

# Marengo Ranch Elementary

*“The Monarchs”*



## 2011-2012

# Parent Handbook

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### *School Hours:*

#### 1st—6th Grade

8:00am to 2:30pm on Mon-Tue-Thurs-Fri

8:00am to 1:00pm on Wed.

#### Kindergarten

A.M. Kindergarten

7:50 a.m. – 11:10 a.m.

P.M. Kindergarten

11:10 a.m. – 2:30 p.m.

P.M. Kindergarten (Wed)

9:40 a.m. – 1:00 p.m.

**Students must not arrive on campus before 7:30 a.m.**

Our Mission: We provide Marengo Ranch students with the skills, opportunities and experiences to achieve their highest potential in academics, citizenship and personal growth.

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## Attendance

Your child's attendance patterns have a direct link with school achievement. Frequent absences can hurt academic performance. Unless children are ill, please make sure they get to school on time every day. In the event of illness, call the office and excuse your child's absence. Missed homework can be arranged by emailing or leaving a message for your child's teacher. Please make appointments before and after school or during vacation times.

### Attendance Awards:

Because we recognize the connection between good attendance and academic success, we want to reward students who achieve perfect attendance.

PERFECT attendance is just that; students who are **here on time, every day, for the whole day**. This means no time away from school for any reason.

A student who is absent for any reason (other than a pre-arranged independent study contract) cannot earn an attendance award for that month.

- ✓ **Month:** Receive a "spirit tag" (K-3) or "raffle ticket" (4-6) on the last day of the month.
- ✓ **Trimester:** Receive a certificate at the awards assembly and name submitted to the local newspaper.
- ✓ **Year:** Receive a certificate, All Year Perfect Attendance spirit tag, name and photo submitted to the local newspaper.

### Independent Study

If your child will be absent for 5 or more days, you must make arrangements with the office for an Independent Study work assignment at least one week in advance. The Independent Study must be signed by the student, parent and teacher *prior* to the student's leaving. If Independent Study is done correctly, it will keep your child's perfect attendance record intact.

### Tardiness

It is the parents' responsibility to ensure their child arrives to class on time. Failure to do so results in the child losing valuable academic instruction. Students are not eligible for Fun Friday or Perfect Attendance activities, and will need to make up missed work when they are tardy. Please remember, the line up bell rings at 7:55 am. School starts at 8:00 am for grades 1-6. AM Kindergarten begins at 7:50 am.

### Exclusion from School

State law requires that children be excluded from school for the following reasons:

- Contagious health problem
- Lack of immunizations

Immunizations are necessary for polio, measles, rubella, mumps, diphtheria, whooping cough, tetanus, varicella (chicken pox), and Hep B.

There have been some instances of pediculosis, or head lice, in our district in the past. Children with head lice are excluded from school until the hair has been treated and all of the eggs (nits) have been removed. This process takes 24 -48 hours.

### Truancy

State law requires that any child who has been absent without valid excuse more than three days or frequent tardiness for each of three or more days in one school year shall be reported as a truant to the site administrator.

It is our hope that all students attend school in a regular manner and we will be happy to discuss specific problems you may have regarding attendance. However, in the event of a habitually truant student, the parent and students will be referred to our School Attendance Review Board (SARB) for corrective action.

## **Back to School Night**

Parents/guardians will attend teacher presentations about what curriculum your child will cover this year, rules and procedures your child will be following and clarification on homework policy. Back to School Night is for adults only.

August 24, 2011      Fourth, Fifth and Sixth Grade  
September 1, 2011      Kindergarten, First, Second and Third Grade

***Check the school website and your email for more information!***

### **Bikes, Skateboards, Scooters and Rollerblades (aka Wheels on Campus)**

Students learn good habits for an active lifestyle by walking or riding to/from school each day. It's important for the safety of pedestrians and order on campus that students follow these rules:

- Students need to walk their bikes, scooters and skateboards on the walkways on campus, as well as in the crosswalks.
- "On campus" begins where the fence meets the public sidewalk.
- "Walking" means the student is walking next to the bike or scooter, or carrying the skateboard.
- It is California State Law that children under the age of 18 must wear a helmet when riding a bike.

### **Breakfast and Lunch**

We offer both breakfast and lunch daily in our cafeteria.

