

# **RAIL RANCH ELEMENTARY SCHOOL**



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## **PARENT/GUARDIAN and STUDENT HANDBOOK 2020-2021**

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## **MISSION STATEMENT**

*To Inspire every student to Think, to Learn, to Achieve, to Care.*

## **WELCOME**

Welcome to the 2020-2021 school year! It will be a year unlike any other we have ever faced as a nation and community. Though the format may be different, we will still focus on teaching the whole child. Not only do we strive for academic excellence at Rail Ranch, but also work with students on what it means to be a part of a school community and the importance of being a good citizen within that community. Whether we are virtual, blended, or back to a traditional model; this mission does not change. We look forward to partnering with the parents/guardians here at Rail Ranch to support our students in reaching their full potential.

## **COVID-19** (As of 7/24/2020)

The Murrieta Valley Unified School District is closely monitoring state announcements and mandatory guidelines during the COVID-19 pandemic. The 2020-21 school year will start virtually. Students will be expected to attend virtual lessons (both whole group and small group) and complete assignments assigned by their teacher as part of their daily attendance.

If Riverside County and the Murrieta Valley Unified School District fall under state guidelines for returning to school, safety protocols will be put into place as dictated by the California State Governor's Office. This includes the requirement of all staff and students grades 3-5 wearing masks and the recommendation that students K-2 wear masks as well. Please know that the Rail Ranch team will make every effort to ensure the safety of all staff and students by following state and school district guidelines.

## ATTENDANCE

It is important that students attend school daily, on time, and not checked out early. Not only is the consistency of regular attendance beneficial to each student, it also demonstrates to students that school is important and a priority. Consistently being at school on time is essential to provide students with the very best educational experience. We realize that on occasion, being late to school or doctor's appointments cannot be avoided. Continued tardiness and absences (excused and/or unexcused) will result in a parent/administrator conference to develop an action plan to correct the problem.

### Verification of Absence

When students who have been absent return to school, the Board requires that they present a satisfactory explanation verifying the reason for the absence. **Parents/guardians are encouraged to notify the school office within 30 minutes after school begins if a student will be absent.**

The following method may be used to verify student absences:

1. Written note from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. **The Rail Ranch attendance line is available 24 hours/day by calling 696-1404 and pressing "1" as the first option.** Subsequent written recording of the conversation will include the following:
  - a. Name of student.
  - b. Name of parent/guardian or parent representative.
  - c. Name of verifying employee.
  - d. Date or dates of absence
  - e. Reason for Absence.
3. Visit to the student's home by the verifying employee.

All students shall be allowed to complete assignments and tests missed, that can reasonably be provided, during an excused absence and, on completion, shall be given full credit.

The following guidelines shall be used to determine whether a student's absence is excused or unexcused:

### Excused Absence

1. A Student's absence may be excused legally for the following reasons (Education Code 460100):
  - a. Personal illness.
  - b. Quarantine under the direction of a county or city health officer.
  - c. Medical, dental, optometric, or chiropractic appointments.
  - d. Participation in religious instruction or exercises in accordance with District policy.
    - (1) The student should attend at least the minimum school day.
    - (2) The student shall be excused for this purpose on no more than four school days per month.
  - e. Attendance at funeral services for a member of the immediate family.
    - (1) Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out-of-state.

(2) "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/daughter, brother, sister, or any relative living in the immediate household of the student.

- f. Exclusion, for up to five school days, for failure to present evidence of immunization.  
(cf.5111 – Admission)

Except in the case of confidential medical appointments, all the above reasons for absence must be satisfactorily confirmed by the student's parent/guardian in person, in writing, or by telephone. Absences for confidential medical appointments may be verified by the physician. Information related to the purpose of confidential appointments shall not be requested.

### **Truancy**

1. Students absent without a valid excuse for more than three days in one school year shall be classified as truant. Students who are more than 30 minutes tardy on three or more school days in one school year shall be classified as truant. Such students shall be reported to the administration (Education Code 48260)

The parent/guardian of a student classified as a truant shall be notified of the following:  
(Education Code 48260.5)

- a. The student is truant.
- b. The parent/guardian is obligated to compel the student to attend school.
- c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48260 et seq.
- d. The parent/guardian has the right to meet with appropriate school personnel to discuss the solution to the student's truancy.

If alternative educational programs are available in the District, the student's parent/guardian shall be so informed.

2. Any student who has been reported as truant and who is absent from school without a valid excuse for one or more days or tardy on one or more days shall again be reported to the principal. The parent/guardian will be notified again and advised that further unexcused absences may result in a referral to SARB. (Education Code 48261)
3. When a student is truant for the first or second time, an appropriate District staff member shall make every effort to hold at least one conference with the student and parent/guardian. Students reported as truant three or more times during the year shall be classified as habitually truant only if such a conference was attempted. The student then may be referred to SARB. (Education Code 48262)
4. Prior to the referral to SARB, the principal shall consider making use of school and District resources, practical program adjustments, alternative education programs and community agency services to achieve regular school attendance. Such resources and adjustments may include:
  - a. Program changes.
  - b. Referral of family to community agency.
  - c. Referral to school psychologist.
  - d. Conferences with parent/guardian, student, and staff.
  - e. Modified day.
  - f. Independent study.
  - g. Special school projects, special programs.

- h. Referral for health checkup, medical examination.

### **Virtual Model**

Students will be expected to be part of their virtual classroom each school day. They will be required to attend live whole group and small group lessons, view screencasts as scheduled by teacher, and complete assignments in the timelines provided by the teacher. Attendance requirements are a combination of online participation, completed assignments, and tests/assessments submitted to teacher for grading purposes. Grades will count towards grade reporting during virtual model. Daily minutes are: 180 for TK/K, 230 for 1<sup>st</sup>-3<sup>rd</sup>, and 240 for 4<sup>th</sup>-12<sup>th</sup>. The annual instructional minutes are waived, but we are still required to offer 180 days of instruction.

Daily minutes during distance learning are: 180 for TK/K, 230 for 1<sup>st</sup>-3<sup>rd</sup>, and 240 for 4<sup>th</sup>-12<sup>th</sup>. The annual instructional minutes are waived, but we are still required to offer 180 days of instruction.

