lpost@srvusd.net">lpost@srvusd.net</a>
Technology	Matt Graham		<a href="mailto:mgraham@srvusd.net">mgraham@srvusd.net</a>

## Support Staff

Custodian (Lead)	Eric Viramontez	<a href="mailto:eviramo@srvusd.net">eviramo@srvusd.net</a>
Custodian (Night)	Dave Blanchard	<a href="mailto:dblanch@srvusd.net">dblanch@srvusd.net</a>
Health Educator	Sharon Dodson	<a href="mailto:sdodson@srvusd.net">sdodson@srvusd.net</a>
Art	Jill Thompson	<a href="mailto:jthompson@srvusd.net">jthompson@srvusd.net</a>
Library	Linda Mailho	<a href="mailto:lmailho@srvusd.net">lmailho@srvusd.net</a>
PE (K)	Susan Heins	<a href="mailto:sheins@srvusd.net">sheins@srvusd.net</a>
Psychologist	Jill Forschler	<a href="mailto:jforsch@srvusd.net">jforsch@srvusd.net</a>
Reading	Michele Johnson	<a href="mailto:mjohnson@srvusd.net">mjohnson@srvusd.net</a>
Resource Para	Dee Garst	<a href="mailto:dgarst@srvusd.net">dgarst@srvusd.net</a>
Speech	Dinnie O'Hara	<a href="mailto:dohara@srvusd.net">dohara@srvusd.net</a>
Student Lunches	Stephen Cozzi	<a href="mailto:scozzi@srvusd.net">scozzi@srvusd.net</a>
Student Lunches	Jazmin Bettencourt	<a href="mailto:jbettencourt@srvusd.net">jbettencourt@srvusd.net</a>

## Rancho Romero School Daily Time Schedule

Morning Kindergarten	8:15-11:35 a.m. (M., T., Th. Fri.)
Afternoon Kindergarten	11:40-3:00 p.m. (M., T., Th., Frid.)

Grades 1 & 2	8:30	Early Arrival
	9:15	Late Arrival
	10:45-11:00	Recess
	11:00-11:40	Instruction
	11:40-12:05	Recess for 1 <sup>st</sup> grade
	12:05-12:25	Lunch for 1 <sup>st</sup> grade
	12:25-2:00	Instruction for 1 <sup>st</sup> grade
	12:30-12:50	Lunch for 2 <sup>nd</sup> grade
	12:50-115	Recess for 2 <sup>nd</sup> grade
	1:15-2:00	Instruction for 2 <sup>nd</sup> grade
	2:00	Dismissal of Early Students
	2:00-2:10	Recess for Late Students
2:10-2:55	Instruction	
2:55	Dismissal of Late Students	
Grade 3	8:30-10:45	Instruction
	10:45-11:00	Recess
	11:00-12:30	Instruction
	12:30-12:50	Lunch
	12:50-1:15	Recess
	1:15-2:00	Instruction
	2:00-2:10	Recess
	2:10-2:53	Instruction
	2:53	Dismissal
Grades 4 & 5	8:30-10:45	Instruction
	10:45-11:00	Recess
	11:00-12:30	Instruction
	12:30-12:55	Recess
	12:55-1:15	Lunch
	1:15-2:55	Instruction
	2:55	Dismissal

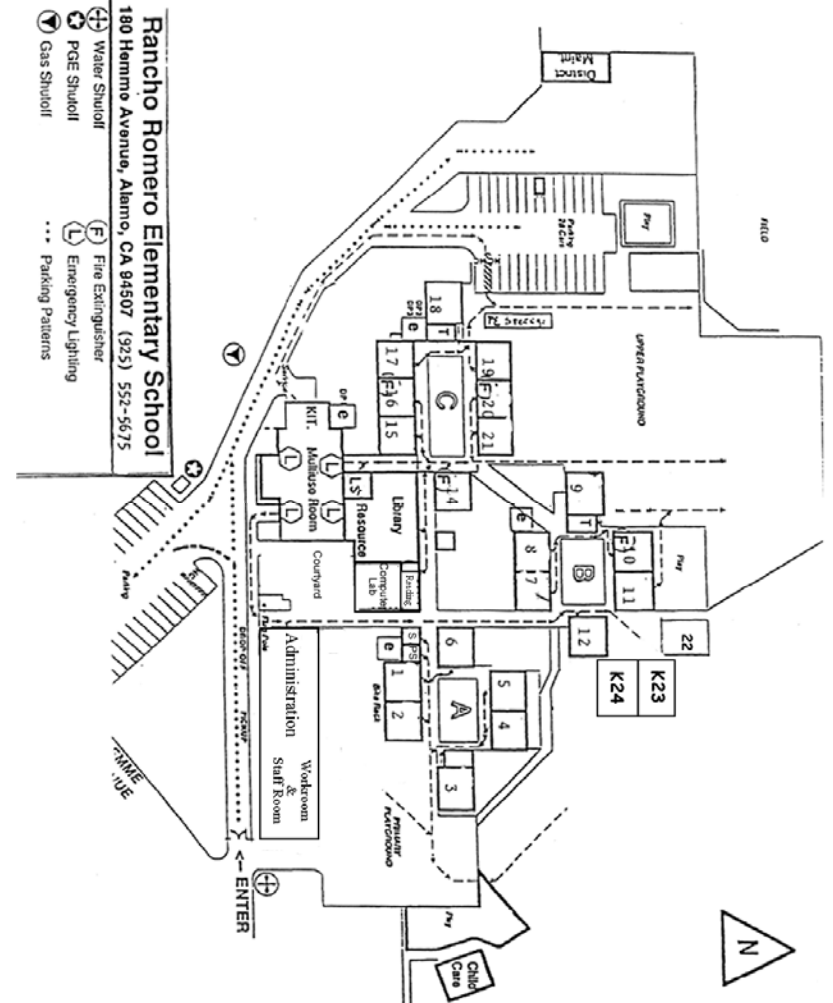
### Adjusted Wednesday Schedule

Kindergarten (A.M. and P.M.)	8:15 am-11:40 am.
Grades 1 & 2	8:30 am-1:45 pm
Grades 3-5	8:30 am-1:43 pm

### Minimum Day Schedule

Kindergarten remains on regular schedule	
Grades 1 & 2	8:30 am - 12:00
Grade 3	8:30 am. - 11:58
Grades 4 & 5	8:30 am – 12:01.

### Rancho Romero School Map



## **Activities Which Enhance And Enrich Your Child's Education**

Adopt-A-Family  
Adopt-A-School  
After School Enrichment Program  
Band  
Bicycle Safety "Use Your Head...Use Your Helmet"  
Birthday Recognition  
Book Fair  
Breakfast Book Club  
Business Corporate Volunteers (e.g. Junior Achievement, Chevron/Texaco)  
Camp Rancho  
Chorus (Grades 3/4/5)  
Classroom Buddy Program  
Class/Grade Level Plays  
D.E.A.R. (Drop Everything And Read) Time  
Family Bingo, Movie, Pizza, and Skate Nights  
Field Trips  
Gifted and Talented Education (GATE)  
Halloween Parade  
Math Day (1<sup>st</sup>)  
Math Olympiad  
Music in Classrooms  
Mystery Readers (3<sup>rd</sup>)  
Odyssey of the Mind  
One-hundredth Day  
Outdoor Education (5<sup>th</sup>)  
Parent Education Workshops  
Presidential Physical Fitness Awards  
Recycling Program  
Red Ribbon Week  
Reflections Program  
School-wide Year-end Carnival  
Science Fair  
Science Family Night

Speech Contest (Grade 5)  
Spelling Bee (Grades 4/5)  
Spirit Days  
Spring Sing  
Student Council and Student Body Officers  
Talent Show  
Technology  
Visiting Authors

## **Programs**

### **Adjusted Wednesday: Teacher Collaborative Time Meeting**

During Rancho Romero's collaborative time each Wednesday, curriculum is articulated within and across grade levels. Teachers discuss instructional strategies and student groupings to best meet the needs of all students across the curriculum.

### **Full Inclusion**

Rancho Romero has a Full Inclusion Program. Severely disabled students are full members of general education classrooms. This provides a positive learning environment for the disabled students and an opportunity for general education students to learn valuable lessons in diversity and living skills. A full inclusion specialist and aides provide support to the students, parents, and classroom teachers.

