

RANCHO ROSAL ELEMENTARY

PARENT/STUDENT HANDBOOK

2020-2021



Home of the Stallions

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3535 Village at the Park Drive
Camarillo, CA 93012
(805) 383-5350

Visit the school [website](#) to learn more about Rancho Rosal

Vision: Excellence for All

Mission Statement: *At Rancho Rosal we empower our students to learn at high levels, lead with integrity, and grow to their potential.*

Pleasant Valley School District will begin the 2020-2021 school year in the Distance Learning Model and transition into the Modified Traditional schedule when the COVID-19 metrics outlined by the State of California are met. See Pleasant Valley School District Handbook for specifics relating to Distance Learning and the [PVSD Safe Reopening and Recovery Plan](#).

The Rancho Rosal School Values

Today We are Tomorrow's Leaders

Lifelong Learners
Everyone is Valued
Achieve Our Goals
Do the Right Thing

ARRIVAL AND DEPARTURE

To ensure proper supervision and safety, children are to arrive at school no earlier than ten minutes before their class period begins. Supervision is provided from **8:00 to 8:10 a.m.** in the classroom. Students in grades 1-5 are to wait at the front gates in the morning and will go directly to line up outside their classrooms until the teachers greet them and take them inside the classroom. **NO SUPERVISION IS PROVIDED PRIOR TO 8:00. At dismissal, teachers are on duty for 10 minutes only. Please be sure your child is picked up on time.**

TARDIES

In order to provide a quality instructional program, students must arrive at school on time. The school tardy bell rings at 8:10 a.m. and class promptly begins. Students will be considered tardy after 8:10 a.m. If the gates are closed, students must stop at the office to check-in and receive a "Readmit Slip". If tardies become excessive, parents or guardians will be referred to the **STUDENT ATTENDANCE REVIEW TEAM (SART) to discuss strategies to increase punctuality. This is very important in order to help all children be successful in school.**

REPORTING AN ABSENCE

A phone call must be made by 9:30 a.m. to the absence hotline at **805-383-5350** the day your child is absent from school and follow the voice prompt. If your child is absent for more than one day, a call must be received for each absence. Please remember to speak slowly and clearly.

The following should be included in the message when you call:

- Child's first and last name – please do not use nicknames
- Reason for absence.
- Date(s) of absence(s)

- Teacher's name and child's grade

No child may be in school with a fever or any contagious/communicable disease. Parents will be called to pick up any child who is unable to benefit from being in school due to general illness or extreme fatigue.

RETURN TO SCHOOL AFTER ILLNESS: If your child has a fever or has vomited, they should not return to school until 24 hours after their temperature has returned to normal without fever reducing medication.

If a student accrues a number of unexcused absences or tardies, the parents/guardians will be referred to the **STUDENT ATTENDANCE REVIEW BOARD (SARB)**.

MEDICATIONS

California State Education Code for Health and Welfare requires that "if you child must temporarily take a prescription or 'over-the-counter' medication (even just cough drops) at school, it must be taken to the office by an adult, in the original container, stating the name of the medication, the strength and dosage to be given, and an "Administration of Medication" form signed by the physician. If this form does not accompany the medication, school personnel **cannot** administer the medication, and a parent/authorized adult must come to the school to administer the medication in the Health Office." The school office has the "Administration of Medication in School" forms. The health Technician or School Site Administrative Assistant will supervise as directed by the doctor.

Students may not have medications in their possession while on campus. The school has no way of knowing whether or not a parent or doctor has authorized the student to have this medication. The medication can be lost and another student could find it and mistake it for candy. Students may not have medications of any kind in their possession.

LUNCHESES

Healthy Lunches are served daily. Free and reduced lunches and milk are available to qualifying families. You may sign up online, or you can pick up an application in the office for the Free and Reduced Lunch Program. Lunch may be purchased for \$3.50. Reduced lunch price is \$.40. Milk price is \$.50. Students may purchase regular or chocolate milk. Parents are encouraged to pre-pay by using our online portal, or they can use the pre-pay lunch envelopes in the office. Pre-paying for lunches avoids loss and theft. You may drop off lunch envelopes in the designated tray in the office before school. Rancho Rosal serves breakfast daily from 7:45 to 8:10am. The cost of breakfast is \$2.00. Reduced breakfast is \$.30. You don't need to pre-order breakfast.