### **Blended or Traditional Models**

Students are welcome to enter the school grounds at 8:00 a.m. **There will be no supervision prior to that time**; therefore, students must appropriately time their arrivals and should not be dropped off prior to gates opening. Our supervised fee-based district daycare is available to parents beginning at 6:30 a.m. Supervision is provided after school for students waiting for pick-up and those who are enrolled in the Day Care program. All other students are to exit the campus when school is dismissed. **There is no supervision past 3:00 p.m.** for walkers and those picked up by parents.

Students may not leave the school grounds for any reason, including lunch, without a parent/guardian or an authorized adult. If the student is to be taken out of school, the parent/guardian or authorized adult must sign the student out on an official form in the office. If the student returns on that same day, the parent/guardian or authorized adult must sign the student back in.

\*In the **blended model**, on the day's students are working virtually, similar attendance expectations apply as the virtual model. Students will be expected to be part of their virtual classroom each school day. They will be required to attend live whole group and small group lessons, view screencasts as scheduled by teacher, and complete assignments in the timelines provided by the teacher. Attendance requirements are a combination of online participation, completed assignments, and tests/assessments submitted to teacher for grading purposes. Grades from online assignments and tests/assessments will count towards grade reporting during blended model.

Students in grade K must arrive at their scheduled time. (Please see the daily schedule, below.) Students in grades 1-5 are welcome to enter the school grounds at 8:15am. **There will be no supervision prior to that time.** Students who purchase breakfast in the cafeteria may begin eating at 8:15am. Supervision is provided for the safety of students beginning at 8:15a.m. until 3:00p.m. Supervision is provided after school for students waiting for buses and those who are enrolled in the Day Care program. All other students are to exit the campus when school is dismissed. **There is no supervision past 3:00pm on Regular Days, 2:00pm on Early Release Days (Mondays) and 12:30pm on Minimum Days** for walkers and those picked up by parents. Again, parents/guardians of students who repeatedly pick up after these times will be reported to the Murrieta Police Department and/or Child Protective Services.

Students may not leave the school grounds for any reason, including lunch, without a parent/guardian or authorized adult. If the student is to be taken out of school, the parent/guardian or authorized adult must sign the student out on an official form in the office. If the student returns on that same day, the parent/guardian or authorized adult must sign the student back in.

\*Traditional Day Only. Subject to change.

REGULAR DAY SCHEDULE								
GRADE	START TIME	1st RECESS		LUNCH		2nd RECESS		DISMISSAL
AM Kindergarten	8:30 AM	10:00 AM	10:20 AM	10:00 AM	10:30 AM			12:05 PM
PM Kindergarten	11:10 AM	1:05 PM	1:25 PM	1:00 PM	1:30 PM			2:45 PM
Grade 1	8:30 AM	11:00 AM	11:20 AM	11:20 AM	11:40 AM	1:40 PM	2:05 PM	2:40 PM
Grade 2	8:30 AM	11:20 AM	11:40 AM	11:40 AM	12:00 PM	1:40 PM	2:05 PM	2:40 PM
Grade 3	8:30 AM	10:40 AM	11:00 AM	12:15 PM	12:40 PM	12:40 PM	1:00 PM	2:40 PM
Grade 4	8:30 AM	10:20 AM	10:40 AM	12:40 PM	1:00 PM	1:00 PM	1:20 PM	2:45 PM
Grade 5	8:30 AM	11:00 AM	11:20 AM	1:00 PM	1:20 PM	1:20 PM	1:40 PM	2:45 PM

EARLY OUT MONDAY SCHEDULE								
GRADE	START TIME	1st RECESS		LUNCH		2nd RECESS		DISMISSAL
AM Kindergarten	8:30 AM	10:00 AM	10:20 AM	10:20 AM	10:30 AM			11:50 AM
PM Kindergarten	10:30 AM	1:05 PM	1:25 PM	1:25 PM	1:35 PM			1:50 PM
Grade 1	8:30 AM	10:00 AM	10:20 AM	11:00 AM	11:20 AM	11:20 AM	11:45 AM	1:45 PM
Grade 2	8:30 AM	10:00 AM	10:20 AM	11:20 AM	11:40 AM	11:40 AM	12:05 PM	1:45 PM
Grade 3	8:30 AM	10:00 AM	10:20 AM	12:15 PM	12:40 PM	12:40 PM	1:00 PM	1:45 PM
Grade 4	8:30 AM	10:40 AM	11:00 AM	12:40 PM	1:00 PM	1:00 PM	1:20 PM	1:50 PM
Grade 5	8:30 AM	11:00 AM	11:20 AM	1:00 PM	1:20 PM	1:20 PM	1:40 PM	1:50 PM

MINIMUM DAY SCHEDULE: OCTOBER 20 - 23				
AM Kindergarten	8:30 AM	10:00 AM	10:20 AM	12:10 PM
PM Kindergarten	8:30 AM	10:00 AM	10:20 AM	12:10 PM
Grade 1	8:30 AM	9:45 AM	10:05 AM	12:10 PM
Grade 2	8:30 AM	10:10 AM	10:30 AM	12:10 PM
Grade 3	8:30 AM	10:35 AM	10:55 AM	12:10 PM
Grade 4	8:30 AM	11:00 AM	11:20 AM	12:20 PM
Grade 5	8:30 AM	11:20 AM	11:40 AM	12:20 PM

Holidays (no school):	
Labor Day	Sept 7, 2020
Veteran's Day	Nov 11, 2020
Thanksgiving Break	Nov 23 - 27, 2020
Winter Break	Dec 21 - Jan 8, 2021
Martin Luther King Day	Jan 18, 2021
President's Day w/e	Feb 12-15, 2021
Spring Break	March 29 - April 2, 2021
Memorial Day	May 31, 2021

SDC preschool not held on early release days

### ARRIVAL/DISMISSAL PROCEDURES

When it comes to students being dropped off in the morning and picked up in the afternoon, the safety of every student is the number one priority. Our second priority is efficiency. If everyone abides by these procedures, we can ensure students are safe and that we can be as efficient as possible during these high traffic times.

Please know that school parking lots are not designed to handle the number of vehicles that come to campus at the beginning and end of each school day. Your patience, understanding, and support is appreciated.

1. Please follow the law; do not park illegally (red curbs, handicapped parking without a placard, etc.). You will be cited by the Murrieta Police Department.
2. Cars are NOT to be left unattended in either loop or in the red zones at ANY time throughout the school day.

