



El Rancho School

Serving Families for 56 Years

2017 – 2018

Kindergarten - 8th Grade

Student and Parent Handbook

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Welcome to El Rancho School's 56th School Year

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El Rancho School Kindergarten – 8th Grade Rules & Regulations

Effective August 21, 2017

HOURS OF OPERATION: El Rancho School is open from 6:30 AM – 6:00 PM Monday – Friday. It is not safe to drop off your child at the school prior to 6:30 AM. The school closes promptly at 6:00 PM. We have a late fee, not to generate revenue, but to strongly discourage parents from picking up their child/children after the school closes. Sometimes parents arrive at 6:00 PM and have lengthy conversations with their children about their day. Please keep in mind that 6:00 PM is when we lock the school and leave. Our Fee Schedule and Fiscal Policy states, “There is a \$5.00 per child late charge for children picked up after 6:00 PM which doubles every five minutes or portion thereof, payable immediately. This charge is a penalty to discourage late pick-up. Parents who habitually pick up their child after 6:00 PM will be asked to disenroll.” The fees are as follows: 6:01 to 6:05 = \$5, 6:06 to 6:10 = \$10, 6:11 to 6:15 = \$20, etc. Please bring a check or cash to pay the fee when you pick up your child after 6:00 PM. We will prepare a receipt the following day for a cash payment.

Having great communication with you is important to us. That is why we have launched our 'El Rancho School' app! Our mobile app has proven to be effective in communicating emergency information to our school families. **In the event of an emergency or school closure, ERS will send a “push notification” via the app to inform users of the emergency. This is the fastest and most effective way for us to contact you and our #1 way in an emergency.** Phoning parents or sending emails slows down the process of effective communication, takes us away from our priority of keeping the students safe, and is no longer our mode for emergency contact. Download our new app at your Apple, Android or Windows play store. Enter 'El Rancho School' in your search bar. Get important notifications, keep current on events, look through our gallery of photos, take a fun survey, contact us and WAY MORE. We are very excited about our newest and most innovative product.

ATTENDANCE: School starts on Monday, August 21st. Class begins promptly at 8:00 AM for 5th-8th graders, 8:30 AM for kindergarten – 4th grader students, and 9:00 AM for preschool students. Kindergarten – 8th grade students are dismissed at 2:30 PM, daily. The authorized adult picking the child up from school will only sign the child out, not in. The sign-out sheet is on the podium across from the school office. School correspondence is occasionally attached to your child’s sign-out sheet. Changes in family addresses and phone numbers must be reported immediately. Failure to do so will result in our inability to contact you in the event of an illness.

Students who are tardy will not be allowed into their classroom until their parent, guardian, or car driver completes a tardy slip, gives it to their child, and walks the child to the outside of the classroom door. Tardy slips are located by the sign-out podium. We ask that adults not accompany their child into the room, as it is a distraction for the rest of the class. **Students who are tardy miss out on important morning activities and instruction. It is very disruptive to their classmates and teacher when a student enters class late.**

El Rancho School teachers **do not prepare classwork or homework in advance of student vacations** during the regular, academic school year. Assignments with a paper flow will be on their desk when they return and are due within 5 days to receive credit. Students who are on vacation miss out on valuable instruction, class discussions, hands-on lessons, experiments, writers workshops, and class activities that are not paper/pencil assignments.

Please keep conversations with the classroom teacher’s brief when dropping your child off in the mornings. All our teachers do their preparation for morning lessons prior to starting class. If you would like to meet with your child’s teacher, please schedule an appointment through the front office, or leave a message for him/her to phone you.

PE Medical Excuse: If a child needs to be excused from P. E. for a medical reason, please send a note to your child’s teacher. The child will go to P. E. class, but not participate.

Our insurance requires that all students be visually supervised by a trained staff member, unless the student is being escorted on or off our campus by their parent. Children need to stay with their parent until they are in their car. Please do not allow your child to stray away from your side, to play or wander, while you are dropping off or retrieving your child. Therefore, please sign your child out and take care of your communication with teachers, recreation aides, the bookkeeper and administrative staff **prior** to picking up your child.

Classrooms are locked after class time because it is dangerous to have any place on our campus that students can be alone and not supervised. Students are given a number of opportunities and reminders to get all of their things out of the classroom prior to it being locked. Please do not ask school administrators to unlock a classroom for your child to get their things. Classrooms are unlocked daily at 6:30 AM.

California state law requires children who are under 8 years old, or less than 4’9” tall, to sit in a booster seat while traveling in a vehicle. Parents are required to provide **booster seats** for field trips or the child will not be transported.

El Rancho School Kindergarten – 8th Grade Rules & Regulations

California state law prohibits leaving children in vehicles when they are unattended for longer than one minute. Please do not put your child in harm's way by leaving your child in your car unattended.

Children may not share hair combs or brushes at school. Students who have lice or nits will be sent home, and may not return to school until they are nit free. Shampoo treatments do not kill all nits. Please request lice information from the front office if necessary.

Do not send anything to school in a soft plastic sack that a child can put over his/her head. Balloon bouquets are not allowed at school.

Please mark all items brought to school with your child's name or assigned hook number. **Rolling or medium to large backpacks are not permitted for students in kindergarten, first, second, or third grade.** The students in these classes usually have worksheets to do, or small books to read for homework. Not only are rolling or oversized backpacks not necessary for these students, we do not have the facilities to store them.

