

* Key topics that come up frequently are starred for easy reference.



Ronald Reagan Elementary School
Parent/Student Handbook
2016-17



Principal – Mrs. Nori Chandler
35445 Porras Rd.
Wildomar, Ca. 92595
(951) 253-7650

Daily Schedule

- Grades 1 thru 6: 8:00 a.m. – 1:45 p.m.
- A.M. Kindergarten: 8:00 a.m. - 11:40 p.m.
- P.M. Kindergarten: 10:05 a.m. – 1:45 p.m.

There are no minimum days at elementary school.

****Reporting Absences**

Please notify the office any time your child is absent. Parents must verify the reason for absence either through a phone call or a note. The direct line to the Attendance Clerk is (951) 253-7652.

****Fragrance Free**

The RRE office is a fragrance free zone. If you are wearing fragrance and need office assistance, please call (951) 253-7650 and an office staff member will meet you outside to assist you.

We have numerous students with health issues and highly encourage all classroom volunteers to refrain from wearing fragrance as it may trigger a person's medical condition.

****Closed Campus**

The campus is closed in the mornings. Only students will be allowed to enter campus in the morning. Parents can come on campus during the first week of school to assist their child(ren) in finding their class line up area and to establish a morning routine. After the first week of school students will say their goodbyes to parents at the gate and proceed on to campus. Staff at the lunch tables and on the playground will supervise students. Parents who need to come on to campus in the morning (for an appointment with a teacher or to help their child carry a large project) must sign in at the office and wear a visitor badge while on campus.

Parents are invited to join us in the quad for Monday Flag.

****Messages to students**

Only emergency messages will be delivered to students in the classroom. No reminders, no telling students how they are going to get home. That needs to be done ahead of time at home.

*** Volunteering/Visiting Policy**

If you are **volunteering** in the classroom you must:

1. Be cleared through the district office and receive a volunteer badge.
2. Wear your volunteer badge at all times.
3. Sign in and out in the office every time you arrive and leave.
4. Not bring older or pre-school children with you to the classroom.
5. Follow the rules and regulations of the school at all times.
6. Parent volunteers work in the classroom with the teacher. No parent volunteers on the playground.

If you are **visiting** campus (to watch a class performance or awards event):

1. You may bring older/pre-school children with you, but supervise them at all times. Older children may not "visit" other classrooms or parts of campus.
2. Please do not sign your child out early after your visit. Children need to be in school all day.

Parent Involvement Policy

PARENT INVOLVEMENT

Parents are teachers too! Students do best when parents and the teacher at school are working together. Here are some things you can do to help your child have a successful education:

- ❖ Be a volunteer helper or member our PTA. (Volunteers must follow badge process.)
- ❖ Attend as many school functions as possible.
- ❖ Take an interest in papers that your child brings home from school.
- ❖ Display papers at home.
- ❖ Monitor your child's homework and assist when appropriate.
- ❖ Extend your child's learning at home.
- ❖ Avoid comparing your child with another child.
- ❖ Get acquainted with the teachers.
- ❖ Praise your child for schoolwork that is well done.
- ❖ Learn what is expected of your child in school.
- ❖ Attend special activities in which your child is participating.
- ❖ Attend all parent/teacher conferences.



VOLUNTEERS

Volunteers in the classrooms are appreciated. In order to protect our students, all volunteers must follow district policies to obtain a volunteer badge.

1. Volunteer packets may be picked up in the school office.
2. The packet is to be completed by the volunteer and signed for approval by the classroom teacher(s) and the school principal.
3. The packet is then to be taken to the district office where a Megan's Law check is run.
 - Red Badges do not require fingerprinting. Red Badge volunteers work under the direct supervision of a school employee.
 - Purple Badge employees require fingerprinting. Purple Badge volunteers work under the supervision of a school employee and may also serve as a chaperone on field trips.

Once approved, volunteers will receive a photo volunteer badge that must be worn at all times while volunteering.

* Volunteer badges must be renewed on an annual basis.

Misuse of the volunteer badge, such as using the badge to gain access to the campus for something other than volunteering, or refusing to sign in the office, will result in the volunteer badge being revoked.