### **Gifted and Talented Education (G.A.T.E.)**

The District participates in the State funded Gifted and Talented Education Program (G.A.T.E.) for students in grades 3, 4, and 5. The teacher for GATE students in the regular classroom provides appropriate differentiated activities. The GATE Parent/Staff Committee organizes additional GATE activities. All second grade students throughout the SRVUSD are given the Cognitive Abilities Test (CogAT). It is a standardized abilities test that is administered in various states throughout the United States. One purpose of the CogAT is to

identify GATE students. For additional information regarding the GATE program, contact the school or the SRVUSD GATE coordinator.

### **Library/Media Center**

The library/media center is an integral part of the educational program at Rancho Romero School. Staffed by a part-time, 30 hour per week media coordinator and parent volunteers, it provides a variety of services to the students and staff. Each year, our inventory of more than 10,000 books, 300 videos, 125 CD ROMS, and computer software programs is increased. Grant awards, parent business donations, and School Site Council funds allow our library and technology committees to purchase the highest quality resource materials available. During weekly class visits, the library media coordinator reads and discusses a featured book and aids with instruction on the use of the electronic card catalog, computer reference materials and library skills. Our library media coordinator works with the classroom teachers, science teacher, reading and resource specialists, and health educator in providing resources for science, health, and social studies projects, experiments, and research reports. Rancho's library is host to a Book Fair and provides a motivational reading incentive program. Students in grades 4 and 5 may check out two books for two weeks. Students in grades K-3 may check out one book at a time for one week.

### **Music**

Instrumental music is provided twice weekly to students in grades 4 and 5, and is funded by the District and parent donations. For more information, contact Ms. Christine Bertolero, our band instructor at [cbertol@srvusd.net](mailto:cbertol@srvusd.net).

Vocal music is provided by an Instructional Assistant and as part of the classroom curriculum.

Third, fourth and fifth grade chorus meets weekly seasonally and performs for community events and for the 5<sup>th</sup> grade Promotion Ceremony.

### **Physical Education**

The aim of Rancho's P.E. program is to provide students with the knowledge and skills necessary to maintain an active, healthy lifestyle. This will be accomplished through activities that promote the physical, mental, emotional and social well-being of every individual in the pursuit of lifelong health. Ms. BJ provides direct instruction to Rancho's 1<sup>st</sup>-5<sup>th</sup> grade students twice a week for 50 minutes. Kindergarten students receive 30 minutes of instruction once a week from the P.E. paraeducator.

P.E. grades are mainly based on participation and cooperation. In order for your child to fully benefit from the P.E. class, we ask that your child dress properly for P.E. on their scheduled days:

- **Athletic shoes with laces tied and socks** – no skateboarder shoes with loose laces allowed, no Crocs, Keens, Uggs, sandals, etc.
- **Comfortable clothes** – if dresses are worn, please be sure shorts are worn underneath.

**Injury or illness on P.E. Days** – Students need to bring a note from a parent/guardian if they are unable to participate. This note is only valid for two P.E. classes. If more time is needed to heal, a note from a doctor is required. It is our belief that while an injury/illness may prevent a child from doing ALL activities during P.E. class, there are many activities in which they can still participate. Thus, all notes to the P.E. teacher should include:

- Specific injury or illness
- Specific activities child is not allowed to participate in
- Parent signature and phone number

### **School Improvement Program (SIP)**

The School Improvement Program (S.I.P.) is funded by the State of California. Funding is based upon student enrollment. The School Site Council allocates funds for personnel, educational supplies and equipment, and activities that provide intervention and that supplement and enrich the curricula provided by the school district.

An integral part of this program is the Single Site Plan. This plan outlines the specific goals and objectives for students in all curricular areas and is the joint effort of parents and staff. It is approved by the School Board and rewritten on a three-year cycle with annual revisions.

### **School Site Council**

All elementary schools in the San Ramon Valley Unified School District receive funding from the State of California through the School Based Consolidated Programs (SBCP) Act. At Rancho, we have used these funds for intervention/enrichment, library personnel and Staff Development.

An integral part of this program is the School Improvement Plan. The Plan outlines curricular goals and is the joint effort of parents and staff. It is approved by the School Board and rewritten on a three-year cycle with annual revisions.

The School Improvement Program requires a School Site Council (SSC), which is composed of an equal number of parents and staff members. Our Council is comprised of six parents and six staff members. The responsibilities of the Council include the development of the Plan and budget. The constituents they represent elect members for two-year terms.

### **Science Lab**

On a weekly basis, students in grades 1-5 receive one 50-minute period of science instruction in our science lab by our science teacher. Students receive hands-on science instruction,

experiences, and experimentation opportunities, which augment the classroom science instruction. Kindergarten students participate in science instruction in their classrooms.

### **Student Success Team**

The Student Success Team functions within the general education program. The Team receives referrals from classroom teachers who wish to explore strategies that would enable a particular child to experience success in the classroom.

The Team consists of the child's parents and classroom teacher, a primary teacher, an upper grade teacher, the physical education teacher, reading teacher, school psychologist, resource specialist, and the principal. The team may vary depending upon each unique referral.

### **Technology**

#### **Technology Specialist**

The Technology Specialist teaches the Rancho computer lab program for grades K-5. Students learn basic skills and apply those skills when creating projects. Students have lessons or open access to the lab every week. The specialist writes grants to help fund software and hardware, provides professional development, and serves as program manager for all of the school's technology needs, including procurement, repair, web site updates, and other duties. He develops classroom software intervention programs for Math and Reading, and he conducts enrichment programs during and after school such as the weekly broadcast, robotics and programming.

### **Lab Program**

The lab program teaches children technology skills appropriate for their age while enhancing classroom learning. Students receive thorough, standards-based instruction in the computer lab. Students learn computer skills such as keyboarding, word-processing, and computer drawing. Instruction includes Microsoft Office, graphing and spreadsheets, Internet use,

visual learning, introductory programming (grades 3-5) and enrichment activities such as robotics. Grades 1-5 receive instruction 2/3 of the year and have regular lab access for productivity 1/3 of the time. Kindergarten receives 8 weeks of instruction. At all grade levels, Math, Language Arts, Science and Social Studies are integrated into lessons and projects. Lessons may also include extension activities for these subjects to help students meet State standards.

### **Classroom Program**

We have four to six computers in every classroom for students and staff. In the lower grades, students use computers during math and language arts center activities. In upper grades students write stories and conduct research and utilize computers as an extension activity to classroom learning. Students have access to their computer files anywhere on campus and can complete assignments in the lab and classroom, and even after-school in the library. We have classroom technology and learning intervention programs for Math and Reading. Some of these programs are Math in a Flash, Earobics, Lexia Primary Reading, and SRI & Reading Counts. The technology specialist provides technology staff development.

### **Home and School**

We have subscriptions to web-based products that students and parents may use at home. These are Math Facts in a Flash, used to help students master their math facts; Ed1Stop, a media portal where students can access educational videos, maps and more; Tumblebooks, where students can read along to animated stories. We have custom web pages for learning games and research projects.

### **Computers**

We have 175 computers at Rancho Romero. There are between 4 and 6 computers in each classroom, a library with 9 and a computer lab with 32 student computers.

### **Support Personnel**

Rancho Romero serves a large and diverse population of students with special needs. Support services include Reading Specialists, Speech and Language Therapists, a Resource Specialist, a Health Educator (nurse) and a school Psychologist.

### **Health Educator**

The services of a health educator are available on a part-time basis. The services include vision and hearing screening, consultations with children, teachers, and parents related to health issues and concerns, control of communicable diseases, and consultation with staff and students in areas of health education.

### **Psychologist**

A school psychologist works at Rancho Romero 1.5 days a week and provides direct and indirect services to children. Direct services include assessment (e.g. cognitive, behavioral, social/emotional), testing and counseling (e.g. individual and small groups working on social skills, conflict resolution and communication of feelings). Indirect services include consultation with teachers and parents, observations, attending meetings for at-risk and/or 504 students and providing information to parents and the community.

### **Reading Specialist**

The Reading Specialists serve as a resource to all classroom teachers. Their work with students focuses primarily on first through fifth graders who require additional reading instruction.

### **Resource Specialist**

The Resource Program provides additional help for academically able students who have an identified learning disability. Our Resource Specialist and Resource Aide work collaboratively with the classroom teacher to provide

individual and small group instruction to students having learning disabilities.