Children are allowed to bring personal toys from home on Fridays. Students may bring toys they are willing to share and are able to fit in their backpack or book bag. Electronic, fragile toys, "trading type" cards, and toys that resemble weapons are not permitted. El Rancho School assumes no responsibility for lost or broken toys.

Please do not bring your pet to school. Our liability insurance does not cover animals that do not belong to the school. For our Pet Parade we have a special insurance rider that covers that event only.

Parents may not go in or use student restrooms. Please ask for directions to an adult restroom.

Gum, soda, chocolate in any form, and candy are not permitted at school, in student lunches, snacks, at class parties, or take-home bags. Please do not send them. Candy and chocolate must be removed from Lunchable box lunches prior to being brought to school. We strongly recommend that sugar or sugar substitute treats be omitted from student lunches. At class party's sugar or sugar substitute treats are not allowed in or on desks, cubbies, inside cards, or in "goodie" bags. Our staff will not serve them or send them home with students; studies show pitting on tooth enamel within two hours if sugar is present in saliva. The following are a few suggestions that can be served at parties: crackers and cheese, meat slices, vegetables and dip, dried and fresh fruit, 100% juice drinks and popsicles, yogurt, sandwiches, deviled eggs, pasta, casseroles, muffins, and salads. We have found that our students do not notice that their snacks are sugar free as long as they are pretty. Often we hear that children think a party in itself is a treat and special snacks only contribute to the overall excitement.

We don't have the facilities to store lunches and snacks in the school refrigerator. We can't heat up meals because it takes our staff away from their work area. **Students are not allowed to share food.** All food items that are not eaten are to be taken home, not thrown away, so the parents know what the child has eaten, or not eaten. Students in 5th, 6th, 7th & 8th grades may heat up their own meals using our microwave, at their own risk.

Annual enrollment/registration fee includes, but is not limited to purchase and/or use of, or rental of:

Standardized testing booklets and scoring (2nd-7th grade)

Reading: books, texts, chapter novels, student resource materials, leisure reading books, periodicals

Purchase of reproducible masters that are duplicated for reading and writing in all subjects

In-class computers, programs, Internet access, student resource materials

Consumable workbooks, hands-on manipulative materials, paper, pencils, spirals

Art: supplies and student resource materials + paint, colored pens, colored markers, scissors, rulers, erasers, glue

Science: books, reproducible masters, microscopes/slides, equipment for measurement, resource materials

Physical Education: equipment and supplies

Personal products, i.e. facial tissue, band-aids

Occasionally a parent on campus notices a child using inappropriate language or behavior with another student. Please, do not address such a situation personally; tell a staff member what you observed and it will be handled by one of our staff members, perhaps not at that moment, but as soon as the appropriate person becomes available.

At parent-gatherings off campus like student's birthday parties, El Rancho School staff members and school policies are often a topic of conversation. The school requests that parents be careful that students are not within hearing if negative comments are made. If you have a problem, dispute, or concern, please address it respectfully with administration so that problem solving can be accomplished. An administrator is always on campus, but may not be immediately available. If they are not, please leave a message to telephone you.

El Rancho School Kindergarten – 8th Grade Rules & Regulations

There are times when a family chooses to withdraw a student, or not enroll for the following year, based on financial considerations. It is the school's observation that families don't want to discuss finances with other parents and to avoid doing so, often find it easier to tell parents erroneous information about teachers or school services. Please remember to act honorably and to treat our staff members fairly.

Illicit drugs are strictly prohibited on campus, as are smoking and drinking alcohol. We cannot release a child to an adult who looks, acts, or smells as if they are under the influence of drugs or alcohol. Please do not place our staff in the position of trying to determine if you are capable of safely transporting a child.

Birthday Party Invitations We want to eliminate any hurt feelings among the children and hope this policy will be useful to all. We have developed a system for invitations to efficiently reach families with plenty of time for RSVP's. If you would like El Rancho School's teachers to distribute your child's birthday party invitations, please follow the guideline: (1) All children in the class are invited. (2) Bring cards or make invitations. (3) Bring in the invitations to your child's teacher at least two weeks prior to the party. (4) The teacher will put one invitation in each Wednesday Folder and send them home. (5) At the party you may want to gather addresses for "thank you" cards because we can't distribute them. Hint: A birthday party guest book is a great idea, and it can be used year after year. Note: If you choose to invite a few children to a party, we are not able to distribute those invitations to them. El Rancho School does not hand out school/class directories, so you may want to ask parents of your child's friends for their phone numbers.

Code of Conduct

Students and parents must treat others with respect. We expect all students to be courteous, demonstrate gracious manners, and follow directions. Students will not push, shove, hit, kick, spit, bite, trip, forcefully handle other children, call other people names, bully, cyberbully or threaten others. **The school does not allow students to use profanity or language "unbecoming" of children.** Children must not act as if they are playing with weapons. Weapons are never to be brought to school (guns, razor blades, knives of all sizes, etc.); these are grounds for expulsion.

Bullying

When is it teasing, and when is it bullying?

True bullying is when one person uses power in a willful manner with the aim of hurting another person repeatedly. One of the common myths about bullying is that it is just a normal part of childhood. Everyone gets teased now and then without a great deal of harm, but bullying, characterized by repeated, intentionally hurtful acts, can have long-term effects on both the bully and the victim. These acts can be physical, verbal, emotional, or sexual, and there is generally an imbalance of power between the bully and the victim.