### **Student Arrival/Drop Off:**

- Students can be dropped off beginning at 8:10 a.m. when staff begin supervision duty. Please do not drop your child off prior to 8:10 am
- Please be observant of crossing guards and be courteous to those turning into the school loops.
- Please follow the directions of staff members on duty.
- The **INSIDE RIGHT LANE** of both loops are the drop off zones. **DO NOT LOAD OR UNLOAD FROM THE LEFT LANE IN LOOP 1 AND LOOP 2.** This is for the safety of the students and to help the flow of traffic.
- Please pull all the way forward to allow for as many cars to get in the loop as possible.
- Say your goodbyes before your turn to unload.
- Parents are to remain inside their cars – **DO NOT** leave car unattended.
- Students are to exit their vehicle only on the passenger side and they must be able to get themselves out of the car without any help from their parent. Driver always needs to remain in car – this will help keep cars moving in line. If you need to assist your student in loading or unloading, pull into a designated parking spot.
- Children are not to walk across/through the parking lot. Children are to always walk on the sidewalks and crosswalks.
- After your child exits the car, parents are to angle their car to the left and drive into the **PASS-THROUGH LEFT LANE** and make room for the cars behind them to access the unloading area along the curb. Proceed to exit of school parking lot being observant of crossing traffic at the exit.
- Students are to walk directly into school and to the playground, drop their backpacks at their lines, and participate in recess and/or breakfast until the 8:25 am bell rings. Classrooms are off limits during this time. Please respect the teachers' preparation time before school.
- Staff monitoring of front loops and playground will discontinue at 8:30.
- When the 8:25 am bell rings, students proceed to their classroom lines. School starts at 8:30 am. A student will be tardy if they are not in their classroom by 8:30 am.

### **Student Bike Gate Entry in the Mornings:**

- Students walking to school or riding a bike or scooter to school may enter at the Bike Gate beginning at 8:15 am. As stated in handbook, student should always wear a helmet and lock up their bike or scooter in bike rack and proceed to playground area.

### **Student Pick Up/Dismissal:**

- **Pull as far forward along the curb as possible before stopping your vehicle.** There should be very little room between your car and the car in front of you.
- Parents are to remain in their vehicles - do not leave vehicles unattended in the loop.
- If you park on the street and walk onto campus, please park in legal parking spots. Do not block residents' driveways. Murrieta Police Department will cite cars parked illegally.
- Please follow the directions of staff members on duty.
- In Loop 1, car line students will wait along the front office wall next to their designated grade level sign. Students are to walk to their car as soon as they see it pull up along the loading area curb &/or when their name is called by a staff member.
- In Loop 2 students grades 1 and 2 will wait on the grass next to the flagpole. Students grades 3-5 will wait on the turf in front of the 100 building.
- Students are to enter their vehicle only on the passenger side and they must be able to get themselves in of the car without any help from their parent.

### **Rainy Day**

- **ARRIVAL:** On rainy days, students in grades 1-3 will wait in Multi-Purpose Room when they arrive at school until 8:25 am bell. Students in grades 4-5 will wait in the library until the 8:25 bell.
- **DISMISSAL:** Students will wait under the eaves next to loops 1 and 2. Students will be called and escorted to the car as their ride pulls all the way forward in the loop.

### **Kindergarten:**

#### **Drop Off**

- Students may be dropped off at the kindergarten gate. Staff will ensure that kindergarten students enter the campus safely.

#### **Early Bird Pick Up**

- Parents are to pick up their students at the kindergarten gate.

#### **Late Bird Pick Up**

- Parents are to pick up their students at the kindergarten gate or in loop 1 depending on their classroom.

#### **Blended Model**

- Kindergarten students will be assigned the two days they attend school based upon their Early or Late Bird enrollment.

### **SECURED CAMPUS/STUDENT RELEASE**

We love having parent/guardian volunteers here on campus to support the classrooms and school. For the protection of students, Rail Ranch Elementary School has been designated as a secured campus. This means that parents/guardian may not enter the school through the gates in the morning



during arrival or in the afternoon at dismissal. If you need to enter the campus you will need to check in at the office first. To check-in you will need a government issued identification that will be swiped in our Raptor system and a badge will be generated. These badges need to be visible the entire time you are on campus.

Students will only be released to those that are listed on the emergency cards and need to be signed out through the office. If a student is leaving for a short time and will be returning to school, the person that checked them out also needs to sign him/her back in.

### **BICYCLES AND SCOOTERS**

Bicycles and scooters must be walked in crosswalks, walkways, on campus and sidewalks. They must be parked in the bike rack area should be securely locked. The student and parents accept all liability and responsibility for the security of the bicycle. Kindergarten students are not to ride bikes to and from school unless accompanied by an adult. Students who do not abide by these rules will have their bicycle privileges revoked. Parents will be called if a helmet has not been worn and a helmet will need to be brought to school before the child can ride home.

- Students must wear helmets to and from school (required by law)
- Students must stop at all stop signs
- Students must walk their bicycles across streets in designated crosswalks
- Students are not to dart in and out of traffic
- Students should use arm signals when turning or stopping

Students must ride their bicycles on the right-hand side of the road

### **BUS**

State law and the local Board of Trustees have established the following rules and regulations. If a student does not abide by the below regulations, a bus citation will be given. Bus citations must be reviewed by student and administrator and signed by the parent.

**1 citation = counseled**

**2 citations = loss of bus privilege 2 days**

**3 citations = loss of bus privilege 2 weeks**

**4 citations = loss of bus privilege the remainder of the school year.**

1. The bus driver is always in charge. Follow the driver's instructions. (Title 5, California Code of Regulations, Sections 14103)
2. Students must conduct themselves in a manner that shows respect for property and consideration for others. Actions such as loitering, spitting, throwing of objects at, within, or out of the bus, vandalism, or harassment of others will not be tolerated.
3. When you see the bus coming, students should move back six feet from the stop and line up for loading. Enter and leave the bus in an orderly manner.
4. Animals, breakable containers, skateboards, weapons, or any object that could be hazardous will not be transported.
5. Students will remain seated from the time they board the bus until they arrive at their destination and bus door is opened. Seats may be assigned at any time at the discretion of the bus driver.
6. All parts of the body must be kept inside the bus.
7. Eating, gum chewing, drinking, and smoking are not permitted.