### **Speech and Language Therapist**

The District provides a Speech and Language Therapist who offers individual and small group classes in speech and language therapy. Children are referred to the Speech Therapist for language disabilities, immature speech patterns, and physical anomalies such as cleft palate, hearing difficulties, stuttering, and inadequate voice production.

### **School Policies and Practices**

#### **Attendance/Absences**

Please call the school attendance number, 855-5799, before 8:45 a.m. on the day your child will be absent from school. Please identify yourself and include your child's name, the name of your child's teacher, the specific reason for absence and the expected duration of absence.

If it is necessary for a student to be absent five consecutive school days for reasons other than illness, please contact the teacher one week in advance of the absence to arrange for an Independent Study Contract. This enables the student to keep up with classroom work and allows the school district to receive funding for the absent days. (IEP students are not eligible for Independent Study Contracts). If your child will be late to school or needs to be dismissed during the school day, please notify the teacher in advance. Parents must come into the office and sign him/her out in the "Leaving Early" book when picking up a child prior to regular dismissal.

#### **Code of Conduct**

We believe students have a right to learn. Teachers have a right to teach.

We want all children to be safe, happy and successful at school. We have developed a School-wide Behavior Plan that

is as firm, fair, and consistent as possible. The Behavior Plan states that each student is responsible for the choices made. Choices result in consequences and rewards. It is one piece of our character education program. We believe we are building tomorrow's citizens today. Our goal is an environment where kindness prevails and where children and adults are courteous and respectful to one another. The rules are phrased as questions to cause children to think carefully about their actions and the way their behavior affects others.

We promise to follow the Roadrunner Code of Conduct:

- Is it safe?
- Is it courteous and respectful?
- Is it responsible?
- Would it be fair if everyone did it?

#### **Key Points:**

- Children make choices about their behavior and must accept responsibility for consequences.
- The Code of Conduct will be posted in every classroom and in all common areas around the school.
- The Code of Conduct will be fairly and consistently taught and applied in every part of the school --- classrooms, MU, lunch areas, halls, playground, library, etc.
- All staff members are responsible for enforcing the Code of Conduct and supporting the School Behavior Plan.
- Discipline efforts should emphasize the positive behaviors of both individuals and groups.

#### **Consequences:**

Children who choose to break the Code of Conduct will receive consequences that may include a verbal warning, conference with teacher, parent contract, exclusion from activities, detention, referral to principal, in-school suspension and home suspension. Students may be sent directly to the principal for serious infractions.

### **Rewards and Positive Reinforcement:**

Students who choose to follow the Code of Conduct are recognized and appreciated for their good behavior. Students may receive praise, hugs, positive notes, special privileges and prizes.

**Caught Being Good** is one form of positive reinforcement used at Rancho Romero. All staff members can fill out a form for students who demonstrate good behavior. The form is dropped into a box and Mrs. Fuss calls the name of the students at lunch time about twice a month to eat lunch with her and get a pencil and a sticker.

**Spirit Assemblies** will be held once a month to celebrate good behavior and reinforce Second Step (our character education program) material.

### **Parent Responsibilities:**

It is important that parents, school staff, and students work together to maintain a positive atmosphere for learning. The Rancho Romero Behavior Plan has been established for the benefit of students. Students are expected to respect the Code of Conduct as promoting acceptable behavior. Our goal is for each student to learn to be responsible for his or her own actions. All students can move forward successfully toward outstanding citizenship.

Please read and discuss the Rancho Romero Behavior Plan with your child.

### **Developing Student Responsibility**

An important goal of the Rancho Romero staff is to assist each child in developing an increasing sense of self-responsibility. Beginning in first grade, we want children to be responsible for bringing homework and other necessary school materials to school. Students may not use the telephone to call parents when they forget to bring these items. Experience has taught

us that most children learn responsibility from being held accountable.

### **General School Rules**

1. Children should not arrive at school before 8:15am, as supervision is not provided prior to this time.
2. Children walk in hallways and from room to room in an orderly manner.
3. Unless specifically invited by the teacher, students are not permitted in rooms during recess except during inclement weather.
4. Students should line up quietly before entering their classroom.
5. Other than at regular dismissal time, students may not leave school grounds without the parent or guardian signing out the child in the office.
6. Student use of telephones is limited to emergencies.
7. Students are to go directly home after school unless arrangements have been made with parents and teacher for a different course of action. When children are to go to friends' homes after school, please make these arrangements in advance, as students will not be allowed to use the school phones for after school playtime activities.

### **Bicycles**

Bicycles are to be walked on campus and not ridden until at the end of the sidewalk in either direction on Hemme Avenue. This is for all students' safety.

- Bicycles are to be parked in designated bike racks.
- Bikes must be locked to the bike racks.
- Students are to wear helmets while riding their bicycles.

Rancho implements the successful "USE YOUR HEAD...USE YOUR HELMET" policy to make bicycle riding safer for our students. We hope that all students and parents will respect the reasons for creating and maintaining this program.

No skateboards or roller blades are allowed on campus.

## **Birthday Parties**

Birthdays are special days in everyone's lives and a time for celebration. However, in order to keep classroom disruptions to a minimum and to follow the District's Student Wellness Policy, birthdays will no longer be celebrated in the classroom with special snacks. If you would like to do something special for your child on their birthday, send a birthday note or special snack in their lunch. Teachers always recognize each student on their birthday in the classroom. I will also recognize every student's birthday weekly during lunch periods and monthly in each Kindergarten class.

Please refrain from picking up or dropping off your children for birthday parties or special events in front of the school in limousines or other special vehicles. This can be viewed by other children as exclusionary and not in keeping with the general idea of inclusion that is promoted at school.

Also, unless the entire class is invited to a birthday party or special event for your child, please do not distribute invitations at school. Please mail them out so that once again, no one feels excluded.

## **Books and Supplies**

Students will be provided with necessary textbooks and materials. Classroom teachers may request that additional supplies be brought from home throughout the year. Each child is responsible for the proper care of books and educational materials, and if necessary, will be charged for replacements.

## **Calling Teachers/School Office**

The office staff has been instructed not to interrupt classrooms during instructional time. Parents are requested to communicate with teachers via written correspondence and email. Classrooms will be interrupted **ONLY** in the case of an emergency. In order

to minimize interruptions we ask that parents make arrangements with their children regarding lunches, pick-ups, etc, prior to the school day. Student messengers will deliver lunches, messages, etc, to the classroom at 10:30am, 12:00pm and 1:45pm. On any given day the office staff receives over 100 telephone calls. We ask that parents please check information in the Ranchogram and Family Handbook prior to calling the office. The office staff thanks you for your cooperation.

## **Cell Phone Use**

Cell phones are to be turned off when one is on Rancho's campus and/or when dropping off or picking up students. For the safety of all children, we ask all drivers to stay off their cell phones when driving on campus or on Hemme. Thank you for helping us keep children safe.

## **Classroom Student Placements**

*The diversity of teaching styles among the RR staff is a major strength of our school.* All staff members support each other as peers and know our students will benefit from new learning methods, strategies and styles during the following school year. As you are aware, we take this job very seriously. Each grade level spends multiple days and hours upon hours making these placements to ensure balanced classes. All placements are done as a team. The team includes the student's outgoing teacher, the other teachers at the grade level, specialist teachers, and the Principal. It is truly a team approach. In addition to considering the information that parents provide to us on the sheets that go home in April, we carefully consider a number of primary factors when making class placements. These factors include teacher's assessment of student's academic needs; physical, emotional, and social development of each child; input from support staff; special needs of children; class balance; student enrollment; Class Size Reduction; classroom contract size and heterogeneous groupings; and, of course, our sound professional judgment. A smaller or larger student population at a grade level could result in combination classes,

which in turn, impact all other grade levels. Assumptions should not be made that students currently in combination classes will not be assigned to another combination class next school year, if in our professional judgment, such an assignment is the best placement for that student. Student assignments for the school year are based on the programmatic needs and benefits of ALL Rancho Romero students. Please remember that parental requests for student placements are not accepted. With these things in mind, we encourage you to support the placement that has been made for your child. Thank you for your support.

The following timeline will be followed by the administration to gain information and assign students:

- APRIL:** The April issue of the Ranchogram (parent newsletter) will include a Parent Input Form for parents who wish to provide any information that should be considered when making the class assignment. This form is due in the office by the end of April.
- MAY:** The principal meets with grade level teachers to establish class lists.
- AUGUST:** Class lists will be posted at 3:00pm on the office door on the Friday before the first day of school.