PROCEDURES AND REGULATIONS

Arrival and Departure

Arrival:

School begins at 8:00 a.m. (10:05 a.m. for p.m. Kindergarten). Students may arrive on campus starting at 7:30 a.m. and report to the only supervised area at that time, which are the lunch tables. Playground supervision begins at 7:45 a.m. Students are to be in only those two supervised areas before school. No exceptions. Students are not to be in areas that are unsupervised by RRE staff (including hallways and waiting outside their classroom). The pickup/drop off lane is in the parking lot off Porras Road. Parents who chose to drop off their child in the loop must agree to drop off their child quickly and then pull out of the loop. Cars in this lane cannot pause or be left unattended, as it causes a disruption to the flow of traffic. When you arrive at the curb, pull forward as far as you can before dropping your child off. Pull out of the loop after dropping so other parents may have the space. Please do not sit in the loop and watch your child walk on to campus. Students May Not be dropped off or picked up in the actual parking lot. This is dangerous and we thank you in advance for refraining from having your child walk unattended through the busy parking lot. We appreciate parents' patience and consideration. The children's safety is our highest priority.

Kindergarten arrival and departure:

Between 7:45 and 8:00 A.M. Kindergarteners will enter the K playground from the gate near the bike rack and go to class. The gate will open at 7:45 a.m. Kindergarteners who arrive on campus prior to 7:45 a.m. will wait at the lunch tables with the 1st - 5th graders, then enter their kinder classroom at 7:45 a.m. At the end of their day, A.M. Kinder will release students to their parents as follows: room 1 will dismiss students at the side kinder gate by the bike racks. Rooms 2 and 3 will bring students up to meet parents at the front gate by the office. P.M. Kindergarten will enter through the side kinder gate (by the bike racks). Dismissal after school will be from the classroom. Should this change, please follow your child's teacher's directions for kindergarten drop off and pick up.

Departure:

School ends at 1:45 p.m. Plan with your child ahead of time the method s/he will get home (bus, pick up, walking).

* Please avoid calling the office for staff to tell your child how you want him/her to get home. We cannot guarantee that messages will reach children in the classroom. Plus, messages going to children disrupt the classroom. This should be reserved for emergencies only.

- If you pick up your child using the pickup/drop off loop, instructs your child to meet you at the loop right after school dismisses. * Students waiting to be picked up are to calmly stand in the supervised area watching for their ride. Students are not allowed to run or play around while waiting to be picked up. We have a very narrow sidewalk waiting area and a lot of people and cars. Students are expected to do their part and wait safely to be picked up. Students need to be picked up by 2:00 p.m. when supervision ends.
- Students who ride the bus are to report directly to the bus loop after school. Buses leave 5 minutes after school gets out, so students need to catch the bus right after school. They may not go to pick up siblings at their classrooms, use the restroom, or take their time getting to the bus. If you are the parent of multiple siblings, please do not ask the older sibling to pick up the younger siblings before getting on the bus. Siblings can meet each other at the bus.
- Students who walk home or walk off campus to meet their parents at a designated spot need to use the crosswalks and sidewalks to safely exit the campus.

Articles from Home: Toys and personal items may not be brought from home. This will help prevent loss or damage of something that may be of great value. The school is not responsible for loss of personal property. It is especially important to not bring expensive electronics such as cameras, video cameras, ipods, and *cell phones to school as they are very often stolen from their owner.

Assembly Behavior: The multi-purpose room is often used for special assemblies and programs. Students are expected to act appropriately when viewing a performance. Everyone is expected to show their appreciation by clapping their hands only (and refraining from whistling, yelling, or hooting).

*** Attendance:** Please ensure your child arrives regularly on time for school each day. Regular student attendance is of great importance to student success and achievement. Recent studies have verified that students with high achievement also have excellent attendance. Children should, however, not be sent to school if they are sick. Absences result in a loss of revenue to the school. Three absences for reasons other than illness are considered a truancy. Students with several absences and/or many tardies may be referred to the School Attendance Review Board (SARB). On this panel are District officials, law enforcement officers and Department of Social Services administrators who meet with parents regarding their responsibility for their children and the importance of regular school attendance. In California, schooling is mandatory. Regular attendance will give children the opportunity to improve their level of achievement.