8. Avoid touching the emergency exit and driver operated mechanisms.
9. Talk quietly; make no unnecessary noise. Be quiet when approaching and crossing railroad tracks.
10. Profanity, vulgarity, and obscene gestures are not permitted or tolerated.
11. Students must be fully attired, including shoes. Spike or cleated shoes shall not be worn.
12. Bus passes/tickets must be displayed each time a student enters the bus.

**FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES.**

**WALKING SAFETY**

1. Students should walk to and from school on the left-hand side of the road, walking against the flow of traffic.
2. Students should cross only at designated crosswalks and only after the crossing guard has signaled "clear".
3. Students should walk side by side with no more than two other students in congested areas.
4. Walking with a parent is strongly suggested for elementary-aged students.

**ALCOHOL AND OTHER DRUGS**

The staff shall intervene whenever students use alcohol and other drugs on school property. The principal or designee shall notify the parent/guardian.

Students and adults shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property.

**ASB**

The purpose of the Associated Student Body is to encourage 5<sup>th</sup> grade students to have an interest in self-government and act as the student advisory group to promote a better school. ASB is coordinated by a staff member and meets regularly throughout the year to make campus decisions, fundraise, and help with leadership opportunities, such as Friday Morning Sing.

# Behavior Expectations

## Office Expectations



Be Respectful	Be Responsible	Be Safe
Use polite language Say, please and thank you Use appropriate tone of voice	State your purpose politely	Follow the instructions of adults
Wait patiently for your turn	Greet adults appropriately and be honest when asked questions	While seated keep 2 feet and 4 legs on ground at all times (don't rock in chair)
Wait until acknowledged by an adult before speaking	Be honest	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

## Library Expectations



Be Respectful	Be Responsible	Be Safe
Listen to directions	Use a shelf marker to mark the book's place	Walk at all times and use quiet voices
Treat books kindly	Turn in and renew books every week, then sit and read once you have checked out your book	While seated: Keep 2 feet and 4 legs on the floor (don't rock in your chair)
Wait in a single file line to enter and exit silently	Push in your chair before leaving	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

## Computer Lab Expectations



Be Respectful	Be Responsible	Be Safe
Be gentle with keyboards and headphones	Make sure your hands are clean	No food or drinks in the computer lab
The pod will be silent during independent work	Listen to directions from the teacher	While seated: Keep 2 feet and 4 legs on the floor (don't rock in your chair)
Do not change any settings or icons on the computer	Make sure computer area is clean, neat, and organized	KAHFOOTY and touch only your computer

## Assembly (MPR) Expectations



Be Respectful	Be Responsible	Be Safe
Enter the MPR in your line with peaceful hands	Use appropriate voices	Walk at all times and use quiet voices
Get seated quickly and quietly	Take off hats and hoods	Sit appropriately on the ground
Exit the MPR in a single line with peaceful hands	Listen to the presentation	KAHFOOTY (Keep all hands, feet, and other objects to yourself)

## **CELL PHONES AND ELECTRONIC DEVICES**

We strongly discourage elementary students from bringing electronic devices for communication or game playing including cell phones, tablets, and iPods to school. If a family supports sending a child with any of these, you agree to the following conditions:

1. Electronic devices are a disruption to the learning environment and **must be stored in backpacks and left in the "off" position.** *These may be used in classroom assignments with consent and supervision of the teacher.*
2. Buchanan Elementary and the Murrieta Valley Unified School District **are not liable for cell phones or any electronic devices that are lost, damaged or stolen.**
3. Cell phones, etc. **may only be used before and after school,** unless directed otherwise by teacher or administration.
4. Students who do not abide by these rules will have their phones confiscated. When this occurs, **only** parents may pick the phone up from the office.

## **RECORDING DEVICES**

To protect the privacy of children, no videotaping or voice recording of any kind may be done during class time or on campus. Requests to record one's own child must be approved in advance by the principal or assistant principal. The only exception is for home-recordings made during performances, including assemblies, Friday Morning Sing, student plays and arts performances during the school day and/or in the evening.

## **BOOKS**

Students are responsible for all textbooks and workbooks distributed to them by their teachers and all library books they choose to check out. Students must reimburse the school district for any lost or damaged books. Report cards will be held in the office until all lost/damaged books and fees are cleared by the library technician.

## **CLASS ASSIGNMENTS**

Class assignments will be made available to parents via email upon completion and submission of all enrollment forms. Changing teachers during the school year is strongly discouraged. Requests to change teachers must be in writing on a "Request for Class Change" form and turned into the Principal **after the first two weeks of school.** Administration will meet with the teacher and a decision will be made within one week. Concerns about a teacher or classroom must first be shared by the parent with the teacher and documented on the "Request for Class Change" form before a student's class assignment change will be considered.

## **Netiquette**

Netiquette is defined as acceptable online behavior and communication. We ask that all staff, students, and families follow these guidelines during virtual learning:

- Follow the Red-Tailed Hawk Way.
  - Be Respectful – Treat others the way you want to be treated.
  - Be Responsible – Complete all online assignments. They are graded and count towards attendance
  - Be Safe – Not time for surfing the web. Computer viruses are out there.
- Be kind with your words towards others.
- Be present. No music, tv, or streaming in the background.
- Stay on topic.
- Use appropriate language for a school environment.

- Stay away from all caps. It communicates you are yelling.
- Do not record or screenshot class chat or online discussions.
- Do not use memes or Tiktoks. In other words, only upload items as instructed by your teacher.

**\*Be patient online.** Platforms, connectivity, and other online obstacles will occur. Stay with it. If you cannot get something to work, contact the school and we will help you out.

### COMMUNICATIONS

**Aeries Communication:** Aeries Communication is the central system for important school and district announcements. It is important that contact information and Aeries settings are accurate so that you receive school and district announcements.