- Breakfast price is 75 cents, milk is 25 cents. Lunch is \$1.55.
- Breakfast is served from 7:30 – 7:50 am.
- Lunch is served from 11:20 am to 12:35 pm, with each grade level (1-6) being assigned a time in the cafeteria, followed by a recess on the playground.
- We participate in the National School Lunch Program. If you think you might qualify for Free or Reduced Rate lunches, please fill out the form that you received on the first day of school.
- Students/Parents should pay for meals in the cafeteria before the school day begins. You may pre-pay for meals weekly, monthly, etc. Cash and checks are accepted. We highly discourage paying for meals daily, as it causes significant line delays.

### **Cell Phones and Electronic Devices**

District policy states that students who carry a cell phone must have it turned off (not silenced) and put away DURING THE ENTIRE SCHOOL DAY. We are not responsible for lost, stolen or damaged phones.

***Board Policy 5131 (c)***

iPods and electronic games are considered a distraction from instruction and must be left at home. Please do not allow your child to wear/bring valuable items to school. If damaged, lost or stolen, we cannot replace or repair them.

Cell phones, electronic games or other devices that are used during school hours will be taken from the student by the teacher/staff member. Teachers will determine when the items will be returned or if they will be retained for pick-up by the parent.

Teacher or administrator permission can be given (in writing) to allow electronic devices for special occasions.

## Discipline Plan

It is our goal to make school a safe and engaging place for students to learn. Part of this process is implementing a consistent and predictable discipline policy that everybody can understand and support. We have developed a comprehensive program including guidelines for behavior, consequences and acknowledgement of desired behaviors. There are three behaviors that summarize our expectations for the students:

### Be Responsible\*\*\*\*\*Be Respectful\*\*\*\*\*Be Safe

Students will see these rules posted as reminders. An example of what each of those statements look like are outlined below:

All students at Marengo Ranch School will demonstrate their **Responsibility** by:

- Following the rules.
- Completing their work.
- Taking care of school property.
- Making regular attendance a priority.
- Accepting responsibility for their mistakes.
- Delivering school communication to their parents.




All students will demonstrate their **Respect** toward others by:

- Following adult directions.
- Being polite to adults and students.
- Listening to what classmates have to say.
- Waiting their turn.
- Leaving others' work and belongings alone.
- Trying to understand the needs of others.
- Being thoughtful to others' opinions and beliefs.
- Using appropriate language at all times.

All students will contribute to a **Safe** school environment by:

- Keeping hands, feet and objects to themselves.
- Demonstrating good sportsmanship
- Using school equipment appropriately
- Staying on the blacktop and sidewalks.
- Keeping inappropriate comments to themselves.

### We Are A Bully Proof School

-  We will not bully other students.
-  We will help others who are being bullied by speaking out and by getting adult help.
-  We will use extra effort to include all students in activities in our school.

## Discipline Plan (cont.)

Students not following school rules while on the playground, cafeteria or around the school will receive a Behavior Citation. In addition to explicit training at the beginning of the year, students receive a warning before a citation is issued (exceptions: hurting another student, disrespectful behavior to an adult). When receiving a citation, school personnel will discuss the reason for the citation with the child. Citations need to be signed by the parents and returned to the teacher the following day. The following consequences will occur per trimester (Each half of the trimester for K-2):

1st Behavior Citation: Warning, Parent Notification

2nd Behavior Citation: Parent Notification, Loss of one Recess

3rd Behavior Citation: Student talks to Administrator, Loss of Recess for one day

4th Behavior Citation: Parent conference with Administrator, Loss of Multiple Recesses/Privileges

5th Behavior Citation: Disciplinary action, which may include a suspension

*Students who receive no citations for the entire trimester celebrate with an end of trimester activity! (K-2 students also celebrate mid-trimester.)*

More serious behaviors will be handled through an Office Referral. The student will be called to the office to discuss the problem. Consequences range from meeting with the student to expulsion from school. The district handbook outlines consequences for each behavior. Students need to follow school rules:

- 1) While on the school grounds
- 2) While going to and from school
- 3) While attending a school sponsored activity, including coming and going from the activity

Behaviors that may result in an office referral include but are not limited to:

Fighting: Hurting someone else, trying to hurt someone, or threatening to fight or hurt someone.

Weapons: Bringing and/or having a weapon on school grounds. This includes ALL knives.

Profanity: Committing an obscene act; habitually using profanity and vulgarity.

Defiance: Disrupting school activities; refusing to follow adult direction.

Substance Use/Possession: Possession or use of any tobacco, alcohol or other drugs.

Classroom teachers design their own management systems and communicate them to parents at Back to School Night.