It's important that you not take any vacations during the times we are in session. By law, students are to be in school unless they are truly ill. Prolonged and excessive absences are referred to the School Attendance Review Board (SARB). Incentives for students with perfect attendance will be given.

If it is absolutely necessary to keep your child out of school for 5 or more days, you must complete an Independent Study Contract (see page 8). If this contract is not completed **your child may lose his/her space due to increasing enrollment in our area.**

School funding is now based strictly on "in seat time." We no longer receive funding for those students who are absent due to illness. It is still important, however, to send a note or call the office if your child is going to be out ill. If you foresee that your child is going to be out longer than two days, please call the school office at 253-7650 so we can make arrangements to prevent your child from falling behind in his/her schoolwork. Thank you for your help!

Balloons on campus

Balloons and other celebratory items such as flowers are not allowed on campus. They are a distraction from the learning environment and can trigger allergic reactions in people.

Bicycles & Scooters: Bicycles and scooters may be ridden to school by students if they follow safety rules. Locks and helmets are required. Bicycles and scooters must be walked on and off the school grounds. The bike racks will be locked during the school day. * Kindergarten students may not ride their bikes to school due to safety and the inaccessibility of the bike racks during the day.

Books: Books for all classes are provided by the Lake Elsinore Unified School District and are checked out to individual students who are responsible for them. Although some workbooks are provided for students use each year, most hardcover books must last for 5 to 7 years. Therefore, it is important that students take responsibility for keeping their books in good condition, free from water damage and pencil or ink marks. Students will be charged for all damaged or lost books including library books and classroom textbooks. * A big concern is water damage, often caused by student water bottles leaking in the desk, backpack, or on the desk. Students are to protect their textbooks from water damage, which results in mold and requires that the textbook be replaced for the full cost of the book (math books cost \$65.00 !!!!).

Bus: Students are expected to comply with bus rules and regulations distributed in the District informational packet. Students who do not follow the rules will be issued bus tickets, and their bus riding privileges may be revoked. Questions regarding transportation can be answered by school personnel at 253-7650 or the Transportation Department at 253-7830. **Bus Rules** can be found listed in the Parent's Rights Handbook.

Bus Tickets: A bus ticket is a serious offence and is only issued after the driver has worked with the student to help to change his or her behavior.

WARNING : Warning to the student that his/her bus behavior needs to improve.
FIRST TICKET: A three day bus suspension will be given.
SECOND TICKET: A three week bus suspension will be given.
THIRD TICKET: A three month bus suspension will be given.

Child Abuse: Child abuse is a problem that is pervasive in our society. All school personnel are "mandated reporters" meaning they must report suspected instances of child abuse or lose their authorization to work with children. It is the teacher's duty to report, but it is the Child Protective Service's job to investigate.

Communication: You should expect communication from your child's teacher on a regular basis. If you have any questions or concerns regarding your child's academics or social interactions, the first person to contact is your child's teacher. If you are not satisfied with the result of that communication, the next step would be to contact the principal. The School/PTA Newsletter is published monthly, which contains valuable information regarding important dates, special programs, and family events. The school and district maintain a website which can be found at www.leusd.k12.ca.us/

Complaints: The Lake Elsinore Unified School District has a Uniform Complaint Procedure that will be found in the District Parent's Rights Handbook distributed at the beginning of the school year or during registration. (There is a "tear-off" verification in the back of this Handbook that must be returned to school within the first week and filed in the student cumulative file). In this Parent's Rights Handbook, you will find how to file a complaint and with whom to file it. All Complaint Forms are available in our school office.

Crossing Guard: A crossing guard is provided before and after school so students can cross Porras Road and La Estrella safely. It's imperative that all students utilize that crosswalk to help ensure their safety. We ask that parents help enforce this precaution by discouraging children from taking short cuts across the street.

Day Care: Parents with children needing care before or after school may sign up for the LEUSD Child Care Program, located on the RRE campus in room 30. The phone number for child care is (951) 253-7055.