### **Cards**

No trading cards of any type are allowed on campus.

### **Cumulative Records**

When your child is enrolled in Kindergarten, a permanent file is begun. If your family leaves Rancho, the cumulative record is forwarded to the new school.

The file contains biographical information, report cards, health information, standardized test scores, teacher end-of-the-year comments on academic and social progress, and any other information that may be useful to subsequent teachers. The Cum

record may be reviewed by contacting the principal for an appointment.

### **Disaster Plan**

The Rancho Romero staff and parents have worked collaboratively to develop a comprehensive disaster plan. Each fall we conduct a mock drill and put into action all phases of the plan, which, if needed, would allow us to care for our children for up to 72 hours. The Rancho Romero PTA provides emergency food supplies. A 10' by 12' shed stores all emergency food and supplies. If your child requires regular medication that you feel should be kept at school and administered by school personnel in the case of an emergency, please contact the school office. Parents may check out a copy of our Disaster Plan from the office.

In case of a general emergency (earthquake, flood, power failure, freeway disaster) your child may be removed from the building. When phone lines are open, a system of calling will be implemented. Students will be taken to a safe location and will be released only to you or an adult approved by you.

### **Directory**

Each year the PTA prints a Rancho Romero directory of names and addresses of students and parents.

In order to have your name and address included, you must sign a waiver, which is in the registration packet. The directory is distributed in October to families who have joined PTA.

### **Dogs on Campus**

Due to safety and sanitary reasons, dogs are not allowed on campus during instructional time. If you walk your child to school with a dog, the dog must be on a leash and the dog should not come on to campus. Also, at no time should a dog be tied to a fence and left unattended.

If one is showing the dog in a classroom, the dog and parent need to check in at the office and the dog needs to be on a leash, at all times.

### **Dress Guidelines**

Students are expected to take pride in their personal appearance, to be clean, and to wear clothes appropriate to school.

Please assist your child in following these dress guidelines:

- Shirts are to be worn at all times
- Tops must meet bottoms (no bare midriffs)
- Shorts and skirts are to reach mid-thigh
- Imprinted clothing should be in good taste
- Sandals are not safe attire for participation in physical education and are discouraged. On P.E. days students must wear shoes (e.g. athletic shoes) with socks.
- Hats may never be worn in a classroom. When the weather is cold, hats may be worn outside for PE and recess.

### **Emergency Cards/Procedures**

Each year you are asked to complete a new emergency card. The information on this card is invaluable to the office when we cannot get in touch with parents and need other emergency contacts for your child. Please inform the office in the event address and/or phone numbers change.

Your child will be released only to those individuals you have designated on your emergency card. You may update your emergency card at anytime by calling the office.

If your child is injured or becomes ill, we will call you at home and/or work. In the event we are unable to reach you, we will contact the people listed on your child's emergency card. When unable to reach anyone, our school personnel will use their best judgment in the interest of the health and safety of your child.

### **Field Trips**

The Rancho staff takes advantage of many available community resources for meaningful educational field trips. Parent donations for field trips are often requested. Transportation may be by walking, bus, or private car. A permission slip signed by a parent or guardian is required for each trip. Parents help drive and/or supervise students on field trips.

Drivers on field trips should note that their insurance is primary. Drivers must have a minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage. Parents who volunteer and drive students on school activities must have an approved, signed Adult Chaperone Volunteer Participation In Voluntary Activity Hold Harmless and Medical Treatment Authorization form, a copy of their driver's license, as well as a copy of their proof of car insurance card on file in the school office prior to providing transportation to students.

If you are driving children under 6 years of age on a field trip, the child must travel in a car safety seat or booster seat that is appropriate for their age and weight. Preferably, parents will provide a seat that is already set up to fit the child.

NO child is allowed to ride in the front seat of a car or van on a field trip.

### **Homework Policy**

Homework is an integral component of education that deepens student learning and understanding. K-5 students will participate in homework that is meaningful, purposeful, and appropriate.

#### **Homework For Elementary Grade Levels**

1. Reading is an integral part of learning. These guidelines include 15-20 minutes of reading per night:

K-1<sup>st</sup> 15-30 minutes of homework per night (reading included)

2<sup>nd</sup>/3<sup>rd</sup> 30-45 minutes of homework per night (reading included)

4<sup>th</sup>/5<sup>th</sup> 45-60 minutes of homework per night (reading included)

2. In the primary grades (K-3), homework consists primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
3. Except for reading, homework at the elementary level should not be assigned over weekends, holidays, or extended school breaks.
4. At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.
5. Long term assignments should be limited in number and duration. Project based assignments should primarily be undertaken and completed in the classroom. Some portions of projects may be assigned as homework; however, these tasks should not require group participation, significant assistance from parents or costly materials. These assignments should include clear check points to monitor progress toward completion.

### **Immunization**

California law requires (with some exceptions depending on religious beliefs or medical reasons) that at the time of first enrollment in California schools, school children must have doctor verification of all current immunization against polio, DPT, measles, mumps, rubella, hepatitis B and varicella.

According to State law, a student will be denied access to school without proof of immunization.

### **Independent Study Contract**

The Independent Study Contract allows students to complete and receive credit for work during absences of five consecutive school days for reasons other than illness. (IEP students are not

eligible for Independent Study Contracts). The contract may include class assignments or a written project, and/or an oral report related to the child's activities while away from school.

Please notify your child's teacher as much in advance of the absence as possible (at least one week) in order to provide adequate time to plan appropriate and meaningful assignments for the student. When the student returns, he/she must submit the contract and work to the teacher. Independent Study forms are available from the teachers.

### **Insurance Information**

Student accident insurance is available during the school year to parents who wish to apply for and purchase the policy. Insurance forms will be in the registration packet. A private carrier carries the insurance. Applicants will receive a policy from the company.

### **Lost And Found**

Each year boxes of unclaimed articles are left at the school. We ask that parents mark all articles of clothing, lunch bags, etc., with their child's name. When items are found that are labeled with the child's name they are returned to the student. If there is not a name on an article of clothing, it is placed in our "lost and found" rack outside the main office. Small items are kept in the office. On several occasions during the year and at the end of the year all unclaimed garments are given to our sister school or a charitable organization. Notifications of such donations are made in the Ranchogram.

### **Lunch Program**

For those students who purchase school lunches, they can be purchased several ways:

- Online at [www.mymealtime.com](http://www.mymealtime.com). You must have your child's student ID ready in order to set up an account. Student ID numbers can be obtained through the school. Please allow 24 hours to post into your child's account.

- At your child’s school. Drop off cash or checks (payable to SRVUSD) to the office and place in the specially marked box. A Child Nutrition staff person will deposit funds into your child’s account. Make sure your child’s name is clearly written on the envelope and/or check along with his/her ID number.
- In person at the Child Nutrition office located at 3280 E. Crow Canyon Road, 824-1808. You can come in to our office and deposit funds into your child’s account. The Child Nutrition office is open Monday through Friday, 9-11:00am and 1:30-3:15pm to process transactions.
- Checks. Checks can be dropped off in the specially marked box in the school office. Please make sure your child’s name, ID number and grade is clearly written.

To view menus go to [www.rres.srvusd.k12.ca.us](http://www.rres.srvusd.k12.ca.us) and follow the link to [www.chartwellsmenus.com](http://www.chartwellsmenus.com) or go to Rancho’s website at [ranchoromero.net](http://ranchoromero.net). Application forms for reduced and free lunches will be sent home in the registration packet. They may also be obtained in the office.

Lunch Prices

School lunch w/milk .....	\$3.50
Five-day lunch ticket .....	\$17.50
Twenty-day lunch ticket .....	\$70.00
Milk .....	\$.50
Twenty-day milk ticket.....	\$10.00

**Medication**

Public Law 11753.1 regulates medication at school. This states that any pupil who is required to take physician-prescribed medication during the regular school day, may be assisted by school personnel if the school district receives a written statement from the physician detailing the method, amount and time schedule by which such medication is to be taken.

The release form, Medication During School Hours, must be signed by the doctor and be on file in the school office. These statements must be renewed each school year. School personnel cannot dispense non-prescription drugs such as aspirin. Do not send medication to school with your child in lunch boxes, etc.