Normal Peer Conflict—What Bullying Is Not

Conflict is an inevitable part of interaction. As children learn the give and take of friendship, of group cooperation, of social interaction, conflict naturally occurs. Social skills are developmental. Children gain greater capacity for empathy, for compromise, and for kindness to others as they mature cognitively and emotionally.

Early Elementary Grades (K – 2)

Children in the early elementary years do not always think of others. Their goal in both friendship and play is egocentric, or self-centered. They pick playmates in order to have a good time and to maximize their own fun. They believe that a good friend is one who will do what they want. A common response to frustration is one of rejecting the other child. A first grader might say, for example, "If you won't play the game I want to play, I won't invite you to my birthday party."

Middle Elementary Grades (3 – 5)

By the middle elementary grades, children gradually begin to understand friendship and play as a process that involves fun for all participants. Games with rules begin, recess time is spent with others who enjoy the same interest and activities, and sharing is seen. Still, children of this age do not fully understand or engage in mutuality or compromise. Play is fun when everyone gets their needs met, but conflict erupts when access to things or frustration of needs occurs. The capacity to listen to and understand another person's point of view is still not fully developed, and only the most mature of children will employ compromise to solve problems.

Middle School Grades (6 – 8)

By the Middle School grades, children evolve gradually toward a consideration of others. Feelings and personal needs are shared. Having secrets and sharing them through notes and private plans is common. Friendships become exclusive and cliques form. Jealousy and feeling left out are common problems. Mutuality, commitment, and loyalty are hallmarks of social interaction by this age. At this age, compromise is a skill that can be taught and used to solve problems.

As a parent, what can I do about bullying?

The most important thing you can do is listen to your child. Ask how things are going at school. You can bring it up by discussing sympathy and respect for others and asking questions.

Normal peer conflict is typically characterized by the developmental level of the children involved. Aggression and hurtful remarks are part of conflict at all ages; they do not necessarily mean that a bully-victim problem exists. Bullying can be recognized by the following unique social interaction features:

RECOGNIZING THE DIFFERENCE

Normal Peer Conflict	Bullying
Equal power or friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse-will take responsibility	No remorse-blames victim
Effort to solve the problem	Makes no effort to solve the problem

What is Cyber Bullying?

Cyber bullying is the use of Internet e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately and repeatedly hurt, taunt, ridicule, threaten or intimidate someone.

Cyber Bullying For Parents Four critical cyber bullying communications commandments

- 1. Do not delete**
- 2. Do not respond**
- 3. Do tell you**
- 4. Do save the evidence**

Communication: Talk regularly with your child about on-line activities he or she is involved in. Ask if their friends have received mean emails, text or IM. Children are often more comfortable talking about issues indirectly.

Set Limits: Set firm guidelines for cell phone and computer use and monitor that behavior. El Rancho School strongly discourages ERS students from having online social media accounts such as Facebook, Twitter, Instagram or to be engaged in online chat rooms or group texts.

Raise Awareness: Talk specifically about cyber-bullying. Explain that it is harmful and unacceptable behavior. Explain that it is not a joke or funny to the person receiving it.

Have Consequences: Outline your expectations for responsible online behavior and clearly explain the consequences for inappropriate behavior.

Save the Evidence: If your child is cyber bullied, save and copy the messages and websites, you may need this to take action. Encourage your child to tell you immediately if he or she is a victim of cyber-bullying. Tell your child "do not" respond to the bully and do not delete the "evidence". Most teens believe they are untraceable. Not true. They usually leave electronic "fingerprints" in their wake.

Excluded: Excerpt from Fee & Fiscal Policies (1) The school believes that a positive and constructive working relationship between the school and the student’s parents/guardians is essential to the fulfillment of the school’s mission and the progress of the student. Thus, the school reserves the right not to continue enrollment or not to re-enroll the student if the school concludes, in its sole discretion, that the action of the parent/guardian make such a positive and constructive relationship impossible or seriously interfere with the school’s accomplishment of its educational purposes. (2) The school reserves the right to remove a student at any time, without prior notice, if the student’s industry, progress, conduct, or influence on or off campus is not in keeping with the school’s accepted standards, as determined at the school’s sole discretion. (3) If information developed after the contract, but prior to the commencement of the school year, suggests the inappropriateness of attendance in the school for the student concerned, the school may withdraw an offer of enrollment and void the executed contract. (4)There will be no refund of the tuition or any fees, where such enforced withdrawal occurs and any unpaid balance is payable in full in accordance with the payment schedule. In such case the entire liability of the school is limited to the monies on deposit in the amount in excess of any outstanding balance due from prior years.

El Rancho School Illness Policies

ILLNESSES: Please do not “mask” childhood illness symptoms, such as a high temperature, by giving Tylenol or other medicines, and then sending your child to school. It is unfair to the child, their classmates, and school staff. Ill children are expected to be picked up within one hour of the time that the parent is contacted. Children who are ill or are contagious must not be brought to school. All students must be vaccinated and proof of immunizations (new students only) submitted to the school office with enrollment paperwork.

School administration notes, In our “Day Book,” any students who call in or are sent home ill. We record the time, the illness, and when the child may return to school. Please make sure you do not bring your child back to school before this date.