Discipline: Maintaining an orderly and safe environment is an important role of public schools, for without these qualities, effective learning cannot take place. Having safe and orderly schools is directly related to student behavior. Each time a student disrupts a classroom, learning time is wasted. All students have the right to learn and grow, play fairly, and to be safe while at school. Students who disrupt these activities or infringe on the rights of others will face the consequence of his or her behavior. Parent support of the staff's discipline decisions is important to maintaining order at school

Daily positive student behavior is an expectation of the Ronald Reagan Staff. Students are expected to follow classroom and school rules. Students who continually disregard rules and rights of others will be required to accept the consequences of their misbehavior. The consequences range in severity: missing recess, detention at the lunch benches, "time-out" in the office or in another classroom, after school detention, suspension from school for 1 to 5 days, or expulsion from the school district. Each consequence is related to the severity of the infraction.

Students are regularly informed of the rules of the classroom as well as the rules of the school. At the beginning of each school year, teachers advise parents of the standards for student behavior and the school wide discipline plan. Classroom rules are posted along with the rewards and consequences. An assembly is held at the beginning of the year to review the playground and lunch rules with all students.

The school rules are:

1. Students will keep their hands, feet and objects to themselves.
2. Students will use playground equipment and school areas for the designated purposes.
3. Students will obey all adult supervisors and follow directions the first time.
4. Students will use positive and appropriate language.
5. Students will bring only approved personal items to school. No toys.

The staff at Ronald Reagan Elementary School believes in and uses a progressive discipline system for all students. The plan was designed to help children accept responsibility for their own behavior and to understand that behavior is largely a matter of choice. Students who choose to act responsibly at Ronald Reagan Elementary School will receive rewards; those who break the school rules will experience appropriate consequences.

Progressive Disciplinary Steps:

- Warning/Conference/Education regarding infraction
- Parent Contact
- Loss of Privilege/Recess
- Office Referral
- Suspension
- Other

DETENTION/TIME OUT

Students who are disruptive in class and who choose not to follow classroom rules may be assigned to serve time out at recess and/or a half-hour of detention after school. Parents will be given a 24-hour notice prior to retaining the child at school after school. At the end of an after school detention, the child may be picked up by parents, or with parent permission, may be allowed to walk home.

OFFICE REFERRALS

Office referrals are for SEVERE infractions of the rules. When a student has gone through each progressive step of the discipline system and continues to disregard the rules or has been involved in an activity which may warrant immediate suspension (fighting, swearing at a staff member, possessing explosives or a weapon, etc.), that student is immediately sent to the office. In most instances the parents are contacted and the student is suspended from school for one to five days.

PLAYGROUND DISCIPLINARY REFERRALS

Students are given a warning if a playground rule is broken. If this inappropriate behavior continues after the verbal warning, a disciplinary referral is issued. The student may be placed in "time out", "benched" on the playground or be sent to the office to visit with Mrs. Chandler, the Principal. Very often, this is the first step to student suspension.

SUSPENSION

If a child is suspended from school, it is the parent's responsibility to reinforce the punishment for the entire time the child is not in school. It is essential that the child be supervised and not running around the neighborhood or watching television. In other words, it would be inappropriate to have a child's misconduct rewarded by allowing him/her a fun holiday from school. It is also important that parents support the suspension policy, even though it's often an inconvenience. Parents, teachers, and school administration are all on the same side. The cooperation of all three needs to exist in order to prevent the child's misbehavior from reoccurring. If the authority of the school is questioned by the parent, especially in front of the child, the purpose of the suspension is undermined and future disobedience and disrespect is reinforced.

OTHER

Each instance of misbehavior is unique and each student is unique. No two situations are exactly the same nor can they be treated in a "cookie cutter" fashion. The circumstances of an event are considered and have an impact on which consequence will be assigned. Alternative consequences could include: apology letter, research report relevant to the situation, campus beautification, in school suspension, class change, loss of privilege, or any other remedial action appropriate to the situation.

Any students involved in fighting will be suspended from school: that includes the perpetrator of the physical violence, as well as the one who chooses to retaliate. Children need to know the difference between retaliation and defending themselves. No one should ever be a "punching bag"; at the same time it's important that children learn that there are peaceful ways to resolve conflicts. Physical violence will not be condoned. We believe students should use their heads, not their fists.