**Newsletters - Ranchograms**

The "RANCHOGRAM" is the school PTA newsletter for families. The Ranchogram, is available on Rancho's website the first Thursday of the month with weekly updates. If you have not already done so, please go to [www.ranchoromero.net/emailnews.html](http://www.ranchoromero.net/emailnews.html) and enter your email.

**Observations/Visits**

**IT IS REQUIRED THAT ALL VISITORS REGISTER IN THE OFFICE AND RECEIVE APPROVAL TO BE PRESENT ON THE CAMPUS** (Ed.. Code: 32210, 32211, 44810, 44811, 49091.10, 51101, 51512) (Penal Code: 626.6,626.7, 627-627.2, 415.5)

To ensure the safety of our students and staff and to prevent undue interruption of instruction, all visitors to the campus must follow the procedures below:

- Approval of a site administrator or designee must be obtained at least 36 hours before observing a class.
- Frequency of observations will be reasonable so as not to disrupt classroom instruction. Frequency may be limited at the principal's discretion.
- All visitors must check in at the office and wear a visitor's badge before proceeding to the classroom.
- At the discretion of the principal or designee, a school or District employee may accompany the visitor.
- Observations are limited to no more than 30 minutes, (exceptions may be made at the principal's discretion).
- While in the classroom:
  - Observe quietly...avoid talking to students.

- Do not move about the classroom, as this is distracting to the students and teacher.
- Interact with the students only if the teacher has agreed to such contact before the observation.
- If more than one person is observing at a time, please avoid conversation until outside the classroom.
- The observation is not to be used as an opportunity to conference with the teacher. If the visitor desires discussion with the teacher on the day of the observation, a conference appointment must be prearranged with the teacher before the observation date.
- Students' rights of confidentiality must be observed.

If observation becomes a disruption to classroom instruction, the visitor will be asked to leave. Visitation rights may be limited if the observation becomes a disruption to the students and/or the teacher.

### Parent Concerns

If you have any questions or concerns regarding classroom policies, the instructional program, or your child's activities in the classroom, we urge you to make an appointment with your child's teacher. We are here to help!

### Parent-Teacher Conferences

Parent/Teacher conferences are scheduled for October 11-15 and March 14-18. Students in grades 1 & 2 are excused at 12:00 pm; students in grade 3 are excused at 11:58 am; and students in grades 4 & 5 are excused at 12:01 pm. so that parents may meet with their child's teacher. Kindergarteners remain on their same schedule for the October conferences but during the March conferences all Kindergarteners attend school from 8:15-11:40am on Tuesday, March 15<sup>th</sup>. Kindergarten Conferences will be held November 15-19. They remain on their regular schedule except for Tuesday, November 16<sup>th</sup> when they attend

school from 8:15-11:40am.. A “Grab ‘N Go” lunch is available for purchase.

It is essential that good communication exist between parents and teachers. Parent requests for conferences may be made by writing a note to the teacher or by phoning the school at 855-5700.

Teachers confer with all parents at the conclusion of the first and second trimesters. The teacher, principal, student, support staff, or parent as needed may initiate additional conferences at any time.

Any questions regarding the student's program should be discussed first with the teacher, and then, if necessary, discussed with the principal.

### Parking Lot

**The parking lot in the back of the school is for Staff only.**

Please do not use this as a drop-off or pick-up area. There are not enough spaces to accommodate all of the staff. For the safety of our students and staff, please do not drive or use the back parking lot. **Also, please do not park in the three reserved Secretary spots and the Principal's spot in the front parking lot at any time during the school day.** The Sheriff's Department may ticket cars that do not have parking passes.

### Playground Rules, Play Skills and Game Rules



1. Children are to be respectful and kind to one another and to the adult supervisors. They need to take responsibility for the care of themselves, property and our campus, too.
2. Students are to obey yard supervisors and others in authority.
3. Children are to behave in such a manner that will prevent injury to others and to themselves. Inappropriate behavior can result in suspension.
4. No fighting is allowed. Children are encouraged to utilize Conflict Resolution methods to resolve problems.
5. Students are to be in designated areas only; bathrooms and courtyards are not considered play areas.
6. Children are to stay on the playground unless a person on the school staff gives them permission to leave.
7. Students are to use all equipment safely and appropriately.
8. Inappropriate language is not permitted.
9. Tackle football or rough play that endangers others is not allowed.

#### **UPPER YARD:**

- Keep your body to yourself.
- Children must stay on the grass area. They are to stay away from the track, any ditches and the fences.
- Ball kicking is permitted on the grass area in an organized game that is designated for kickball, three flies up, etc.
- Avoid hanging on tree branches and the badsketball hoops.
- Slides: Only one child on slide and ladder at a time. Child may only go down on his/her bottom in a downward direction.
- Hurting others may result in an office referral and consequences.
- All games should be inclusive. Excluding others hurts people's feelings.
- Keep children safe; notify teachers of student problems or incidents with a completed Discipline Form.
- Walkways are meant for walking only.

- Football may only be played during P.E. or Intramural Lunch Sports.
- All playing is done on the playgrounds, outside of the courtyards, hallways and lawn areas..
- **CLASSROOM WALLS ARE NOT BALL WALLS.**
- "Monkey" bars and pull-up bars are for hanging by your hands only. No hanging upside down or sitting on top of bars.
- Food is to be eaten in designated areas only.
- Gum and candy are for home.
- Stay behind the painted line in front of office before 8:15am.
- Running and playing tag is to occur outside of the play structure area.
- Walk in the parking lot with permission only.
- All personal equipment (including balls) must be left at home.

#### **LOWER YARD: (Same as above plus)**

- Always stay inside the fenced area.
- At the sound of the bell/whistle, children are to freeze. When signaled by yard supervisor, they may walk to class.

#### **RAINY DAYS:**

- Students buying lunch will be walked to the lunchroom by their teacher.
- **ALL students** will need to enter the MU through the **BACK DOOR, LEFT SIDE**. They will exit the **BACK DOOR, RIGHT SIDE**.
- Students will return to their classrooms on their own, walking through the hallways.
- Students will eat their lunch at their assigned desk, not getting up to throw away trash, go to the bathroom, etc., unless they have permission from an adult.
- After about 15 minutes, an adult will come to each classroom and oversee the children throwing away their

trash and cleaning up prior to their indoor recess. Teachers will provide handy wipes, paper towels, etc., for wiping down the desk or cleaning up a spill.

- After the room has been designated clean, 1<sup>st</sup>-4th grade students will then follow their teacher's indoor recess routine.
- Fifth graders will continue to play first due to Study Hall, clean-up the room and then be excused by an adult to pull-out their lunches or walk to the MU for "Grab'N Go" lunch. An adult will come around to the classrooms and oversee the children throwing away their trash and cleaning up their desk prior to the teacher's return.

\*On rainy days, lunch is eating in the classrooms so P.E. classes can be taught in the MU.

### **PLAY SKILLS**

These suggestions will help children learn the rules to common games played at recess during school. They will also help children understand the social skills of being a good sport. Knowing the rules and being a good sport are equally important for children during play. When children know the rules and play cooperatively, friendships can develop. Play skills improve with motivation and repeated practice (e.g., weekly play dates with classmates, friends or relatives; practicing these skills at home, in the park or community).

Sometimes children have trouble agreeing who should start the game first. This can be easily and fairly decided by chance. Some examples of chance are:

- Rock-paper-scissors or any game like it.
- Flipping a coin and guessing heads or tails.
- Writing a number from 1-10 on a piece of paper and having the children guess the number; the closest guessed number goes first.