FORGOTTEN LUNCHES

Students who forgot their lunches have two options. They can purchase a lunch if funds are available in their account or parents may drop off a lunch in the office. Lunches **cannot** be delivered to the classroom. Parents may drop off in the office and then email the teacher to notify them of the lunch. Lunches must be clearly labeled with students' name and room number. Students must remember to check lunch cart or the office before purchasing a lunch. Please do not bring pizza or other food for your child to share with others unless this has been pre-arranged with the classroom teacher and there is enough food for the entire class.

EMERGENCY INFORMATION

Emergency information is provided online during annual updates and enrollment. The school will print a card and those are maintained in the school office and are of utmost importance. It is **imperative** that you **notify** the school of any **change** in daytime telephone numbers. There may be an occasion when we must reach you or an emergency contact person to facilitate the needs of your son or daughter. Without current telephone numbers, a minor problem may become a very real crisis. A student may **NOT** leave the school grounds with anyone other than those listed on the emergency card unless the school receives a note from the parent(s) stating the name of the person(s) with whom they may leave. ****IT IS IMPORTANT THAT YOU SHARE ANY RECENT CHANGES WITH THE SCHOOL ADMINISTRATIVE ASSISTANT AS SOON AS POSSIBLE.****

EMERGENCY DISMISSAL

We hope that we still never have to send our students home because of an earthquake, serious incident, or other disaster that would make the school unsafe. However, please make certain your children know who they are to go home with if such a disaster occurs. Someone will have to sign them out. The names and phone numbers of local people who could sign them out must be on the emergency card.

EMERGENCY/ DISASTER PLAN

In the event of a major disaster during school hours, students will duck, take cover, and then evacuate to the playground when it is safe to do so. Staff members will stay with classes until a parent or a designated adult (the one you select for the emergency card) signs the student out. Remember only the adults listed on the emergency card may sign your child out. Two-way radios are used for on-campus communication as well as direct communication with the district office. The designated area to pick up and sign out students will be at the gated area off the parking lot entrance; however, that area could change, depending on the circumstances of the emergency.

PARKING LOT POLICY

1. The school driveway is ONE WAY ONLY. Please enter the campus only at Village at the Park Drive entrance and exit at Wickford Place.
2. ***Do not park your car in the YELLOW or RED ZONES, or leave it unattended at any time that you wait for your child in those zones. Please pull forward as far as possible in the yellow zones when dropping off or picking up your child.***
3. **If your child is not at the loading area, exit the drive-thru and either park your car in a designated parking spot in our lot, or go out of the lot and then re-enter at the Village at the park Drive entrance. Please do NOT stop and block traffic.**
4. You may pull into a parking space designated for parents and guests and walk to the front of the school to pick up your child.
5. Students are never allowed to cross the parking lot unless accompanied by an adult. Please do not leave your car running if you need to walk up to the front of the school.
6. Please do **NOT** park at red curbs. It is illegal, it will restrict the flow of traffic, and it may create a hazard.
7. Parents must accompany students walking into the parking lot. Parents must accompany children to cars parked in the parking lot. Use designated crosswalks at all times.
8. Use crosswalks located in the school parking lot and streets at all times.

STRANGERS

Children should be reminded regularly of the dangers of talking to strangers when going to and from school. All children should be instructed to contact the school or their parents immediately if anyone questionable approaches them at any time. Students will only be released to properly identified adults whose names are on the student emergency card.

REGULAR ROUTE

Please help your child establish a regular route he/she is to take to and from school each day. Encourage your child not to deviate from the established route. If possible, see that the route has a minimum of traffic hazards and is used by many other school children. Please check frequently to see that your child is observing safety rules in route to school or home. It is always safer for children to walk home in a group or with a partner.

Students and adults should practice pedestrian safety and citizenship at all times. Students are to cross streets only at properly identified crosswalks. Explore routes that involve minimal street crossing. Of course, carpools are highly encouraged.

TELEPHONE

Please make arrangements for after-school activities before dropping your child off at school as we do not interrupt classrooms during instructional time. The school telephone is not available to the children except in the case of emergencies. There is no pay phone on campus.

CLOTHING

Please label or mark personal items with first and last name, such as coats, sweaters, lunch boxes, lunch sacks, etc. Students and parents are encouraged to check for lost clothing and other articles on our Lost and Found garment rack located in the front of the school by the multipurpose room. At the end of each grading period, all unclaimed items will be donated to local charity.

INSURANCE

The school provides insurance forms as a service to parents. Claim forms are available in the school office. This form and any claims are to be mailed to the insurance company whenever the protection is purchased.

SMOG

Play is restricted when the smog level or air quality is unhealthy for normal physical activities.