Play fighting is also not allowed, as it poses a danger to children. Many fights start out as play fighting and then escalate to a real fight when one side hits harder than the other side is expecting.

Students must not bring unsafe items to school (for example: knives, pocket knives, weapons of any kind, explosives, fireworks, alcohol, drugs, medication, or matches). Students who engage in behavior that harms or could harm another person will be subject to appropriate discipline up to and including suspension and expulsion.

Simulating shooting (such as playing "cops and robbers" or "cowboys and Indians") is not allowed at school.

Making threatening statements (like "I am going to kill you") or actions is a very serious offense in school. Whether stated in jest or in anger, the consequences are the same and they are severe, involving many steps from the "Kids with Guns Protocol."

Bullying is not tolerated in school. Students who are victims of bullying or witness bullying need to report the incident to an adult right away. Students who bully others will be subject to the progressive discipline policy outlined below. Bullying is defined as a repeated harmful behavior where a child of greater dominance repeatedly hurts, threatens, or torments a more vulnerable child. Bullying is not a onetime name calling or mean act, nor is it two children of fairly equal power having an argument. We have implemented the PLUS program and bully prevention training to help RRE students create a school culture where bullying is not tolerated, is consistently reported and dealt with, and is prevented through student proactiveness and connectedness to school and peers.

Our Reporting and Investigation Procedure is as follows:

- Receive complaint
- Identify alleged bully and witnesses
- Complete a written statement of the incident
- Start the investigation/interview process
- Make a decision
- Notify involved parties
- Start the Sequence of Interventions

Our Sequence of Interventions is as follows:

Phase 1 - Student Conference

Verbal and written warning
Copy of school anti-bullying and procedure
Bullying information and education
Write a report on bullying
Parent conference and/or call

Phase 2

Student Study Team Referral
No Contact Agreement
Consequence appropriate to the situation

Phase 3

Conflict management group and or/group counseling
Parent mediation
Consequence appropriate to the situation

Phase 4

Police Contact
Suspension

* **Dogs on School Grounds:** Riverside County health regulations prohibit dogs on school grounds at any time.

Early Dismissal: Occasionally, it is necessary to check out a child from school before dismissal. In order to do this, the child must be checked out from the office. We will call the child from the classroom and will note the early check-out as an afternoon tardy. Please limit these early dismissals to emergency situations only. The person picking up the child will need to show I.D. and must be listed on the Emergency Card. We check I.D. every time a child is picked up early from school.

Electronic Devices: All electronic devices are highly discouraged at school, as they are attractive to thieves and open up a can of worms for misuse. If your child must carry a cell phone, the school's policy is that it remains in the "off" position during the school day. If a student needs to call home, she/he may use the office phone with staff permission. Students may not use electronic devices to take pictures at school. Students who violate the school rules regarding cell phone usage will be disciplined.

Emergency Cards: Emergency "cards" were updated at the end of the year last year for existing students. A print off of each student's information from our student data base was sent home for updating and was to be sent back to the school. Cardstock emergency "cards" are no longer in use. If emergency contact information changes at any time during the year, it is imperative that the office be notified. A complete list of relatives and neighbors, and their correct telephone numbers, should be made known to the office by each parent in the event you are unable to be contacted.

Field Trips: Field trips are a supplement or a follow-up to class instructional work. All children are required to have a signed parent permission slip before being allowed to go on a field trip. Parents may go on field trips only as assigned supervisors and as needed for supervision by the teacher. Parent chaperones need to have a valid volunteer badge issued from the LEUSD. Children that are not enrolled at Ronald Reagan Elementary School are not allowed to go on field trips because of insurance requirements. Siblings are not permitted on field trips. A meeting with all parent supervisors will be conducted prior to the field trip to clarify responsibilities and liability issues.

Flag Ceremony: Every Monday at the commencement of school a brief flag ceremony is conducted in the quad area. The entire student body says the Pledge of Allegiance together and patriotic songs are sung. Parents are invited to join us at Monday Flag.

Hat Policy: Hats are permitted for outside wear only. Hats may not be altered and may not be worn backwards. Hats may not be shared with others. The hat policy will be temporarily terminated if there is an outbreak of head lice.