### **THE SOCIAL SKILLS OF SPORTSMANSHIP**

How to be a good sport:

- Smile
- Be positive
- Be honest and avoid lying
- Play fair and avoid cheating
- Play by the agreed upon rules
- Cooperate with others
- Try your best
- Use words to resolve conflicts. Yelling, name-calling, put downs, shoving or hitting are hurtful actions. If you need more help, find an adult.
- Be a gracious winner (e.g., say "Thanks for playing with me.")
- Be a graceful loser (e.g., say "Good game.")
- If you are a good sport, you and the other children will have fun playing together.
- If you are a poor sport, other children won't want to play with you. They might think that you are trying to cheat to win or are mean or angry.
- Remember, it's only a game. **The most important thing is that everyone has fun!**

### **SWING SET RULES**

- One person on a swing at a time
- The person waiting next in line counts slowly to 120 before having a turn on the swing
- When waiting in line for a turn on the swing, wait away from the swing on the concrete and not in the gravel or bark
- Don't jump off of swings
- Don't stand on swings
- One child is not to push another child on the swings

## GAME RULES

### **FOUR SQUARE**

- Four people play with a ball in the four square area, which is lettered A, B, C, and D. Four Square can also be played with 2 or 3 people. The rules must be agreed upon before the start of the game if less than 4 people are playing.
- A service line is drawn horizontally, outside of the letter A box or in the corner of letter A. The player in this square always serves and must stay behind the line when serving or have one foot in the box.
- The ball is served by dropping and hitting it underhand after the bounce to another square. If the server hits an inside line, the server is out.
- The player receiving the serve hits the ball after the bounce to another square.
- Play continues until someone hits the ball out of bounds or commits a foul.
- Any of the following is a foul:
  - Hitting the ball sidearm or overhand
  - Hitting the ball on a line between the squares (Outside lines are in – Inside lines are out)
  - Catching or carrying the ball
  - Allowing the ball to touch any part of the body except the hands
- When a player gets out, she/he walks out of her/his square and into the waiting line. The players still in the game move up the letters and the first person in the waiting line moves into square A.
- The object of the game is to not hit the ball out of the court or make any fouls. The most skillful or lucky player wins each round and remains in square D for as long as possible.

## **GA GA**

- Ga Ga is played with 2-20 children in the Ga Ga court.
- Children line up on the outside of the court and one person enters at a time.
- Everyone needs to stand with their heels and hands against the wall until the ball bounces three times and the players say, “Ga Ga Ga.” If a player comes off the wall early, she/he is out.
- The object of the game is to be the last one in the court.
- A player gets another person out when she/he hits their body with the ball from the knees down.
- If the player hits someone in the head with the ball, she/he is out.
- A player is out if she/he hits the ball out of the court. Two or more people can get out at once.
- If the ball goes out the side with no door, the person who hit the ball is still in the game. Retrieve the ball and start play with remaining players.
- A player can get out if she/he hits the ball 2 times in a row without the ball hitting another person or the wall.
- Nerf ball must be used and must be hit with an open hand – no fists!
- The ball may only be hit against the sidewall ONCE and then be played.
- No lifts or carries – i.e. your fingertips cannot go under the ball.
- If any part of your body touches the ground other than your feet or hands, you are out.
- Once the game starts, you may not touch the wall with any body part.
- Once you are out of the game, you must exit the court and line-up again.
- If a disagreement occurs, take a vote and the majority decides what happens.
- Honesty is very important! If a player gets hit, they should step out of the court immediately. The sooner

the game gets over, the sooner everyone can begin the game again.

## HANDBALL

- The object of the game is to hit the ball more skillfully than the other player, so that the other child cannot get the ball or hits it out of bounds.
- Handball is played with one rubber ball on the handball court, which is on the playground.
- Two children play handball at a time. The rest of the children wait in line TWO FEET OUTSIDE of the handball court and watch the game at all times.
- One player serves the ball to start the game. You must stand behind the white line on the court, and hit the ball so it goes over the white line on the board after it bounces. Self-serves are okay.
- The ball is good only if it bounces in the court. Lines are OUT!
- If there is a disagreement about whether the ball bounced in or out of the court, the majority of the students waiting in line will decide the call.
- If the ball hits the crack on the wall, it is considered out.
- Double or single fist hits are ok.
- Time Outs (only in emergencies)!
- If a player does the following, she/he is out:

Double hits	Back Courts
Straight A's	Bubbles/Dots
Double Boards	Over Boards
Holds	Dr. Phils
Cherry Bombs	Rainbows
Ghosties	Waterfalls
Oreo's	Old Grandma's
Lemon Heads	Potty Serves
Apple Smith	Phillips Serves
Pink Elephants	Bear Claws

\*Winners stay...as long as everyone is participating with good sportsmanship! (upper playground)

\*\*TWO-IN and TWO-OUT rule applies to lower playground.

**YOU MAY NOT MAKE UP ANY OTHER RULES!**

## HOPSCOTCH

- Two or more people can play hopscotch at one time.
- Each player must have a marker to throw in the hopscotch squares.
- There are 10 hopscotch squares.
- The rules must be agreed upon before the start of the game because there are several different ways to play hopscotch.
- One player begins first by throwing her/his marker into the 1st square. If the marker falls within the square or on the line, the throw is good. The player proceeds to jump on one foot over the 1st square into the 2nd and 3rd squares. Then the player uses two feet in the 4<sup>th</sup> and 5<sup>th</sup> squares, one foot in the 6<sup>th</sup> square, two feet in the 7<sup>th</sup> and 8<sup>th</sup> squares and one foot in the 9<sup>th</sup> and 10<sup>th</sup> squares. After the 10<sup>th</sup> square, the player jumps out of the hopscotch squares. The player turns around and proceeds to jump back through the squares (e.g., 10<sup>th</sup>-1<sup>st</sup> square) to the other side. When the player reaches her/his marker, she/he must pick up the marker and jump to the end. The player then throws her/his marker to the next square, ahead of the one she/he was in before. If the marker lands within the 2<sup>nd</sup> square, the player repeats the jumping process, jumping over her/his marker.
- If the marker lands outside of the box, then it is the next person's turn and the first player must return her/his marker to the square in which it came.

- A player must hop correctly (e.g., no falling from one leg to two, no touching the ground while hopping or holding onto other players' bodies).
- The object of the game is to be the first person to successfully throw her/his marker into the 10<sup>th</sup> square and jump through the squares.

### **KICKBALL**

- Two teams play with one Nerf ball within the kickball square.
- There are 4 bases (e.g., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and home base).
- There is one pitcher for each team. The pitcher stands in the middle of the square and rolls the ball toward home base so that the player can kick the ball.
- After the player kicks the ball, she/he runs to first base as fast as she/he can run.
- The kicker must kick the ball at home plate – not past it or they are out.
- If the 1<sup>st</sup> base person can catch the ball and tag the runner before she/he touches the base, then the runner is out. If the base person cannot tag the runner with the ball, then the kicker is safe. The player runs to the next base, when her/his teammate kicks the ball. If the ball is caught, the runner must go back to the base she/he came from.
- The object of the game is to get as many runs as possible. The winner of the game is the team that has the most runs.
- Play continues until there are 3 outs, and then it is the next team's turn to kick.
- If the other team catches the ball after a ball is kicked, the player is out. More than 1 out can occur at a time (e.g., two people could be tagged running to two different bases).
- If a ball is kicked outside of the kickball square, the kick is considered a foul and the ball is pitched again.

- The teams determine how long the game will last (e.g., until the recess bell rings, number of innings, runs scored or amount of time).

### **TETHER BALL**

- Two players play tether ball together in a tether ball court.
- The remainder of the children who want to play stand in line next to but outside of the court.
- Each player stands on one side of the pole, behind the line.
- The new player decides which direction they want to hit the ball.
- The server starts the game by wrapping the rope and ball around the pole twice. The ball is then thrown and no one is allowed to hit the ball until it unwraps and is free. Once this happens, the new player can hit the ball.
- As the ball is hit back and forth with open hands or fists, each player tries to hit it so the rope winds completely around the pole in the direction in which she/he is hitting the ball.
- The object of the game is to wind the rope/ball completely around the pole in the direction one is hitting it before the other player does. This is Tether.
- A player can also lose the game by making a foul. A foul is any of the following:
  - Hitting the ball with any part of the body other than the hands or forearms without the permission of the other player.
  - Catching or holding the ball during play.
  - Touching the pole.
  - Hitting the rope with the forearms or hands.
  - Grabbing the rope and throwing the ball (except when serving)
  - Doing bubbles or bottle caps.

- When a game ends, both players walk out of the tetherball court and to the end of the line. They can wait in line again or choose another game. The two players next in line are the next people to play tetherball.