Ailment	Child may return to El Rancho School . . .
Flu	No fever and 48 hrs. after fever reducing medicine has worn off
Fever	No fever and 24 hrs. after fever reducing medicine has worn off
Diarrhea	24 hours after last bout
Vomiting	24 hours after last bout
Chickenpox	When all pox have been scabbed over
Fifths Disease	48 hours after fever has broken
Impetigo	24 hours after cream has been applied; area must be covered, if oozing, with gauze and medical tape (band aids do not stay on well enough)
Head Lice	When all lice and nits are gone
Ring Worm	24 hours after treated with topical regiment
Pink Eye	24 hours after antibiotic treatment
Excess/colored mucus	No fever and a note from the child’s doctor stating that the child is not contagious

It is our policy that students with head lice or “nits” (eggs) in their hair will be excluded from school and must be picked up immediately. To return to school, their hair must be treated and nit-free.

Medicine is only administered by our office staff. By law this includes aspirin, Tylenol, sunscreen, anything with SPF (ex. lip moisturizers), vitamins, and cough drops or syrups.

If your child needs medication to be administered at your child’s lunch time, please fill out the **Permission to Administer Medicine** form located in the front office. **All medicine must be walked into the school by the parent, provided in the original container, and have the child’s name on the container.** ERS is required to follow dosing instructions on the original container. Parents are responsible for locking medication that needs to be refrigerated, in our preschool kitchen refrigerator. The medication is to be picked up by the evening of the last day the medicine is to be administered, after which it should be discarded. Our license regulations do not allow us to keep medicine past that date.

Parent Work-@-School Opportunities

El Rancho has a program of "Parent Work-@-School" opportunities. Most of the following are jobs we would pay to have done. Our reduced labor costs will enable us to keep our tuition and activity fees reasonable for our school families. For those families who do not wish to participate, they may instead pay an additional \$150.00 annually, per child due by September 1, 2017.

The school requires a minimum of ten work-@-school hours per enrolled child. The working hours must be completed during the 2017-2018 regular academic school year, and a few opportunities will be available starting August 1, 2016. Parents must sign-up through the school office for the below listed jobs no later than September 1, 2017 or be charged for 10 hours of volunteering at \$15.00/hour. If a family does not complete at least ten hours per child by May 1, 2018, they will be billed at \$15.00/hour for the hours not worked.

Families may sign up for a committee **beginning the first day of school on our bulletin board** by the school office. First come, first served. Parents must sign up on the original forms and not via email, note, etc. We will schedule a chairperson meeting, for each committee, with our administration as soon as the committees are established. School administration has the final say about school events and activities.

- **Monthly Parent Meet 'n Greet Committee** (This will be on last Friday of each month; same day as Free-dress.) – Scheduling parents to donate food and drinks, making coffee, set up and clean up.
- **Family Events Committee** – Transporting decorations and food, cooking, serving, dishwashing, setup and tear down, and putting things in storage after the event.
- **All-School BBQ Welcome Back Dinner Committee** - Menu planning, cooking, set up, clean up, serving, etc. (mid-September)
- **2018 Father/Daughter Dinner & Dance**
- **2018 Mother/Daughter High Tea & Fashion Show**
- **2018 Mother/Son Spring Event**
- **Annual Christmas Program Committee** - Retrieval of costumes and props, sewing costumes, shopping for supplies, building and painting props, transporting props and risers to and from off-site program location, set up and tear down of production
- **Silent Auction Committee** – Works and organizes to prepare for school wide fundraiser
- **Maintenance Committee** - Provide repair services for general building and grounds maintenance (Ex. replacing student coat hooks, loose boards/nails). Routine safety checks and precautionary measures are needed. We have a few weekends a year that we dedicate to painting and deep cleaning. These weekends are the two weekends before the beginning of school, open house, and beginning of the summer session.
- **Art Appreciation Teacher (Docent)** Creating and teaching art appreciation lessons twice a month for an hour.
- **Weekly/monthly classroom helper beginning in September.** Only with approval from a teacher and the school principal.
- **Classroom Field Trip Driver** - Driving and chaperoning students (2nd-8th grades only) on field trips.
- **Parent photocopier.** Photo copy for teachers a few hours a week, or as needed.
- **Uniform Sale Committee** - Set-up, help parents, answer questions, and tear down the two-day sale in June.

Kindergarten – 8th Grade Playground Rules

Elementary School Playground Structure. A maximum of 20 students may be on the structure at any one time. **Students must be at least 5 years old.** Students enter from the far right platform, spine climber, zipper, or rock wall ladder. There is no jumping off zipper, bridge, and the top of climbing wall, high decks or slides. Students may not play tag on or around the structure, or run in front of the slide exits. Holes may not be dug next to the poles. A recreation leader must be on the sawdust prior to children entering the playground.

All Slides. Wait on the platform for their turn - Go down one at a time, feet first, on your bottom. No climbing up the slide. Students may not stand or play in front of the slide exits

Zipper. Total of 3 students on the zipper at one time. Students may walk across the low green bar or - students may use it as an overhead ladder. Students may pull themselves up, and onto the Zipper. No swinging or jumping off.

Rock wall. Total of 10 students on the wall at one time. Do not go over the top or sit on the top.

Bridge. Walk only on platform, not on the chains or the bars. Do not swing from the platform.

Spine Climber. Go up or down one at a time.

Telephone. Students may not yell into the telephone. Students may not put wood chips in the telephone.

Retaining Wall. Students may sit on the wall. Students may not walk or run on the wall. Students may not dig holes by the wall.

Wood Chips. Wood chips may not be piled onto any slide. Students may not dig holes or throw the woodchips.

Tetherball. Children should not hang and swing from balls. Extreme caution should be used so people don't get hit.