Independent Study Contracts: If it is absolutely necessary for parents to keep their children out of school for five or more days an Independent Study Contract must be completed. See the Attendance Clerk, Mrs. Thomas to obtain the contract at least three days prior to the absence so the teacher has ample time to prepare assignments for the student. The contract will provide lessons to complete while that student is away from school, so that he/she will not fall behind in class work. The contract will be given to the student and should be returned to the teacher upon return to school. Also, the use of this contract allows the school to collect funding for the student's attendance.

Insurance: The District does not provide medical insurance. Information regarding voluntary school insurance is available in the office. Parents may purchase this insurance if they wish.

Knives: No knives of any size are permitted at school.

Library: Students are encouraged to use the school library. The library is available for study, research, and checking out books. Children will be charged for lost or damaged books.

Lost and Found: Every year, students leave valuable articles of clothing, lunch boxes, and backpacks at school. *Please put your child's first and last name on all personal articles with indelible ink markers.* This will enable the staff to return the articles to the owner. Parents, as well as students, are encouraged to check the lost and found area several times during the course of the year. Unclaimed items are donated to charities every two months.

Lunch Program: Students may bring a lunch to school or purchase a hot lunch for \$2.25. For those that bring their lunch, they may buy milk for 50¢. Information is available in the office for free or reduced price lunches. Lunch menus are sent home at the beginning of each month and are posted on the district website.

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

Without exception, students may not bring any medication to school! What may have medicinal value to one student may be lethally poisonous to another. Since drug use and abuse are so pervasive in our society, it is absolutely necessary that we use the utmost caution with all medications.

Messages to Students: Frequent messages to students disrupt classroom learning; therefore requests to relay non-emergency messages to students will not be honored. Examples include: calling to remind your child to ride the bus, calling to inform your child how to get home that day, and calling to remind your child who is picking them up. Unless an emergency arises during the day causing you to need to communicate a message to your child, do not ask the office staff to interrupt the classroom. Plan and communicate your plans to your child before s/he goes to school.

Nondiscrimination: The District has a policy of non-discrimination on the basis of sex, race, color, religion, national origin, ethnic group, age or handicap, and promotes programs which ensure that discriminatory practices are eliminated in all District activities. Any complaints or questions may be referred to the Principal or Superintendent. Complaints may be made through the complaint procedure contained in Administrative Regulations 1312.3 - Uniform Complaint Procedures which is available at each school site.

Nutrition Snacks: Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables, cheese, or nuts.

Parent/Teacher Conferences: Parent/Teacher conferences are held in November for students who are at risk. All parents are welcome to request conferences any time during the school year. We encourage good communication between the home and school. Please call the school to set up an appointment with your child's teacher if you have any concerns.

P.E.

Students need to wear appropriate footwear during p.e. (such as tennis shoes). If your child wears sandals to school s/he must bring appropriate footwear to change into for p.e.

*** Parking:** Parking is a challenge at almost every school, especially in the afternoon when 700+ students are released at the same time. Please be patient with the limited parking that is available. We are fortunate to be located in a community that has sidewalks and streets wide enough for parking on the sides. During peak periods allow time to park on the street and walk to campus. Please do not park in the student drop off/pick up lane in front of the school. It seriously stops the flow of traffic and can result in a parking ticket.

Pets: Children are asked not to bring pets from home. In special cases, pets may be brought only with the prior permission of the teacher and should be in a cage or under some other form of restraint.

PTA: PTA is a great organization of parents and teachers who work to provide special programs for students, and implement exciting activities and events. These events are successful because parents have volunteered their time to make school activities fun for students and their families. Join the PTA! You will meet your neighbors and get to know the teachers. Your help is needed to make the year successful!

Report Cards: Report cards are issued three times a year, at the end of each trimester. Progress reports will be sent out at the 6th week of each trimester session, notifying the parents of students that are achieving below grade level. Should your child receive an unsatisfactory progress report, you should contact the teacher to establish specific objectives to help improve your child's academic achievement in the classroom.

Safe Route to School: Parents of children who walk or ride their bikes or scooters to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All students are expected to follow good citizenship standards to and from school.