### **SPIDER RULES**

- The object of the game is for the “Corners” to switch places **five times** before the “Spider” gets to one of their spots.
- There are FOUR students standing on the “Corners” of a four square playing area and the “Spider” stands in the middle.
- If 5 switches happen, then the Spider goes to the end of the line and the next person in line becomes the new Spider.
- If the Spider gets to a corner spot first while a switch is occurring, then the Corner goes to the end of the line and the next person in line becomes the new Spider.
- If a Corner and a Spider go for the same spot and there is a tie, the tie goes to the Spider.
- If two Corners go for the same spot and there is a tie, then both Corners go to the end of the line and the next two people are in – first one is a Corner, second one in line is the new Spider.
- Switches must occur every 30 seconds, otherwise all corners are OUT.
- Switching may not occur until everyone is ready.
- You may not call New Court and make up rules.
- Cross Country switches are when two Corners diagonally switch places. This counts for 2 of the 5 switches because it is much harder to do.
- Against the rule:
  - Cove Shove – the Spider or Corner try to shove someone off their spot
  - Scrambles – the Spider calls this and everyone must switch places
  - Bear Hugs

### **YOU MAY NOT MAKE UP ANY OTHER RULES!**

Each parent and student should adhere to these playground rules during recess and lunchtime. Although this is a great deal of information, please take the time to look it over.

Each student will be expected to know and follow all of these guidelines so that all students are safe and have fun on the playground.

### **Rainy Day Session**

During rainy days, children remain in the classrooms during recess breaks. They are excused from the room to use the lavatories. Classroom doors are kept open and the supervisor checks the classrooms to make certain student behavior is appropriate.

### **Report Cards**

Report cards are issued three times during the school year on the Wednesday following each trimester. The reports will be discussed and given to parents during the conferences. Report cards will be given to students at the end of each subsequent trimester.

### **Resolution Procedure**

If, during the year a problem or concern regarding your child or any portion of the school program should arise, please follow these steps to reach a solution.

1. First, talk directly (face to face) with the classroom teacher or the staff member most closely related to the concern. If a satisfactory solution is not reached, proceed to Step 2.
2. Make an appointment with the principal.
3. If we cannot resolve the problem here at the school, discuss it with the District Director of Personnel. If a satisfactory solution is not reached, proceed to Step 4.

4. Confer with the District Superintendent.

### **Safety/Security Drills**

In order to assure the safety of our students, we have plans and procedures in place in the event that we should experience fire, earthquake, or the need to secure campus. We conduct regular fire, disaster, and secure campus drills to familiarize students with proper emergency procedures. A school-wide phone tree is developed each fall in order to facilitate communication in case of evacuation or a school-wide emergency. Every family should have a copy of their children's classroom phone trees easily accessible.

We conduct a mock Disaster Evacuation each fall. Our emergency shed stores supplies that would enable us to meet the basic needs of our students for up to three days.

### **Sexual Harassment**

Harassment in any form will not be tolerated. In keeping with Board Policy #5145.7 and education code #212.5, it is our responsibility "to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment."

If children should ever be a target of harassment from other students and/or adults, they are to discuss this with their parents who should report the incident to the Principal as soon as possible. For further information, please refer to your Annual Information Packet distributed at registration.

### **Student Safety/Security**

In order to ensure the ongoing safety of our students, we practice the following procedures related to the security and safety of every child:

1. Children are not to arrive at school prior to 8:15 a.m. as there is no supervision before this time, unless

participating in a morning intervention class or instrumental band.

2. Parents of children absent from school are requested to call the absence line, 855-5799, prior to 8:30 a.m. on every day of their child's absence.
3. All adults must register in the office and receive a visitor's/volunteer's badge.
4. Do not drop off late students until 8:55am.
5. Parents who drop children off after school has started must sign their children in at the office and walk them to their classrooms.
6. For dental/doctor, etc. appointments scheduled during school hours, parents are requested to sign the child out at the office and then the office staff will call the child's classroom for the student to come to the office.
7. Parents whose children participate in our After School Enrichment Program must be picked up immediately after the class is done. After school Enrichment teachers have been asked to remain with the children until they have been picked up.
8. Teachers encourage children to use the restrooms during recess times.
9. When it is necessary for children to leave the classroom during instructional times, children are sent in pairs.
10. Staff members are continually reminded to remain vigilant and to question anyone who is unfamiliar or not wearing a visitor badge.

### **School Accountability Report Card (SARC)**

Each spring a School Accountability Report Card (SARC) is available for parents and interested community people. It addresses many aspects of the School and District programs.

### **Staggered Schedules**

The Staggered Schedule for 1/2 graders will begin Tuesday, September 7.

The school day for early students is 8:30 to 2:00; late students will attend 9:15 to 2:55. Students who arrive for the late group should arrive no earlier than 9:10am. There is no supervision prior to this time.

### **Student Council**

Rancho Romero School has an active Student Council group that meets weekly. The Student Council functions as an association with a set of by-laws written by the students. Officers are elected from the fourth and fifth grade students. Fourth and fifth grade classes elect representatives. The Student Council meets weekly to discuss and plan for student participation in developing respect for other people and their property, encouraging good sportsmanship, and making recommendations for student activities.

### **Toys and Play Equipment**

Cameras, radios, balls, toys, and other items of this type are not to be brought to school unless they have a purpose in the classroom and the child's teacher has given permission. Such articles cause distractions in the classroom and supervision problems on the playground. Softball and baseball gloves are the only type of sports equipment that may be brought from home.

PLEASE NOTE: According to California Education Code, students bringing knives, darts or any other potentially dangerous items to school may be permanently excluded from school.

The school cannot take responsibility for personal items that are broken or damaged at school. Students are discouraged from bringing such items to school.

### **Traffic Safety**

Our primary concern at Rancho Romero is the safety of every child. We need every parent's support and cooperation with our traffic safety plan. A detailed traffic safety plan explaining the drop off and pick up procedures is included in the fall registration

packet. It is important that every parent driver be familiar with and adheres to the traffic procedures. Please stay off your cell phones when driving near or on school grounds.

### **Vision**

Rancho Romero is a community of learners joined together in a welcoming and safe environment. All staff members are committed to providing students with the tools to become productive and responsible citizens of the Twenty-first Century. It is essential that our students acquire skills in gathering, organizing, and analyzing information as well as developing skills in critical thinking and problem solving. Students must have access to modern technology and learn how to use these tools in their everyday lives. They must be able to express themselves through written and oral communication as well as the arts. Students need to be actively engaged in both mental and physical activities to keep their minds and bodies healthy and fit. Parents and community members take an active role in supporting and encouraging all members of the school population. The teachers, support staff, and parents work together to prepare students for the future with high expectations for all and a unified commitment to education.

### **Volunteers**

Rancho Romero depends greatly upon our parent volunteers both inside and outside the classroom. The San Ramon Valley Unified School District has instituted the following guidelines for all who wish to volunteer their time at our schools. This includes field trips, classroom and office support, library support and any other volunteer support that may involve direct contact with students at a school:

- All volunteers must fill out and sign a district Volunteer Clearance form and provide a copy of an identification card/driver's license prior to volunteering. By signing the form, they state they have not been a convicted felon and

are not a registered sex offender as defined by Megan’s Law, California Penal Code Section 290.

- All volunteers will check in at the office and wear a school-issued badge at any time before going onto campus.
- All volunteers are expected to practice professionalism: arrive on time, turn off cell phones, dress appropriately, etc.
- In order to ensure safety and minimum distractions to the learning environment, please do not bring infants or non school-age children to school with you when you are volunteering in the classroom. Volunteers are asked to make arrangements for off-campus child care.
- Volunteers are to use visitor restroom only.
- Confidentiality of information obtained through your volunteer efforts must be maintained.
- Respect the privacy of everyone in the classroom. This includes materials you may see on the students’ or teachers’ desks (i.e. test scores, graded papers, notes, etc).
- When addressing student behavior: ask politely twice, then inform the teacher.
- Must have completed a “Volunteer Training” class.
- Field trip drivers must have on file an approved driver form (annually).
- Please note that anyone chaperoning an “overnight” trip will need additional clearance.
- The school reserves the right to revoke volunteer privileges at any time.

### **Wellness Policy**

As we strive to achieve the academic and social progress of our students, we also want to promote healthy habits regarding physical activity and diet. The School Board has created a Student Wellness policy as a nutritional guideline for schools to follow with the objective of promoting student health and reducing childhood obesity. (42 USC 1751 Note)

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health. Foods and beverages sold to students during the school day, including foods and beverages provided through the district’s food service program, fundraisers, and other activities, shall meet or exceed state and federal nutritional standards.