BIRTHDAY AND OTHER CELEBRATIONS

We acknowledge and honor student birthdays in the classroom. However, we do NOT allow birthday celebrations and food brought into the classroom because of student allergies and family budgets. If you would like to do something special in honor of your child, we suggest that a book be purchased for the classroom or library. Check with the classroom teacher for the suggested book titles. Only party invitations that include every child in the classroom may be given out at school. Please be considerate of others' feelings.

VISITING THE CAMPUS: EVERYONE MUST SIGN IN

All visitors, volunteers, parents, guests, or anyone else coming on the campus must sign in and out at the office. Visitor badges must be worn at all times while on campus. This is for the safety of the children as well as for your safety. If we were to have an emergency, we would not know to look for you if you are not signed in. Anyone attempting to be on the school grounds or enters a classroom without following this procedure will be asked to leave.

CLASSROOM VISITATIONS AND PARENT VOLUNTEERS

Parents are always welcome at school. If you would like to visit your child's classroom, please make prior arrangements with your child's teacher and the school principal. These visits will be

for 20 minute periods of time. In order not to interrupt the teaching process, please save any questions for the teacher after class time.

Parent involvement is highly encouraged at Rancho Rosal as there are many opportunities to participate and assist in our school programs. Parents interested in volunteering in the classroom must arrange times with the teacher in advance. All volunteers must complete the Volunteer Form and have a copy of a valid I.D. on file at the school office before working on campus. A new form must be completed for each school year. When volunteering, please make other arrangements for younger siblings to minimize disruptions.

REMEMBER: All visitors and volunteers must sign in before going into the classroom and sign out when leaving.

CELL PHONES AND ELECTRONIC DEVICES

According to PVSD District Policy 5131: “Students may possess or use electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices ***shall be turned off during the school day*** and at any other time directed by a school employee. If a disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity.” We are requiring that students keep cell phones and other electronic devices turned off during the school day and out of sight, which will minimize the disruption they can cause but make them available in an emergency. Students may check in their cell phones before school at the office and pick the phone up at the end of the school day.

Cell phones and other electronic devices are NOT allowed during outdoor activities. This includes recess, lunch and P.E.

Please be aware that the school is not responsible for lost or stolen student property.

INTERRUPTION POLICY

In order to maximize classroom instructional time, **it is our policy not to interrupt classroom for any reason other than an emergency.** School transportation plans and after school commitments will need to be made with your student before school. The No Interruption Policy includes lunch arrangements.

ASSEMBLIES/PERFORMANCES

Parents are always welcome to attend classroom assemblies. We hope you will understand that the performance is usually not a practiced one, but rather a learning experience for the children. Please sit in the back seats so that students will be able to see.

HOME/ SCHOOL COMMUNICATION

- Blackboard Connect through email, texts, phone call
- School Website
- PTA Website
- Weekly/Monthly Class Newsletters
- Social Media: Facebook, Instagram, and Tweeter
- Peach Jar
- Conferences, Progress Reports and Report Cards

HOMEWORK POLICY

Homework can be a meaningful part of the Rancho Rosal School Curriculum and is typically assigned Monday through Thursday. Occasionally, special projects may be assigned over weekends to upper grade students. The purpose of homework is to reinforce basic concept development, to expand and enrich topics covered in the classroom and to develop good study habits. Homework is to be completed on time, reviewed by the parent and returned to the teacher. Parents have a responsibility to provide a quiet place and time for children to work. Parents can enrich their children's learning by providing experiences related to or beyond the school program, such as excursions to points of interest, art shows, music lessons, or public library.

“NO USE STATEMENT”

Rancho Rosal School, as part of the Pleasant Valley School District, recognizes that the use of alcohol, drugs, tobacco and the problems associated with these, are becoming increasingly common in our society and among youth. We also recognize that the use of alcohol, drugs, and tobacco often precedes the development of problems. We believe that “no use” of alcohol, drugs or tobacco for all students is desirable. We believe that it is in the best interest of the community to take steps to promote, enhance, and maintain a drug-free school system, and that the student body, along with parents and other segments of the community, have a role to play in helping students remain drug-free.

LASER LIGHT POLICY

For safety purposes, laser light pointers are not permitted on school premises without special permission. As per procedure and policy, unauthorized objects other than those needed for regular school activities may be confiscated and not returned. Students bringing laser pointers to school will face consequences, including possible suspension.

COMPREHENSIVE POSITIVE BEHAVIOR PLAN

Our comprehensive, positive behavior plan is school-wide and based on problem solving strategies and processes in order to create an environment where:

- Learning and teaching are valued.
- Respect, responsibility, cooperation and other character traits are taught and encouraged.
- Individual differences are valued.
- Teaching and learning can be maximized.