School Site Council: Representative staff members and parents are given an opportunity to work together to develop educational objectives that support the academic program. One-half of the School Site Council representation changes annually and new parent members are actively recruited. Interested parents may contact the school or may attend School Site (SSC) meetings that are noted on the calendar. This year we are implementing the new LCAP so it will be a very interesting time to be on the School Site Council.

Sexual Harassment: The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school or another District administrator. A complaint of harassment can also be filed in accordance with AR 1312.1 - Complaints Concerning School Personnel or AR 1312.3 - Uniform Complaint Procedures. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. (Board Policy 5145.7)

Skateboards: The School District prohibits skateboards on the school grounds and parking lots at any time.

Standards: All students in grades K-5 will be taught and expected to master grade level standards that are unique to each grade level. Students in grade 3-5 are tested on their knowledge of their grade level standards on the Common Core Assessment, referred to as SBAC, test in spring. This is a new assessment, designed to assess student mastery of the new Common Core standards, is taken on the ipad. We are starting an exciting journey in digital assessment!

Student Dress Code: Students' dress and grooming need to be safe and not be disruptive to the learning environment. Clothing and accessories that distract from the learning environment or are unsafe will not be allowed at school. While it is impossible to give a definitive list of what is and is not acceptable (a lot of times specific cases are decided based on the impact that particular item has on the learning environment), we can give parents advanced warning about some of the most common dress and grooming problems.

UNSAFE DRESS

Trousers that are too large
Clothing with slogans or graphics relating to violence, hatred, illegal substances, weapons, or negativity

DISTRACTING DRESS

Spaghetti straps showing undergarments
Trousers that expose undergarments
T-shirts with tobacco, alcohol, profane, or degrading slogans

Student Recognition:

RRE offers a variety of meaningful motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, citizenship, leadership, and attendance are recognized through Monday Flag Assemblies and monthly grade level assemblies. Teachers also reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Recognition for good behavior and citizenship is given on a regular basis.

Student Responsibility: It is the duty of pupils to comply with school regulations, pursue the required course of study, and submit to adult authority. Along with this go the duties of punctual and regular attendance, obeying directions of school officials, observing good and proper behavior, diligence in study, respect for adults, kindness and courtesy to schoolmates, and refraining from profanity and vulgarity. [California Ed. Code, Section 48921 and C.A.C., Title V., Section 300]

Tardiness: Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, he should bring an excuse from home to the teacher/office. Frequent tardiness without a valid excuse is considered truancy under the law and will result in the SARB process. Students need to arrive to school by 8:00. Late students between 8:01 - 8:10 go straight to class. Late students arriving after 8:10 will be processed in the office. Either way a tardy is logged on the student's attendance record. Tardies count against perfect attendance.

Telephone: Children may use the school telephone only in an emergency. Please plan ahead with your child if he/she is to follow procedures different than usual after school. Any changes in routine, such as not riding the bus, should be conveyed to the teacher by note. Cell phones are highly discouraged and if brought to school, must be off during the school day.

Transfers: When a child is moving from the school, please let us know a few days ahead and specify the last day of attendance. If your child has materials at home that belong to the school, please return them to the teacher.

Visitors: *Ronald Reagan School has a closed campus.* Parents and other visitors must receive an office pass before entering the fenced campus while school is in session. Visitors without a pass will be asked to leave. This practice is for the safety of your children. Although we do allow parents to walk their children to class during the first week of school, parents will not be allowed to walk students to their classrooms after this period of time. All "good-byes" need to be said at the gates. Late students cannot be walked to class.

SPECIAL PROGRAMS

Our school has a well-rounded program of instruction based on meeting the needs of the individual. The focus of the program is to teach children the grade level skills necessary to increase learning and fully develop their abilities and talents. Emphasis is placed on helping children develop responsibility and a positive attitude towards learning.

Resource Program: The resource program provides specialized instruction for those students who have identified learning difficulties.

Special Day Class: RRE has two Special Day Classrooms for students who have been identified as needing more intensive remediation than offered by the Resource Specialist Program. Students are mainstreamed into the regular classroom for part of their day where appropriate.