Sandbox. The children may not climb into the box unless OK'ed by staff. Do not add water to the sandbox. Try to keep all the sand in the box and not around it. Do not cover children with sand. Throwing sand and toys is not allowed. The sandbox will be covered nightly.

Basketball Court. Children may not hang on the basketball nets. If ball goes over the fence during play the staff will retrieve it weekly. A recreation leader must be on the basketball court prior to children entering the court.

Blacktop Area. No stilts or gymnastics (cartwheels, tumbling, handstands, etc.). Toys and equipment need to be picked up so it does not become a trip hazard.

Walls and Balls. The children must use caution when kicking a ball. The classroom walls are not rebound walls. Balls are not to be intentionally thrown into the trees or on top of buildings. Do not throw balls near classroom windows. The children do not retrieve balls or toys thrown over the fences. Caution children about playing with balls close to fences for this reason.

Hula Hoops and Jump Ropes. Children must ask before taking either out of containers. There is no throwing or rolling the hula-hoops on the ground or in the air. One hula hoop per child, and no playing "horse", or sharing hula hoops. Jump ropes may not be used with Preschool children. Jump ropes are not to be whirled above children's heads or used as a lasso. They are to be used for jumping only and put away otherwise they are a tripping hazard.

The Big Tree. The children are not allowed to dig or play directly under the tree. They may not climb the tree.

Grass Area. Please remind the children not to pull the grass or dig. When kicking balls use extreme caution because of the busy street and the fourth grade classroom windows. If a ball goes over the fence only a staff member may retrieve it. There is no climbing on the fence or throwing objects over at the cars. There is absolutely no yelling at people in cars driving by, or talking to strangers on the sidewalk.

Flowerbeds. Children will stay out of the flowerbeds. Children may not pick or pull at the plants or low tree branches. If a ball or toy goes into the flowerbed, a teacher will retrieve it for the children. Children may not play with the sprinklers.

Fences and Benches. Children are not allowed to sit on the fence tops, go over the fences, stand on the horizontal bars, or kick any of the fences. Children may not walk or lay down on the benches. They may not pick the paint off or take out the screws. Children may not jump over benches. Please report any exposed nails or dangerous conditions anywhere on the grounds to management. Our staff does not retrieve student toys or shoes that are thrown over the back or side fences, or on any roof.

Restrooms. Elementary children use outdoor bathrooms, one child per stall. Frequent checking in the bathrooms helps prevent restroom from becoming a playroom. Children need to wash their hands after using the toilet and before eating.

Ping Pong Tables. These tables were donated by the Storelli Family in memory of their son and dad, and a dedicated employee, Ted Storelli. Four children in grades 2nd-8th may play ping-pong on one table at one time. They must use the paddles correctly, and play according to general ping-pong rules. They may not reconfigure the tables or use the equipment for any other purpose than playing ping-pong. No more than two balls may be used per day.

Boundary. Elementary children are not allowed any further east than the restrooms. When class is outside they are not allowed back into the classrooms without a teacher or parent.

Running is allowed only on sawdust, basketball court, and grass areas; never on walks, blacktop, or in classrooms.

Children are not allowed to scream, unless they are in danger.

Children must pick up after themselves. When the children leave a classroom or playground, please have the children pick up the trash and put it in the cans. Children need to hang their outerwear on their hook, at the right number. Jackets and sweaters should be either hung or when inside placed in cubbies, on the back of their chair, or on hooks. Lunch boxes or sacks should be on the shelves outside. Swimming suits, towels, and lunches must go home with the child each day, to prevent mildew and odor.

Consequences

The school will notify parents either in writing or by phone if their child misbehaves or does not follow the school rules. In the event that the behavior is believed by administration to warrant the child being picked up from school, the parent will be notified immediately, and the child must be picked up within the hour. Repeated or very severe misbehavior, or failure to pick up your child within one hour, are grounds for suspension and/or expulsion at the principal's sole discretion.

Study Hall Rules

Study hall is for students in 2nd – 8th grades.

1. Enter at 3:00 PM unless you are in a lesson (music, tutoring, etc.). If you arrive after a lesson, please sign in with the time on the clipboard outside the classroom. Students must stay for 20 minutes prior to leaving. Study hall is over at 4:00 PM.
2. Bring all materials you need plus extra sharpened pencils. No pencils are provided. No pencil sharpening is allowed.
3. Absolute quiet at all times. No talking is allowed while entering, working or leaving.
4. Have all your work with you. No leaving study hall and returning. If you leave, you may not return and will have to finish your homework at the picnic tables.
5. Use the restroom and drinking fountain prior to study hall.
6. No eating in study hall.
7. Study hall teachers will give assistance when requested, but do not teach or reteach lessons.
8. Raise your hand if you need help. If the teacher is busy, skip the problem and do other problems you can do.
9. Use dictionaries in room as necessary.
10. You may read a book in study hall when you are finished with your work if you choose to.
11. Sign out when you leave study hall, with your name and the time you leave.

Parent Note: You can monitor how long your child is in study hall by checking the study hall sign-out sheet.

Consequences for Breaking These Rules

1. First infraction: Warning from study hall teacher
2. Second infraction: You will get a study hall dismissal note from the study hall teacher. If a student leaves study hall they will not be allowed to reenter until the note has been signed by the parent and given to the study hall teacher. Students will complete their homework outside the school office.