**Monthly/Weekly Newsletter and Announcements:** The Monthly Newsletter will be emailed home monthly through Aeries. A weekly announcement will be sent out on Sunday through Aeries Communication. Parents are encouraged to read and listen to these important updates and site news information. Our Rail Ranch website will also show this communication and calendar:

[www.murrieta.k12.ca.us/rail](http://www.murrieta.k12.ca.us/rail)

### DONATIONS

Donations from parents and the community are gratefully accepted at Rail Ranch. Books for the library must be hard-bound and in new condition. Supplies and books for teachers' classrooms are always needed. Donations to cover the cost of field trips or other events may be arranged with the teacher and principal. Donation checks for field trips must be deposited in the school account at least two weeks prior to the trip. Random donations of money are placed in a "donation account" for the school. This money is spent on unanticipated school needs, such as repairs and replacement of furniture, technology, equipment, and books. Donations of large equipment (computers, copy machines, etc.) must be approved by the principal.

### DRESS GUIDELINES FOR STUDENTS

The way students dress for school can influence behavior in learning. Students are expected to come to school dressed in a manner that assures adequate modesty. Student dress and hair that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn. Students are expected to be neat and clean and clothing in good repair when they come to school. Shoes are always to be worn and must have back straps. Students are encouraged to dress up on specific ASB dress-up days and in red and black on spirit Fridays.

Students who are out of compliance with the site dress code will be allowed to remain on campus only if their attire can be adjusted to meet the standard. The guidelines were established to ensure that students are prepared to participate in an active learning environment.

***Students will wear clothing (including jewelry, accessories, etc.) which is clean, safe, healthy and allows for participation in an active learning environment.***

Examples **not** allowed: Chains of any kind that are attached to wallets; rings, belts or chokers with prongs or protrusions; hair dyed a color other than natural hair colors. Elementary students may not wear make-up as it could be a health concern when make-up is shared and/or be distracting to the learning environment.

***Safe and healthy footwear will always be worn.***

Examples **not** allowed: Sandals without heel straps; flip-flops; clogs; Sandals without heel straps are considered hazardous on campus. Shoes with wheels/rollers on the bottom are not allowed for safety reasons.

***Clothing will maintain socially acceptable standards of modesty. Clothing needs to conceal midriff and conceal all underclothes while standing, sitting and stretching.***

Examples **not** allowed: Halter tops/bare midriffs; tank tops with oversized necks or armholes; see-through clothing; visible undergarments; holes above the knee; short shorts; clothing that have no back or are worn off the shoulder; clothing with spaghetti straps. Fake tattoos are not allowed. Shoulder straps must be a minimum of two (2) inches wide.

***Clothing, accessories and other personal items may be decorated with messages, slogans, logos, etc., which are appropriate for school.***

Examples **not** allowed: symbols of racial supremacy; references to drugs, tobacco or alcohol; violent messages; satanic messages; sex; profanity; racism; sexism or any symbol deemed offensive in nature by staff or frightens other children.

***Clothing or other items, which, can be intimidating to others or is attributed to gang affiliation or puts the wearer in danger will not be allowed.***

Examples **not** allowed: Pants sagging below the waist; bandannas; hair nets; items with graffiti; tagging or similar style writing; oversized shirts that are not tucked in and drop past the mid-thigh; clothing worn in reverse, clothing with tags still attached.

Note: The wearing of knit caps/beanies or other articles of clothing which are commonly used to provide warmth should be consistent with weather conditions.

***Hats with bills forward are allowed at elementary schools provided that students follow socially accepted standards of wearing hats.***

Examples not allowed: Hat or caps worn in reverse, sideways, inside out; messages on hats/caps with inappropriate messages/symbols; hats may not be worn inside classrooms or any inside learning environment, i.e. MPR, library, etc.

### **ENGLISH LANGUAGE DEVELOPMENT SERVICES**

Students at Rail Ranch School in need of English language services receive assessment from an ELD teacher or other approved district employee. Students are assessed to identify their English proficiency level.

### **FIELD TRIPS/ON-CAMPUS EVENTS**

\*During school closure due to COVID-19, schools will not be participating in field trips until further notice.

Field trips are educational activities and attendance is required. Students must be prepared to benefit from the experience and not create an undue liability for other students, teachers, chaperones, and/or district. All field trips require a parent permission slip be filled out completely at least one (1) school day prior to the day of the event. District policy requires that chaperones need to be cleared through the district Raptor system in our school office to attend the field trip. By state law, parent chaperones must have Megan's Law clearance through the Raptor system in the school office and may not bring other siblings on the field trip.

### **FRIDAY MORNING SING**

On most Friday mornings, all staff and students congregate in the amphitheater to do the flag salute, sing, give/receive awards, share information and perform. Teachers may sign up for whole-group performances, such as songs, dances, poems, or skits.

### **HARRASMENT**

#### **General Statement of Policy Prohibiting Discrimination, Religious, Racial, or Sexual Harassment**

Murrieta Valley Unified School District maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment or discrimination by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances. Formal complaints may be filed with the school Principal or to the Director of Student Support at the District Support Center, 41870 McAlby Court, Murrieta, CA 92562.

### **HOMEWORK**

#### **HOMEWORK**

\*NOTE: During virtual learning, instructional assignments assigned by the teacher as part of their school day as independent work are NOT classified as homework.

Homework is defined as an assignment that reinforces a subject or is an extension of what is being done in the classroom. Homework is completed outside of class time.

#### **Goals of Homework**

- Extension or reinforcement of classroom learning.
- Aide in mastery of skills
- Improvement in reading comprehension
- Enabling student to make up work missed due to excused absences, including suspensions.

PLEASE NOTE: If your child is not doing homework daily, do not accept the excuse, "I did it all at school." You are encouraged to contact your son/daughter's teacher immediately.

**Time-** Although the district recognizes that quality is more important than quantity; the following guidelines for assigned homework are suggested:

Grades:	1-3	10-30 minutes	Up to four days per week
	4-5	30-60 minutes	Up to four days per week

### **ILLNESS OR INJURY**

If students become ill or injured while at school, they should notify the teacher or supervising adult. The district nurse, the school health clerk, or other appropriate school staff member will provide first aid, only. If necessary, the parent/guardian will be contacted. In case of a serious illness or injury, unless otherwise requested, your child will be taken to a nearby hospital to be selected at the discretion of the paramedics. PLEASE BE SURE THAT YOUR CHILD HAS EMERGENCY INFORMATION ON FILE IN THE AERIES PORTAL FOR THE CURRENT SCHOOL YEAR AS WELL AS TELEPHONE NUMBERS WHERE YOU CAN BE REACHED. IN ADDITION, PARENTS/GUARDIANS ARE ASKED TO PLEASE LIST AT LEAST TWO SEPARATE EMERGENCY CONTACTS AND THEIR TELEPHONE NUMBERS. STUDENTS MAY NOT HAVE ANY MEDICATION IN THEIR POSSESSION. This includes cough drops. If the student is to take any medication during the school day, please contact the office for proper procedures and forms. **Every**

**time you move or change phone numbers, let the school know to update your emergency information.**

\*In a situation where illness related to COVID-19 is suspected or a student/staff tests positive for COVID-19, the school will follow state and district safety and communication procedures.