Speech and Language: Our speech and language pathologist provides special instruction for those children who have identified difficulties in the area of speech and language.

Student Study Team: Our system of Student Study Team (SST) helps to identify academic and behavior problems early on and provides suggestions that help teach and lead students in a positive direction.

Ronald Reagan Elementary Playground Rules & Procedures *****Please be respectful of yourself, others, and school property*****

Whistle and Bell Procedures

- Five minutes before class begins, a warning whistle will be blown. It will be three short whistles. This whistle notifies students that they have three minutes to get a drink or use the restroom.
- Once the bell or one long whistle is blown, students must *freeze*. Any playground equipment in student hands must be held. Not further playing is allowed. Students are to *wait* for instructions from the teacher or aide on duty. Once students are dismissed, they are not to use the restroom or get a drink. They must *walk* to their classroom line.

Equipment

- Students must be able to reach the glider downfield by themselves in order to use it.
- A maximum of 30 swings on a swing are allowed, if there is a line.
- Jump ropes must be checked out by a teacher.
- Play in designated playground areas only-stay off hillsides, backstops, hallways, etc.
- Balls may only be kicked on the grass downfield. Use appropriate balls only.
- Students will not bring any playground equipment from home. They will acquire equipment from their classroom.

Other

- Balls on ball walls only.
- Stay within supervised playground areas. No lingering in hallways, near classrooms, or in middle rooms.
- Running is allowed on the downfield grass area only. No running on the blacktop, ramps, stairs, or any paved areas, with the exception of playing basketball.
- Snacks may only be eaten at the lunch tables. Food and drinks are not allowed on the playground.
- Dispose of trash properly. Do not litter.
- Students may only use the restroom/drinking fountain on playground before school and during recess/lunch.
- When downfield, students may only play between first backstop and on the "big toys."

Lunch Area Rules & Procedures

- Students will walk to the lunch area with their teacher.
- Students who purchase lunch will use good manners while waiting in the lunch line. Not touching others, punching, playing, or taking cuts in line.
- Students raise hands when they are finished eating. Once dismissed, they are to throw their trash away.

RRE GAME RULES

Tetherball

First person to the court is the server. Server picks their side of the court. Newcomer picks their “way” or direction of winding.

Fouls (outs):

- No stopping of continuous play by holding or catching the ball, unless you are at the beginner courts.
- No touching the pole or rope during play with any part of the body; hands, arms, etc.
- Players may occupy their side and either neutral zone. You will be out if you step on the outside line or your opponents play area lines.
- If a player wins three times in a row, including a win by foul, that champion must go to the end of the line.

Handball

First person to the court serves. No more than four (4) players on the court. The ball may be hit with one or two hands. A good serve must bounce once before hitting above the blue line. The next player must strike the ball downward so the ball hits the ground first before hitting above the line on the wall. Newcomer serves. Players waiting to play must stand behind the court line. No p layers against the wall at any time.

Fouls (outs)

- Ball may not bounce twice.
- If the ball hits the line it is out.
- No straight “a’s” (hits that do not bounce).
- No poppies (balls that hit the crack instead of the wall).
- The ball is out if it hits the top of the wall or goes over the wall.
- You are out if the ball hits you.

No “butts up,” no exceptions.

Foursquare

Square **A** is always the server. Players rotate towards square **A**. Only the player that is out leaves the game. New players enter at square **D**. Server bounces the ball in square **A**, and then hits the ball with an open hand to any square. The ball must bounce before hit into the next square. The ball must also hit into the next square.

- The ball must be struck with an open hand.
- Players in line must be off the court.
- Stepping on or over the line is a foul and the player is out.
- If the ball hits any line, the hitter is out.
- If the ball is made to bounce over an opponent's head, it is an out for the hitter.

Switch

Play begins when each player has a foot on the corner. Switchmaster must be in the middle before calling switch. Every player must change corners when switch is called.

A player occupies the corner when they are the first to arrive. If you are not the first to arrive in your corner, you are out and must go to the end of the line. Newcomer becomes switchmaster.

Any disagreement between players in any game will be resolved by “rock, paper, scissors.”

Good sportsmanship is always expected. When a student gets out, s/he must graciously get out of the court and not hold up play with arguments.