R. A. K. Rules!

~ Random Acts of Kindness ~

RAK rules at El Rancho School! **A RAK is anything that is done spontaneously with honest good feelings of wanting to help.** When your child does a RAK at home, you may write a note for your child to bring to school. Please have your child give the note to their teacher. Teachers and staff members also fill out cards when they see a child doing a RAK. When a child does a RAK, he/she will earn a character award.

Here are some examples of a RAK:

- | | |
|---|--|
| ~ Do a household chore that is not required of them | ~ Perform a generous act |
| ~ Help a sibling with homework or other task spontaneously | ~ Demonstrate respectful behavior |
| ~ Accept responsibility and being honest without being told | ~ Being a good sport |
| ~ Demonstrate unusual compassion/helpfulness for others | ~ Clean up an area cheerfully |
| ~ Do a favor for a neighbor or friend spontaneously | ~ Express and demonstrate patience |
| ~ Show gratitude; being grateful for the good you've received | ~ Help in the yard happily |
| ~ Show respect for property other than your own | ~ Demonstrate friendly, inclusive behavior |
| ~ Demonstrate unusually respectful behavior especially to seniors, and persons of authority | ~ Take out the trash without being asked |

Anything can be a RAK if it's good hearted and done out of kindness.

You decide. Write a note, sign it, and send it in!

El Rancho School Student Uniform and Free-dress Dress and Grooming Policy

El Rancho School, Inc. uniforms are required daily for all students during the academic school year. Free-dress days are the last Friday of every month, unless notice is given that a different day has been selected. "Free dress" may also be worn during the Christmas and Spring breaks and on additional days as announced. On a few selected days during the school year, students may wear the "theme dress" (Ex. Pajama Day) or their school uniform, but not free dress. On these "theme dress" days students must abide by the Free Dress Standard below. Uniform shorts are an optional choice for wear in the early fall and late spring. Children may begin the fall school term wearing uniform shorts if they wish to do so. The school will notify parents when it is time to stop wearing shorts in the fall, and begin wearing them in the spring. New students have five school days in which to purchase uniforms.

Please do not purchase clothing that is "similar" to the uniform item. Every person has a different interpretation of "similar". **Please do not have your child wear uniform items unless they look identical to the official uniform. If you are unsure whether your item is identical, keep the sales tag, and bring it to the school and show the school principal. The school administration has the final say about what is identical.**

A student, who is neat and clean, and dressed in an appropriate manner, is one who takes pride in his/her appearance. All clothing should fit properly and not so tightly that it clings to the body. Clothing should be wrinkle-free and properly maintained. Please repair hems that have come loose before the child wears the item again. Clothing that becomes stained, is missing buttons, has holes, is worn-out looking, or too small should not be worn to school. Please do not place your child in the embarrassing position of arriving at school with dingy, dirty, stained, worn-out, or too small uniforms.

Skirt length must be no shorter than the top of the kneecap or no longer than the bottom of the kneecap. Active girls should wear tights or bicycle shorts under their skirts for modesty. Girls' walking shorts must be above the kneecap. Children with full figures generally need to wear a larger size to accommodate their waist. Please hem these garments to an appropriate length before your child wears them.

Skort length must not be longer than the top of the kneecap. It must not be shortened after purchase except in the case of a short child. Please check with the principal prior to shortening.

Shirts, must be worn and remain tucked in during class. Undershirts must be solid white and the sleeves must not extend below the uniform sleeves. Shirts that are dingy or faded may not be worn to school.

Hair and fingernails should be clean and well trimmed. The children's hair can't be dyed or bleached, shaved in a non-traditional pattern, worn in spikes, or other "punk" styles. Hair "tails" for boys are not acceptable, nor are designs cut in the hair. Hair accessories may only be black, white, red or navy. Girls may wear clear or pale-pink nail polish. Cosmetic make-up is not allowed. Middle school (5th - 8th grade) girls only may wear any color nail polish on their natural nails.

Outer garments: Please put your child's name on anything they take off. Students wear only uniform sweaters or fleeces over their uniform when indoors. For outdoor play, jackets or coats of your choice are acceptable, and should be laundered at appropriate intervals. Backpacks, book bags, lunch boxes, binders, gloves, or hats with suggestive or unpleasant writing or designs are unacceptable. The principal has the final decision whether writing or designs are unacceptable at school. Note: If your child's shirt or sweater sleeves are too long, please hand-sew the cuffs up one turn to keep it out of their way. Otherwise they become a distraction, badly soiled, and many students chew holes in them. Only gloves in which the finger and palm areas have a non-slip surface can be worn on the play equipment.

When your child's sweaters, book bags, and other personal items are left unattended, our staff needs to be able to hang them back on the coat hooks where they belong. Some parents object to their child's name being visible on backpacks, etc. because it allows strangers off-campus to know their child's name. Please put your child's school coat hook number on their personal items. Numbers are posted on the parent-information board across from the restrooms. This prevents their items from going into Lost & Found

Jewelry: Students may wear neck jewelry provided it is tucked inside their shirt and not visible. Girls, **but not boys**, may wear one pair of simple **post, but not dangling**, earrings that are black, white, navy, red, silver, or gold. Students may have no other body-piercing jewelry. Ear cuffs, anklets, and bracelets are not acceptable. Middle school (6-8th grade) girls only may wear one simple visible necklace that is in harmony with the school uniform; no BFF necklaces as they exclude others. They may also wear simple post, but not dangling, earrings in any color.