(cf.3550-Food Service/Child Nutrition Program)

(cf.3554-Other Food Sales)

In keeping with the district’s Student Wellness policy and in the best interests of our students, food items will not be used as a reward for students’ and/or class achievements for fundraising or any other purpose.

When parents donate food and beverages for occasional class parties, the snacks and beverages need to be nutritional. There are numerous nutritional snacks available that children enjoy such as bagels, fruit, popcorn, yogurt, and dried fruit. No more than one snack or beverage that does not meet nutritional standards is allowed per party.

Birthdays are special days in everyone’s lives and a time for celebration. However, in order to keep classroom disruptions to a minimum and to follow the District’s Student Wellness Policy, birthdays will no longer be celebrated in the classroom with special snacks. If you would like to do something special for your child on their birthday, send a birthday note or special snack in their lunch. Teachers always recognize each student on their birthday in the classroom. I will also continue to recognize every student’s birthday weekly during lunch periods and monthly in each Kindergarten class.

### **Yearbook**

The PTA publishes the Rancho Romero Yearbook. Purchase forms are available at Registration in August; books will be

distributed in the spring. A DVD Yearbook is also available to order at Registration.

## **YMCA**

The YMCA utilizes a building on the Rancho Romero School site for childcare between the hours of 7:00 a.m. and 6:00 p.m. All enrollment arrangements and questions must be handled directly with the YMCA. Please call the director at 838-0516 for information regarding the YMCA program.

## **Parent Teacher Association**

Dear Parents,

Welcome to Rancho Romero School and the PTA. Parents are the first and key ingredients in the Parent Teacher Association, and at Rancho Romero School, you will quickly see the great amount of parental involvement. Parents are in the classroom, library, cafeteria, schoolyard, and office. Parents who are not able to volunteer during school hours put in many hours at night and on weekends on special PTA events and on School Site Council (SSC), Rancho Romero Education Fund (RREF), and Auction committees.

A volunteer job is waiting for you at whatever level you are willing to commit. Our Membership Coordinator, Stacey Sweeney, 683-5999, and Room Parent Coordinators, Jane Lang, 939-2424, is waiting to hear from you.

Please join us at our general PTA meetings and events that are publicized in the Ranchogram so that our activities and expenditures are guided by your input. We look forward to seeing you during this school year. We hope you will call us if you have any questions, suggestions, or concerns.

Sincerely,

Janet Nunan (876-9339), PTA President

## **Roadrunner says...Top Five Tips for Rancho Parents:**

### **Volunteer!**

Be involved in your child's education both inside and outside the classroom.

### **Be Safe!**

Read the traffic and safety rules and follow them to the letter. Don't endanger your child or other children by dropping off or picking up your child outside the loading zone.

### **Be Informed!**

Read the Ranchogram every Thursday and stay informed about school happenings. Thursday is the day communications to parents are sent home.

### **Communicate!**

Call or email your child's classroom teacher if you have a question or a concern.

### **Know The Dates!**

A complete school calendar for the year is on the school's website. This will greatly assist you in planning family vacations or making childcare arrangements for non-student days.

## **PTA Executive Board Members**

### **President:**

Janet Nunan [janetnunan@aol.com](mailto:janetnunan@aol.com)

### **Executive Vice-President:**

Sarah Woerner [Woerner.sarah@gmail.com](mailto:Woerner.sarah@gmail.com)

### **1<sup>st</sup> Vice Presidents - Programs:**

Jennifer Roop [Jennifer.roop@yahoo.com](mailto:Jennifer.roop@yahoo.com)

Devon Jero

### **2<sup>nd</sup> Vice President – Ways and Means:**

Kim Keane [kim@thekeanes.com](mailto:kim@thekeanes.com)

### **Communications/Ranchogram:**

Stephanie Schiemann [schiemanns@comcast.net](mailto:schiemanns@comcast.net)  
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 Jenny Ackerman [ackerpoy@comcast.net](mailto:ackerpoy@comcast.net)  
**Membership:**  
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**Parent Education**  
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 Stacey Sweeney [stacyES@aol.com](mailto:stacyES@aol.com)  
**Special Needs**  
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**Recording Secretary:**  
 Chieko Kakihana Mundelius [chiekoK@comcast.net](mailto:chiekoK@comcast.net)  
**Treasurer:**  
 Courtney Dettlinger [Cdettlinger@yahoo.com](mailto:Cdettlinger@yahoo.com)  
**Financial Secretary:**  
 Christine Clark [Chclark2006@comcast.net](mailto:Chclark2006@comcast.net)  
**Parliamentarian:**  
 Julie Sinclair [juliemsinclair@yahoo.com](mailto:juliemsinclair@yahoo.com)  
**Auditor:**  
 Sara Marks [dscgmarks@sbcgloabl.net](mailto:dscgmarks@sbcgloabl.net)  
**Historian:**  
 Lisa Mattingly [lisa.mattingly@comcast.net](mailto:lisa.mattingly@comcast.net)

### Rancho Romero Education Fund

The Rancho Romero Education Fund (RREF) operates as an affiliate of the San Ramon Valley Education Foundation (SRVEF). RREF was organized by Rancho Romero parents to bring most of the classroom academic fundraising into one organization. Membership in the fund is open to all those who donate: parents, other family members and teachers.

At RREF our goal is to maintain and enhance the quality of education at Rancho Romero School. We raise money to support programs such as classroom instructional aides, an art/music teacher, library media coordinator, a technology specialist, and a reading specialists. RREF funds these programs through our fall Family Donation program and spring auction.

A board made up of parents, the Rancho Romero principal and teachers, governs RREF. Board members and RREF members volunteer their time and obtain donated materials to keep our overhead to a minimum.

### RREF Board Members

President	Marisa Massie	<a href="mailto:mmassie@salesforce.com">mmassie@salesforce.com</a>
Vice-President	Claudia Tyler	<a href="mailto:Claudia_tyler@yahoo.com">Claudia_tyler@yahoo.com</a>
Treasurer	Tracey Bracco	<a href="mailto:tgrabacco@yahoo.com">tgrabacco@yahoo.com</a>
Asst. Treasurer	Maria Angel-Ordonez	<a href="mailto:mfordonez@aol.com">mfordonez@aol.com</a>
Recording Secretary	Jennifer Petrillo	<a href="mailto:jenniferbpetrillo@gmail.com">jenniferbpetrillo@gmail.com</a>
Family Donations	Caroline Keighran	<a href="mailto:caroline.keighran@gmail.com">caroline.keighran@gmail.com</a>
Matching Donations	Anita Geary	<a href="mailto:anitageary@gmail.com">anitageary@gmail.com</a>
EScrip	Alison Vrankovich	<a href="mailto:aliandoliver@aol.com">aliandoliver@aol.com</a>
PTA Pres.	Janet Nunan	<a href="mailto:janetnunan@aol.com">janetnunan@aol.com</a>
SSC Pres.	Elisa Tinker	<a href="mailto:elisatink@yahoo.com">elisatink@yahoo.com</a>
Principal	Hope Fuss	<a href="mailto:hfuss@srvusd.net">hfuss@srvusd.net</a>

### School Site Council Parent Members

Parent Members:

Jenny Ackerman	<a href="mailto:ackerpoy@comcast.net">ackerpoy@comcast.net</a>
Tami Afdahl	<a href="mailto:tami.afdahl@gmail.com">tami.afdahl@gmail.com</a>
Jill Fusari	<a href="mailto:jrfusari@yahoo.com">jrfusari@yahoo.com</a>
Edwina O'Toole	<a href="mailto:edwinaotoole@comcast.net">edwinaotoole@comcast.net</a>
Elisa Tinker	<a href="mailto:elisatink@yahoo.com">elisatink@yahoo.com</a>
Sarah Woerner	<a href="mailto:sawoerner@msn.com">sawoerner@msn.com</a>
Alt. Member: Leah Moss	<a href="mailto:leahmoss@sbcglobal.net">leahmoss@sbcglobal.net</a>

Staff Members:

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Sandy Cattarusa	<a href="mailto:scatterusa@srvusd.net">scatterusa@srvusd.net</a>
Kim Kraft/Kim Thompson	<a href="mailto:kkraft@srvusd.net">kkraft@srvusd.net</a> <a href="mailto:kthompson@srvusd.net">kthompson@srvusd.net</a>
Sharon Maybaum	<a href="mailto:smaybaum@srvusd.net">smaybaum@srvusd.net</a>