## Dress Code

### General Guidelines

All clothing must be neat, clean and appropriate for a regular instructional day at school.

Clothing and appearance must not 1) promote conflict among students or 2) distract from the educational program. **This includes but is not limited to:**

- drug/alcohol/tobacco messages
- profane language; degrading or offensive statements
- pictures that are unacceptable
- "unnatural" hair coloring (i.e. blue, purple) or styling (i.e. Mohawks, beading)
- Excessive makeup

Appropriate clothing must cover the body so that no undergarments, midriff or chest is exposed on either boys or girls. We suggest girls who will be playing on the play structures wear shorts under their dresses.

### Footwear

Safe shoes are necessary at all times. Lace up or tennis shoes are best for the daily program and P.E.

Unacceptable footwear includes platforms, flip-flops, and other styles that can create unsafe wear. All shoes must have a strap across the heel. During PE/recess, students will be running and need appropriate footwear.

### Hats/Visors

Hats are unacceptable in classrooms, offices or any inside area. If hats are worn to school, they must be removed before entering the classroom or building. Hats need to be worn with the bill forward.

### Consequences for Not Following the Dress Code

If a student does not follow the dress code, the following steps will occur:

- 1<sup>st</sup> Violation: The teacher will discuss it with the student while at school. If possible, clothing will be removed, covered or turned inside out. Items removed will be sent home with the student. If footwear is the problem, parents may be called to bring appropriate shoes. If hair is the problem, the parent will be called and the student may be asked to wash out color or style.
- 2<sup>nd</sup> Violation: Parents will be called to immediately bring or send appropriate clothing so that the student can remain in class. Only parents may retrieve the items removed.
- 3<sup>rd</sup> Violation: Parents will be required to have a conference with the principal to discuss future expectations and to solve the immediate problems. If hair is the problem, student will be excluded from school until the problem is resolved.

## Field Trips

Field trips are planned to coordinate with our curriculum and are paid for by the parents/students. Bus fare and entrance fees are included in the charge for each student. School Board Policy allows teachers to ask parents for up to \$20.00 per child/per year.

Permission forms are required for any student to participate in a fieldtrip. These must be returned by a deadline; otherwise students will not be permitted to go and will remain at school in an assigned classroom. Parents are encouraged to sign permission slips at the beginning of the year to allow their child to go on walking field trips throughout the year. Teachers notify parents in writing when these walking field trips occur.

Only district approved commercial transportation will be used for trips. No parent vans or cars will be used.

Parents will need to fill out a "Parent Volunteer Form" at least one month before the field trip (per "Megan's Law"). Younger siblings may not attend field trips.

## Homework Policies

Our District has a homework policy for each grade level. Each grade level's homework varies in the length of time to complete, the number of subjects, types of readings, etc. Homework is a reinforcement of skills or material already taught in class. Please contact your child's teacher with any questions about homework.

Homework may be given up to four nights per week. It is usually due the next day, but may be assigned for the end of the week or to be completed over the weekend. Homework is a part of the Effort grade assigned to each subject/content area.

*Homework will be approximately:*

<b>Kindergarten:</b>	<b>Up to 15 minutes per night which includes Reading</b>
<b>First Grade:</b>	<b>Up to 10 minutes per night, plus 15-20 minutes of Reading</b>
<b>Second Grade:</b>	<b>Up to 20 minutes per night, plus 15-20 minutes of Reading</b>
<b>Third Grade:</b>	<b>Up to 30 minutes per night, plus 20-30 minutes of Reading</b>
<b>Fourth Grade:</b>	<b>Up to 40 minutes per night, plus 20-30 minutes of Reading</b>
<b>Fifth Grade:</b>	<b>Up to 50 minutes per night, plus 20-30 minutes of Reading</b>
<b>Sixth Grade:</b>	<b>Up to 60 minutes per night, plus 30 minutes of Reading</b>

As a service for intermediate grade parents and students, a listing of homework assigned for the evening is posted on the Homework Hotline.

1. Go to [www.galt.k12.ca.us](http://www.galt.k12.ca.us) ,
2. Click on "For Students"
3. Click on "Homework Hotline"
4. Click on "Check Your Homework Assignments"
5. Select Marengo as your school
6. Select the teacher's name

# Galt Joint Union Elementary School District Honor Roll Guidelines

## **Purpose:**

Recognize above-average core content performance based upon:

- Work quality
- Growth toward standards
- Effort

## **Recognition Levels:**

Recognition standards have been established to standardize the ratings across the district using three honor roll recognition levels and one progress award.