Footwear: School year - Black, brown, navy, red, or predominantly white shoes are required, and must be flat with closed heel and toe. **Platform shoes, high heels, jellies, Crocks (or Crock type), hiking boots, shoes with glitter, characters, lights, gold, silver or studs or other jewelry are not acceptable.** Ankle boots and knee-high riding boots with no heel are acceptable, for girls. On free-dress days, closed-toe sandals may be worn providing they have a back strap. Platform shoes, high heels, jellies, Crocks, and flip-flops are not safe for active play, and are not allowed even on free-dress days. We require closed-toe shoes. If you are unsure if your child's selection of footwear is uniform-friendly, please purchase and keep the receipt. Do not have him/her wear them until you have checked with the school.

Physical Education Clothing: The P. E. teacher will send out a notice in the Wednesday folder if any sports activity requires clothing other than the school uniform. On P.E. days, all students must wear sports shoes and girls wear shorts or bicycle shorts, under their skirts or jumper. For girls, dress or Mary Jane type shoes, that can slip off or have slippery soles, are not safe for P.E. and are not allowed.

Spirit Rallies: Children are encouraged to wear their spirit rally shirt (red tie-dye with El Rancho School.com printed on the back) to school with their school uniform pants, skirt, etc., on designated spirit rally days.

FREE DRESS STANDARD:

Clothing: Students may wear clean, modest, well-maintained, proper-fitting clothing of their choice, using the general guide of appropriateness. Students may not wear costumes, pajamas, or "low rider" pants or shorts to school. Spaghetti strap tops (straps must be at least one inch wide), tube tops, mid-riff tops that show the belly, shorts with an inseam shorter than five inches, basketball jerseys without an undershirt, or other immodest clothing is inappropriate. Summer Only: Bathing suits must be modest; girls may not wear string or very small bikinis.

Shoes, Socks, Jewelry, and Hair: Same as Uniform Policy, except shoes, socks, tights, hair ribbons, and barrettes may be any color or combination of colors and can be decorated.

Inappropriate Messages: Suggestive, unpleasant, or inappropriate words or designs on backpacks, lunch or book bags, binders, book covers, bathing suits, hats, gloves, games, or clothing are strictly prohibited.

If you are unsure if the message on your child's clothing or belongings may be a prohibited item, please re-read the school's Character Development Program on our website www.elranchoschool.com. If your item is not in the spirit of this program, it is inappropriate.

If your child is in violation of this policy, a note will be sent home to you. We will not discuss the violation with your child unless the child caused the violation while at school, or their modesty needs to be maintained. If you have any questions, please contact the school principal.

Uniform Specifications

Uniforms are purchased at True Grits Store or online. “True Grits” brand is required unless noted.

School code: ERS311

BOYS: Kindergarten - Eighth Grade:

Basic Required Uniform:

- Pants, Navy Elastic Back Twill - # BP20 *
- Shirt, Red Pique Polo Short Slv w/ Logo - # SH10-C
- Jacket, Micro Fleece w/ Logo - # JK65-C
- or Sweater, Navy Cardigan w/ Logo - # SW20-C
- Navy or White Crew Sock - # AC55 *

Optional items:

- Pants, Navy Full Elastic Waist Twill - # BP22 *
- Pants, Navy Flat Front, Athletic Cut - # BP57 *
- Shorts, Navy Elastic Back Twill - # BS20 *
- Shorts, Navy Full Elastic Waist Twill - # BS22 *
- Shorts, Navy Long Length, Flat Front - # BS58 *
- Shirt, Red Pique Polo, Long Slv w/Logo - # SH15-C
- Navy Web Belt - # AC20 *
- Navy Stretch Belt - # AC25 *

Optional for 5th-8th Grade Boys Only: Navy cargo shorts and/or pants

Optional Outerwear: May not be worn in the classroom: Jacket, Fleece Lined Hooded w/ Logo - # JK50-C

GIRLS: Kindergarten - Second Grade:

Basic Required Uniform:

- Jumper, Plaid 4 Pleat, Drop Waist, V-Neck - # JP12
- Blouse, White Round Collar- Short Slv w/ Logo - # BL20-C (Must be worn w/ jumper above, only)
- Jacket, Navy Girls Micro Fleece w/ Logo - # JK67-C
- or Sweater, Navy Cardigan w/ Logo - # SW20-C
- Navy, white, red, or black ankle, knee socks, or tights *
- Navy, white, red, or black bike shorts

GIRLS: Third - Eighth Grade:

Basic Required Uniform:

- Wrap Front Plaid Skort - # GS32p
- or Skirt, Plaid 4-pleat - # SK10
- Shirt, Red Girls Polo Shirt, Short Slv -# SH12-C
- Jacket, Navy Girls Micro Fleece w/ Logo - # JK67-C
- or Sweater, Navy Cardigan w/ Logo - # SW20-C
- Navy, white, red, or black ankle, knee socks, or tights *
- Navy, white, red, or black bike shorts *

Optional items:

- Shirt, Red Girls Polo Shirt, Short Slv -# SH12-C
- Shirt, Red Pique Polo, Long Slv w/Logo - # SH15-C
- Pants, Navy Full Elastic Waist Twill - # BP22 *
- Pants, Navy Mid-rise flat front - #GP59 *
- Pants, Navy Girls Elastic Back Twill - # GP95 *
- Shorts, Navy Full Elastic Waist Twill - # BS22 *
- Shorts, Mid-Rise w/ Lycra - # GS58 *
- Leggings – Navy # AC45; Other colors: White, red, black (For wear under Jumper or Skirt Only) *
- Tights – Navy, White # AC72; Other colors: Red, black (For wear under Jumper or Skirt Only) *
- Navy Web Belt - # AC20 *
- Navy Stretch Belt - # AC25 *
- Hair Accessories Plaid # 172 (scrunchie, miniclips, ponytail bow, headband)