Student behavioral expectations are based on the Rancho Rosal school rules ” where all students are held accountable to these 3 expectations:

THE RANCHO ROSAL SCHOOL RULES

BE RESPECTFUL
BE RESPONSIBLE
BE SAFE

Problem-solving strategies and skills will be taught at each grade level. This begins in kindergarten using simplified language, skills and visual cues and progresses to a more comprehensive system. By fifth grade, a student should be able to independently monitor and facilitate the problem solving process through a verbal action plan and/or peer mediators in most cases. We will use various strategies for intervention to address inappropriate behavior that may include the following:

Classroom Behavior Systems
Reflection Time
Restorative Justice Practices
After-school Reflection

Verbal Warnings
Written Reflections
School Beautification
Social Skills Groups

Student-Teacher-Administrator Conferences
Peer Mediation-
Individual Behavior Plans
Projects and Presentations

It is through this progressive system of learning strategies and skills that we hope our students will develop into productive members of our community and country with the following attributes:

Creativity
Problem Solving
Leadership

Innovation
Communication
Technology & Science literacy

Critical Thinking
Collaboration
Community Building

GENERAL RULES

- Show respect and a cooperative attitude toward all adults and students.
- Use appropriate language and gestures at all times in actions, conversations, writing or drawings.
- Respect school property.
- Personal electronic devices are not permitted at school including toys and games.
- All playground equipment--including balls--are provided by the school. Students may **NOT** bring football, softball, baseball, handball, tennis ball or any other sports equipment to school.
- Gang-related signs, language, drawings, slogans and attire are unacceptable at any time or any place.
- Sunglasses may not be worn unless they are prescription sunglasses and a doctor's statement is on file in the office.
- Laser light pointers are not permitted on school premises.
- Glass bottles or any other kind of glass containers may not be brought to school at any time due to potential injuries.
- Pets may not be brought to school except when approved in advance by the teacher. Pets must be in cages or on leashes. Students may not pet OR HOLD dogs, cats, hamsters, mice or any other visiting animals even in cages or on leashes. *Pets may only stay for a short period of time and the visit must relate to the instructional program in the classroom.*
- Items which could prove harmful to children, such as medicines, chemicals, or sharp or dangerous materials, cannot be brought to school.

Incidents which may result in immediate suspension or expulsion include:

- Cause, attempt to cause, or threaten to cause physical injury to another person.
- Possess, sell or otherwise furnish any firearm, knife, explosive, or other dangerous object.
- Possess an imitation firearm, including look-alike cap guns.
- Offer, arrange, deliver, possess, use, negotiate to sell, sell or otherwise furnish drug paraphernalia, or be under the influence of a controlled substance, alcoholic beverage, intoxicant of any kind.
- Possess or use tobacco, any products containing tobacco, snuff, chew packets or betel.

GUIDELINES FOR STUDENT DRESS

At Rancho Rosal we want to establish good lifelong habits. Research shows that there is a definite relationship between good dress habits, good work habits, and proper school behavior.

Please follow these guidelines:

- Tops must be long enough to completely cover the midriff and stomach. Clothing must cover all private body parts and not show undergarments.
- Dress or hairstyle of the student must not interfere with his/her ability to perform assigned class activities.
- All students must wear closed-toe shoes with backs and be appropriate for PE. Flip flops, sandals, high-heels, or shoes without backs are not appropriate. Wheelie shoes may not be worn.
- No makeup is allowed.
- Dangling or large earrings may be snared in active play and are not to be worn to school.
- Caps or hats may be worn properly outside only. Hoods, hats, and caps may not be inside the classroom or during instructional time in any building.
- Clothing must be worn as “designed to be worn”; e.g., straps hooked and in place, appropriate size, etc.
- Helmets are required by law for all bike, skateboard, and scooter riders.
- Wearing of attire that promotes drugs, tobacco, or alcohol, or contains profanity or demeaning or offensive remarks or pictures is unacceptable.

SAFETY RULES

- Students must walk when dismissed to playground, lunch, recess or home.
- Students are to eat in assigned area, not on playground or in restrooms. When finished eating, make sure the area is clean and the trash is put in trash barrels.
- Students remain at tables until dismissed by yard duty supervisors.
- Students must have a pass to be in hallways or come to the office.
- Students must not leave the outdoor eating area during recess or lunch without a pass.
- Students may not climb on fences, backstops poles, tables, walls, tetherball ropes, volleyball nets, etc.
- Fences are not to be used as backstops.
- Paper towels, napkins and other paper items are to be put in trash cans.
- Students are not to pop lunch bags, plastic bags, and juice boxes.
- Aluminum cans should be placed in our recycling barrels in designated areas.