### **LOST AND FOUND**

Lost and found items will be displayed in the breezeway. It is very helpful to have your students' belongings marked with their full names. Unclaimed, unmarked items shall periodically be removed for the Lost and Found and be donated to a worthy cause.

### **LUNCH, BREAKFAST AND SNACK**

**Lunch/Breakfast** - Food and beverages must be consumed in designated areas only. Parents bringing lunches to school must leave them in the office. Candy and sodas are strongly discouraged.

Students must pay for lunch/breakfast in the multi-purpose room from 8:15-8:30am, before the opening school bell. We encourage the purchase of lunch/breakfast on a weekly, bimonthly, or monthly basis. If you are planning on purchasing your child's lunches by check, please make checks out to Murrieta Valley Unified School District. **Parents are strongly encouraged to send checks directly to the office and to pay in advance, or pay online through [www.myschoolbucks.com](http://www.myschoolbucks.com)**

**Meal Applications for Free/Reduced priced Meals** Murrieta Valley Unified School District is pleased to offer free/reduced priced meals to family who qualify. The quickest way to apply is online at [www.murrietaschoolnutrition.com](http://www.murrietaschoolnutrition.com). Applications are provided to all students at the beginning of each school year. Applications are available in the cafeteria or school office and may be completed anytime during the school year. Please note a new application must be completed each school year. Benefit status from the prior school year will remain in effect for the first 30 days of school or until a new meal application has been processed.

#### **Meal Prices/Reduced Prices**

Breakfast \$1.75 /\$.30

Lunch \$2.75/\$.40

**Borrowing/Charging Meals:** It is the goal to keep collection efforts between the parent and Nutrition Services at the Elementary level. Should a student's meal account go into the negative, the Nutrition Services department will contact the family within two days by email, phone and/or text msg. Elementary students will continue to receive meals and their account will be charged for each meal received. Please visit [www.murrietaschoolnutrition.com](http://www.murrietaschoolnutrition.com) to view the Districts Complete Meal Charge Policy.

**Menus & Nutritional Information:** Menus meet state and federal requirements which are based on the USDA Dietary Guidelines. Please visit [www.murrietaschoolnutrition.com](http://www.murrietaschoolnutrition.com) to view monthly menus, nutrition information, District Wellness Policy and access our meal accommodation request form. The Nutrition Services Department is happy to help with any additional questions or information needed at 951-696-1600 ext. 1148.



Pre-paid lunches/breakfasts are not lost if the student is absent from school, chooses not to eat that day, or on a field trip. The computerized accounting system keeps track of money spent on lunch/breakfast.

\*PLEASE NOTE: During school closures due to COVID-19, students who are signed-up for free and reduced breakfast/lunch will be provided the opportunity to pick up their meals at a designated time and location. Please follow parent announcements from Aeries Communication or email as to times and location.

**Snack** - There will be one designated nutrition break during the school day. The times of these will vary by grade. Please provide your child with a nutritious snack each day. Chewing gum is prohibited. Candy and sodas are strongly discouraged.

#### **General Behavior at the Lunch Benches, Amphitheater & the Multi-Purpose Room**

1. Sit at the tables or in groups outside properly.
2. Keep your voices at an “appropriate”, low level.
3. No sharing, trading, giving, or borrowing of food.
4. No food or drink may be taken out of the designated eating area.
5. Discard your trash in proper containers.

#### **FOOD ALLERGIES**

We have several students in our school that have food allergies, food sensitivities or dietary restrictions. **Food allergies can trigger reactions that range from very mild to life threatening (anaphylaxis).**

As a result, there are several procedures we must follow to prevent exposure and reduce the risk of anaphylaxis and help keep all our students safe:

1. Any food or snack that may be provided/shared MUST have pre-approval and/or prior notification to all parents so they can make alternate choices. We cannot share/provide food items unless a parent approves. Additionally, all food items provided should be pre-packaged with the ingredient label displayed or the food ingredients must be known or labeled. Suggestions for class sharing (birthday parties, etc.) may be providing or donating a book for the classroom or other non-food items.
2. Our classrooms should be peanut/tree nut/food allergy aware spaces. Classroom projects or assignments should NOT include the use of peanut butter/nuts or other food items. Any exception to this rule would require pre-approval and prior notification to parents.
3. Students can bring their own food choices to eat, this only applies to food provided/shared or used as a class project.

If your student has a food allergy, please make sure you contact/inform the Health Office. You may want to speak to the School Nurse if the allergy requires medication or other interventions.

#### **PETS**

No dogs or other animals (except seeing-eye dogs) are allowed on campus at any time including arrival and dismissal.

A “classroom pet” form must be signed by all parents in a classroom before a classroom pet may be brought in by the teacher.

## **POWER OUTAGE GUIDELINES**

As most of us are aware, the prospects of parts of California experiencing rolling blackouts (power "curtailments", as the utilities refer to them) has become a reality, and our schools may well be affected by this along with the rest of the community. If a curtailment is implemented that affects your school, remember that it is a controlled event. The electricity will come back on within a couple of hours. Until power is restored, consider these guidelines:

Since the possibility of a power outage affecting your child's school is a reality, we wanted you to know what happens at school if this occurs, and some steps you may want to consider to prepare your children for this.

- First, since the length of the power outages is known (one to two hours), the school will not likely be closed, and they will be dismissed at the normal time. Accordingly, there is no need to attempt to pick children up any earlier than usual.
- Since there probably will not be enough light to read or do paperwork, teachers are prepared to continue class in a lecture or discussion mode. The only change in routine will be that students will not change classes at certain times (if they normally do), as we want to keep movement to a minimum.
- For emotional comfort, you may want to consider providing your child with a "glow-stick" in his/her backpack. Teachers may allow their use during power outages, though they are not to be used as toys or in any other inappropriate manner.
- Remember that if the power is still out at normal dismissal time, traffic signals will be flashing red and not functioning as usual. Busses may run a little later than usual, and your drive time may be increased, so plan accordingly. If your child walks home, remind them to be extra careful if they cross any intersections normally controlled by traffic lights.
- The phone system at the school and district office will likely not be working, so understand that calls will not get through at that time.
- If anyone arrives at your home claiming to work for the power company, insist on seeing proper photo identification before complying with any requests.