Optional for 5th-8th Grade Girls Only + all options above:

- Wrap Front Navy Skort and or Skirt
- Shirt, White Girls Polo Shirt, Short Slv -# SH12-C
- Shirt, White Pique Polo, Long Slv w/Logo - # SH15-C

All Girls optional outerwear: May not be worn in the classroom: Jacket, Navy Fleece Lined Hooded w/ Logo - # JK50-C



*** Any brand that is very similar to the True Grits brand is acceptable.**

El Rancho School Kindergarten – 8th Grade Food Service Options

BREAKFAST

6:30-7:30 AM

You may bring your own food, and serve it to your child in the preschool room that is staffed. Please bring healthy items. We have a “No Sugar Treat” Policy; please do not send candy, doughnuts, soda, Pop Tarts, or similar high-sugar content breakfast food. Not only is it not good for them, but it also causes problems with other children.

LUNCH

Each morning teachers take a count of students who wish to purchase lunch, and that list is sent to the cook. If your child arrives late to school, please go to the kitchen and tell the cook if you want to buy school lunch that day. School lunch will be available ONLY by purchasing a Meal Ticket. Meal Tickets are kept by the cook, and the date is stamped on the child’s Meal Ticket. You may purchase a full or half Meal Ticket. Lunch is \$4.75 daily.

Half Meal Ticket = 10 Lunches	\$49.00 credit card rate	(\$47.50 cash/check discount)
Full Meal Ticket = 20 Lunches	\$97.85 credit card rate	(\$95.00 cash/check discount)

SNACK

A number of parents who do not purchase school lunch have requested us to sell milk, juice, or a snack. (Milk is included in the purchased school lunch.) The cost is \$1 an item. Some of the items we have for sale are:

6 oz. 2% fat milk	6.75-8.45 oz. cartons 100% fruit juice	Healthy Trail Mix Bars
Peanut Butter Crackers	Fig Newton’s	Cheese Sticks
Yogurt	Assorted Pre-Packaged Fruit Cups	Assorted Chips and Crackers
Fresh fruit		

Payment Option #1:

Cash when child purchases; exact change greatly preferred.

Payment Option #2:

Purchase a Snack Card for **CASH ONLY**. **\$30.00 will cover 30 items**. We will give no more than 1 drink and 1 snack per recess unless you instruct us otherwise. Students have two snack times a day, so it is possible for a child to have 4 snack items daily. Snacks are \$1 each.

El Rancho School Two-Week Rotating Menu

WEEK ONE:

Monday	Chicken Nuggets (2 oz.), Broccoli (1/2 c.), Apple Sauce (1/2 c.), Milk (3/4 c.)
Tuesday	Macaroni & Cheese (1/4 c. pasta, 1.5 oz. cheese), Green Beans (1/2 c.), Peaches (1/2 c.), Milk (3/4 c.)
Wednesday	Corn Dog, Green Salad (1/2 c.), Apple Sauce (1/2 c.), Milk (3/4 c.)
Thursday	Spaghetti (1/4 c.) w/ Meat Sauce (1.5 oz.), Garlic Bread, Mixed Vegetables (1/2 c.), Peaches (1/2 c.), Milk (3/4 c.)
Friday	Grilled Cheese (1 oz.) Sandwich (1 slice wheat bread), Homemade Chicken (1.5 oz.) Noodle Soup (1/4 c.), Pineapple (1/2 c.), <u>or</u> Jello w/ fruit (1/4 c.), Milk (3/4 c.)

WEEK TWO:

Monday	Sliced Turkey (1.5 oz.), Cheese (1 oz.) & Lettuce Sandwich on wheat bread, Corn (1/2 c.), Peaches (1/2 c.), Milk (3/4 c.)
Tuesday	Teriyaki Chicken (2 oz.) with Brown Rice (1/2 c.), Vegetables (1/2 c.), Fruit (1/2 c.), Milk (3/4 c.)
Wednesday	Cook’s Pizza (1.5 oz. cheese, ½ serving bread, 2 salami), Green Beans (1/2 c.), Peaches (1/2 c.), Milk (3/4 c.)
Thursday	Cook’s Chili (Beans, Ground Beef, topped with Shredded Cheddar Cheese), Homemade Corn Bread (1/2 serving), Mixed Vegetables (1/2 c.), Pineapple (1/2 c.), Milk (3/4 c.)
Friday	Fish Sticks (3), Tater Tots (1/3 c.), Fruit Cocktail (1/2 c.), Milk (3/4 c.)

- All children receive the above minimum, and may be served 2nds and 3rds upon their request.
- Bean and cornbread served at the same meal combine to make a complete protein.
- All vegetables are fresh frozen.
- Whole wheat bread with no artificial preservatives added.
- Milk is fresh low-fat
- This menu has been certified by a dietitian to be nutritionally complete.

Two Fridays a month the main entrée will be substituted as follows:

1st Friday of the month: Cheeseburger

3rd Friday of the month: Beef & Bean Burrito

Modifications to the menu will be posted on the parent-information board.