Restroom and drinking fountain rules:

- Restrooms are not for play or eating. Climbing on stalls or on ledges and standing on toilets is dangerous and inappropriate.
- Spraying or splashing water, clogging toilets, sinks or drinking fountains to cause flooding, and throwing toilet paper or paper towels on ceilings or walls is inappropriate, dangerous and wasteful.
- Paper towels are to be put in trash cans.
- Practice good hygiene. Please wash hands after using restroom.

- Students should only use the drinking fountains on the playground during lunch and recess.

PLAYGROUND SAFETY RULES

General Rules:

- Students are to keep hands and feet to themselves.
- Everyone is to be respectful of others and their feelings.
- Contact sports such as tag and football are not allowed.
- Equipment must be used properly and only for its intended purpose.
- Jump ropes are to be used only for jumping.
- Everyone is allowed to play; no “lock-outs” in games.
- Use good sportsmanship when playing all games.
- Handball wall is the only wall balls should be hit against; do not kick the ball.
- Rancho Rosal is a walking campus. Running is allowed on the grass only.
- Please walk in the hallways at all times.

Apparatus:

- Sitting, walking and crawling on top of horizontal bars are not permitted.
- Go only in one direction.
- Do not flip or jump off.
- NO BACK FLIPS
- Students must have two hands on the bars at all times.

BICYCLE AND SCOOTER SAFETY RULES

(NO skateboards or skates at school)

- Walk bicycles on and off the playground, campus and in crosswalks.
- Park and lock your bicycle in our bike rack.
- Bicycles ridden to school should be licensed and in safe working order.
- As a safety precaution, younger children are encouraged to walk to school rather than ride their bikes.
- A student may be requested to leave his/her bike or scooter at home if unsafe riding habits are practiced. There is no riding on campus including the parking lot areas.
- **Helmets are mandatory when riding bikes and scooters.**
- *Loss of riding privileges will occur if a student is riding a bike or scooter to and from campus without a helmet.*

SCHOOL SITE COUNCIL (SSC)

The school site council (SCC) consist of parents, teachers, and a classified employee all elected by their peers. The principal is also an active participant. The council meets regularly and serves in an advisory capacity to the school. Some of the School site council responsibilities are to:

Approve the budgets

Assist in the development of the School plan

Evaluate the programs

Assess the needs of the school

Monitor implementation of the School Plan

ENGLISH LANGUAGE ACQUISITION PROGRAM (ELAC)

When a school site has more than 21 English language learning students, there must be a functioning English Language Advisory Committee (ELAC), which includes parents of ELL students, school personnel and other interested parents and community members. The ELAC gives input to the principal and staff in the following areas: 1) English immersion program; 2) development of school needs assessment; 3) language census 4) importance of school attendance; 5) legal requirements for BAC; and 6) elects a representative for the District English Language Advisory Committee (DELAC).

SPECIAL SERVICES

RESOURCE SPECIALIST PROGRAM (RSP)

The Resource Specialist Program (RSP) provides special education services to those children who have learning disabilities. These students have been referred by teachers or parents to the Student Success Team (SST) and have been tested by school and district specialists. These results determine eligibility for the program. Eligible students receive help in designated areas of need related to reading, writing and/or math.

ENGLISH AS A SECOND LANGUAGE

In compliance with Proposition 227, all students are taught in *English*. There is a procedure for a parent to request a waiver for Spanish language instruction, please ask the office for this form.

NOTICE TO PARENTS AND STUDENTS

SEXUAL HARASSMENT POLICY

The Governing Board of Pleasant Valley School District prohibits unlawful sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or any other verbal, non-verbal, physical, or visual conduct of a sexual nature when:

- Submission to the conduct is made a condition of a student's academic status or progress.

- The conduct has the purpose or effect of having a negative impact on the student's academic work or performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to or rejection of the conduct is used as a basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Concerning or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against any individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of sexual harassment complaint.

Any student who feels that he/she is being harassed should contact his/her teacher, the principal, or another district administrator in order to obtain a copy of the district policy 41181/4218.1

Complaints of harassment can be filed in accordance with these procedures. Failing resolution at the informal level, the complaint can be addressed under district policy 4135.4.1 or 4135.4.1.3, as appropriate.

The district prohibits retaliatory behavior against a complainant or participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated and in a way that respects the privacy of all concerned.