## **GRADE REPORTING PERIOD**

There are four grade reporting periods during the school year for children in grades TK – 5. Progress reports will be issued at the end of each quarter and report cards will be issued at end of each semester. The first progress report will be issued at parent conference time in the Fall.

## **RESOURCE SPECIALIST PROGRAM**

The Resource Specialist Program serves students who have been identified by special education specialists with specific learning disabilities. Students enrolled in this program are assigned to a regular classroom and participate in this program on a scheduled basis.

## **SPEECH AND LANGUAGE PATHOLOGISTS**

A speech and language pathologist serves Rail Ranch School to assess all student referrals and provide therapy services to qualified students with individualized education plans.

## **SCHOOL PSYCHOLOGIST**

A school psychologist provides services to our school primarily for the purpose of diagnosing a student with a specific learning disability. The psychologist administers numerous tests and conducts screening procedures for appropriate students. The psychologist participates in a committee process that makes recommendations in cases of learning disabilities as well as behavior problems. The psychologist also serves as a resource to teachers, counselors, and administrators to develop the very best educational, effective, and social program for our students.

## **SCHOOL SITE COUNCIL**

The School Site Council is composed of an equal number of elected school personnel (principal, teachers, and other school personnel) and elected parents/guardians. The Site Council has an ongoing responsibility to review with the principal, teachers, and other school personnel, and the community the implementation of the School Plan for Student Achievement. The Site Council meets approximately 4-5 times per year to discuss the important issues facing the school and makes recommendations on such things as curriculum, budget items, and other related issues.

## **STUDENT BEHAVIOR MANAGEMENT SYSTEM**

### **PBIS AND SCHOOL SAFETY RULES**

Rail Ranch is a Positive Behavior Interventions and Supports (PBIS) school. Most students will behave appropriately if they understand the behaviors expected of them. Therefore, we take the time to intentionally teach every student our school expectations. At RRES we follow the general ideas of:

1. KAHFOOTY – **Keep All Hands, Feet and Other Objects To Yourself.**
2. Be Respectful
3. Be Responsible
4. Be Safe

These ideas keep our classrooms and playground safe and fun learning environments.

Excellent student behavior is reinforced both in the classrooms and on the school grounds. Students are recognized for their good citizenship, academic achievements, and work habits on a daily, weekly, and/or monthly basis in the classroom and/or at school assemblies.

Each classroom teacher has developed a classroom management system. Based on the philosophy that students need to first be taught how to make responsible decisions and then to learn that they are responsible for their decisions, teachers along with their students, develop consequences for both appropriate and inappropriate student classroom behavior. These plans are shared at our annual Back to School nights.

Teachers refer students to the office when students are at the last step in the Assertive Discipline Plan. Parents will always be contacted by the office if such referrals are made.

Playground supervisors refer students to the office when students are behaving inappropriately and other interventions to help them learn appropriate playground behaviors have been ineffective. Parents will be contacted by the office if such referrals are made.

### **Possible Discipline Referrals to the Office:**

1. Habitual tardiness to school
2. Chronic refusal to do classwork/homework
3. Disrespectful to staff members or other students
4. Severe disruption of class
5. Defiance of authority
6. Habitual profanity or vulgarity, offensive acts
7. Fighting
8. Defacing or destroying school property or private property
9. Cheating
10. Stealing
11. Violation of state law

**Possible Consequences:**

1. Conference
2. Request for counseling
3. Denial of privileges/School Beautification
4. Detention during recess
5. Work project
6. Restitution
7. Suspension
8. Referral to appropriate agency when applicable
9. Referral to administrative hearing panel with recommendation for expulsion

It is the goal of all Rail Ranch staff to help students learn how to positively interact and interrelate with others. It is also the goal of the Rail Ranch staff to work together with our students and their families. Although we stress prevention in discipline, we also must maintain a safe and secure environment for all our students to learn. Therefore, we have set the following school rules that will be enforced fairly and consistently.

**Students at Rail Ranch Elementary School Will:**

1. Show respect for people, property of others, and their school through their language and behaviors.
2. Leave toys, balls and personal equipment at home.
3. Walk in designated walkways while using "peaceful hands."
4. Observe designated quiet zones.
5. Interact with others in a positive way without physical or verbal abuse.
6. Come to school on time ready, prepared, and willing to learn.

**INCIDENT FOR SUSPENSION UNDER EDUCATION CODE SECTION 48900:**

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or any dangerous object unless, in the case of possession of any object of this type, the student had

- obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence, of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
  - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, material as a controlled substance, alcoholic beverage. Intoxicant.
  - (e) Committed or attempted to commit a robbery or extortion.
  - (f) Caused or attempted to cause damage to school property or private property.
  - (g) Stolen or attempted to steal school property or private property.
  - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, However, this section does not prohibit use or possession by a student of his or her own prescription products.
  - (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - (j) Unlawfully possessed or unlawfully offered, arranged, negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - (l) Knowingly received stolen school property or private property.
  - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead to a reasonable person to conclude that the replica is a firearm.
  - (n) Committed or attempted to commit a sexual assault.
  - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
  - (q) Engaged in, or attempted to engage in, hazing.
  - (s) Aiding or abetting injury, as defined in Penal Code Section 31

48900.2 **Sexual Harassment:** Committed sexual harassment. This section applies to grades 4 through 12 only.

48900.3 **Hate Violence:** A pupil in grades 4 through 12 may be suspended from school or recommended for expulsion if the pupil has caused or attempted to cause, threatened to cause or participated in any act of hate violence.

- 48900.4 **Student Threats:** A pupil enrolled in grades 4 to 12, inclusive, may be sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- 48900.7 **Terroristic Threats:** Made terroristic threats against school officials, school property or both.

### **PLAYGROUND RULES**

1. There will be no “special” rules used in recess games. The usual game and safety rules as agreed to by teachers will be followed.
2. Balls and ball games are limited to the blacktop, NOT on sidewalks or in areas between buildings.
3. Play equipment and balls may not be brought from home.
4. The game “Butts up” is not allowed to be played on campus due to safety.
5. The player or assistance from a playground aide settles disputes about who is out in a game or whether there was interference. The rock, paper, scissors method may also be used.
6. Lines are out in all games.
7. You may not leave your place in a game line for any reason except to ask for help for the aide. You lose your place if you do.
8. In any game involving possession of a ball and running, exchange of the ball will be made by touching or use of flags, not tackling.
9. Balls are not to be thrown at anyone unless the person is trying to catch it.
10. Balls may be kicked only on the grass field. (The rubber balls cannot be kicked because they break).
11. Interference on purpose is not allowed in games.
12. No action by a receiving player may make an error good.
13. No kicking or slamming balls on the ground.
14. You must raise your hand to be excused and dispose your own trash. Food and drinks are not to be taken to play areas.
15. Students must stay in the play area and away from classrooms while at recess.
16. Snacks must be eaten at the benches only and not on the playground.
17. Walking to and from the playground must be done with “peaceful hands” and in silence out of respect for classes who are in session.
18. When the bell rings, students freeze immediately, then line up when the playground aide whistles.
19. Chase and tag games are not allowed unless it is coordinated and supervised by a staff member for a physical education activity.
20. Pokémon Go is not allowed to be played on campus at any time.
21. Fidget Spinners are not allowed at school.
- 22.

### **STUDENT SUCCESS TEAM**

This regular education group acts on referrals from staff for students that are failing at school either in academics, behavior, or both. It is composed of teachers, administrators, support staff, the student (when age appropriate) and his/her parent(s)/guardian(s). A systematic process of problem solving is used to develop and implement successful programs for these students.

### **Rail Ranch Elementary School School Level Parent Involvement Policy**

1. Rail Ranch Elementary School will take the following actions to involve parents in the joint development of its parental involvement plan:
  - Include parent representation from the onset of the development through membership on Rail Ranch School Site council.
  - Include parent input by soliciting feedback from parents on the Title I planning committee.
  - Share the parent involvement policy with all Rail Ranch parents by sending it home at the beginning of the school year.
  
2. Rail Ranch Elementary School will take the following actions to involve parents in the process of school review and improvement:
  - Parents will be involved in reviewing and updating Title I Targeted Assistance program plans.
  - Parents will be involved in the development of School Improvement Plans
  - Title I and ELL Staff will actively recruit parents to serve as members of Rail Ranch School Site Council (SSC), PTA, and ELAC.
  - Aid and training to parents to prepare them for meaningful participation.
  
3. Rail Ranch Elementary School will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
  - Periodically Title I and ELL staff members will conduct parent information nights and information about NCLB requirements, program services and parent support topics will be presented.
  - Pay reasonable and necessary expenses associated with parental involvement activities, childcare costs, to enable parents to participate in school-related meetings and training sessions.
  - Provide a variety of opportunities and strategies to improve parent involvement at the school levels.
  
4. Rail Ranch Elementary School will coordinate and integrate effective parental involvement strategies and programs. Programs offered at this school include Boys and Girls Club (off site), Parks and Recreation programs and after school activities for children.
  - Coordinate written materials to parents regarding these programs. Flyers will be placed in the school's community information center.

- Coordinate or share parent involvement activities. Activities will be included in the Principal's monthly newsletter and flyers sent home to students.

5. Rail Ranch Elementary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the quality of the school's/district's educational program. Rail Ranch Elementary will use the findings of the evaluation about its parental involvement policy and activities to design the strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- In the fall use an informal evaluation tool to assess parent and student needs pertaining to literacy.
- The informal evaluation will be conducted by Title I staff, with support from the Principal.
- Parent input will be considered in program evaluation and revision.
- Parents will evaluate the content and effectiveness of the parent involvement policy as members of the School Site Council.
- In the spring a formal evaluation tool will be sent to parents to determine satisfaction with the school programs and services including the effectiveness of Rail Ranch's Title I program.
- Input from spring evaluation will be used in writing the Title I Site Plan for the following school year and designing more effective strategies for parental involvement based on the results obtained by the evaluation.

6. Rail Ranch Elementary School will build the school's district's and parent's capacity for strong parental involvement. This will ensure effective involvement of parents and support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities described below:

The school/district will aid parents in understanding topics such as:

- California's academic content standards and student achievement standards
- California and local academic assessments, including alternate assessments
- The requirements of applicable federal Title 1 programs and NCLB requirements
- How to monitor their child's progress and how to work with educators

The activities to assist parents are described below:

- Rail Ranch's administrator and designated staff will communicate with parents by providing information in the fall regarding Title I program services, teacher availability, contact information, classroom helper sign ups and parent information about Title I program services written in English and Spanish.

Rail Ranch Elementary will utilize district and community resources to provide translation at all events.

7. Rail Ranch Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

- Title I Staff will provide two parent activities during the school year that will engage parents and help them learn to work with their children to improve their children's reading.



- Title I Staff will provide on-going communication to parents regarding their children's reading needs and offer resources for the parents to use to help their children at home. Title I staff will provide phone calls and Title I progress reports in English and Spanish to engage and inform parents of their student's progress.
  - Title I staff will work in collaboration with classroom teachers to provide resource material to send home for parents to assist their children.
8. Rail Ranch Elementary School and Murrieta Valley Unified School District Staff will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with and work with parents and equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by:
- Parents will have the opportunity to attend multiple forums to share ideas about improving student achievement.
  - Providing parents the opportunity to attend District sponsored staff development trainings to help them support literacy development for their children.
9. Rail Ranch Elementary School, to the extent feasible and appropriate, will coordinate and integrate parental involvement programs and activities with Head Start, Even Start, local preschool programs and home instruction services by:
- Coordinating written materials to parents regarding these programs.
  - Coordinate parent involvement activities.
  - Establish a parent resource center at the school.
10. Rail Ranch Elementary School will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request in a language the parents can understand.
- Translated printed materials
  - Access to community bulletin board information
  - To maximize parental involvement and participation in their children's educations, arrange school meetings at a variety of times. Teachers will do follow up phone calls to reschedule meetings.

Updated 7/31/20