- \* *Special Education students are eligible for honor roll based upon progress toward IEP goals.*
- \* *Students not in Special Education must be working at grade level to receive honor roll.*

## **Honor Roll**

- Proficient or above in all subject areas
- 80% or above Effort grades in all areas.
- No “Needs Improvement” (N) scores in effort or citizenship.

## **Principal's Honor Roll**

Advanced in 2 core areas (*Core areas are: Math, Reading, Writing, Social Studies and Science*).

- Proficient in all other areas.
- 85% or above Effort grades in all areas.
- No “Needs Improvement” (N) scores in effort or citizenship.

## **Superintendent's Honor Roll**

Advanced in all core areas (*Core areas are: Math, Reading, Writing, Social Studies and Science*).

- Proficient or above in all other areas.
- 90% or above Effort grades in all areas.
- No “Needs Improvement” (N) scores in effort or citizenship.

## **President's Award**

To earn this National award, a student must meet the following criteria:

- Earn Principal's Honor Roll or higher for the whole school year.
- Standardized achievement test score at or above the 85th percentile (Advanced) in math and/or reading.
- Recommendation from a teacher plus one other staff member. The first recommendation is to reflect outstanding achievement in one or more academic areas such as language arts, math, science, social studies, etc. The second recommendation from a school staff member may address, for example, involvement in community service, participation in co-curricular activities including tutoring other students and/or the demonstration of creativity and achievement in the visual and performing arts.

## **Outstanding Progress Awards (for students on Modified Curriculum)**

Students that are not in special education and progressing below grade level are eligible for

Outstanding Progress Awards based on the following criteria:

- Proficient in any two areas.
- Effort average of at least 95%.
- No “Needs Improvement” (N) scores in effort or citizenship.

## Medical and Allergy Information

### Illness and Attendance

Children should not come to school with a fever or a rash. In fact, children should stay home one more day after the fever subsides to decrease the risk of a reoccurrence of an illness. While it is important for students to return as soon as possible following an illness, they should not return too soon.

### Injuries

Any injuries occurring at school are checked by the office or a school nurse, as appropriate. If the injury is considered a serious one, parents are contacted immediately for advice or to inform him/her of the injury. If a parent cannot be reached, then the emergency person is called. If the emergency person is not available, the principal will make a decision as to how the situation should be resolved. This may include calling an ambulance or taking them to the Emergency Room. However, medical treatment will not be given without parent permission. Sick or injured children are never sent home without parental knowledge and permission.

*Please notify the office with any emergency contact changes as soon as they occur.*

### Allergic Reactions

Each year, many children are diagnosed with allergies to milk, eggs, peanuts and other products. Most of the time, the reaction is fairly mild and can be counteracted with over the counter Benadryl. However, for some children the reaction is severe, or even life-threatening. **Peanut allergies seem to be the worst**, so avoiding peanut products could really make a big difference for those children. Our cafeteria does not serve peanut products and we are asking parents to consider going peanut-free for any items you send to school with your child for snack or lunch. Children with allergies (and their parents) thank you for your help!

If your child has an identified allergy or reacts violently to insect bites, you should note this on the emergency card. *Do this immediately if you have not already done so.* If medication for this allergy is necessary, a medical form must be completed.

### Aspirin & Other Non-Prescription Medicine

- Our school board policy states no medication (prescription or non-prescription) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the school office.
- The authorization form for the Administration of Medication by School Personnel is available in the school office and on the district web site.
- All student medication must be in the original container, clearly labeled with the student's name and will be kept securely locked in the school office. Students may not carry medication on their person, (this includes cough drops) although exceptions may be made for students who need medication for potentially life threatening conditions, i.e., inhalers or Epi-pens. Such exceptions require physician, parent and principal authorization. Each time medication is brought to school, it must be counted and verified with the parent's signature in the presence of the office staff.
- Parents must provide written verification from a physician to the office when any change in medication or dosage occurs.
- The Authorization for the Administration of Medication by School Personnel must be updated each year or whenever changes are made in the treatment plan. We need to know any changes that may have occurred since your last update.

## Open House

Open House is a time when parents and students can come together to visit the classrooms to view work accomplished throughout the year. Your child will proudly take you on a tour of the classroom where you will be able to view student work on display. Our Open House hours are:

May 24, 2012 6:30-7:30 First – Sixth grade  
Kindergarten Celebration/Open House date will be announced in the spring.

## Parent-Teacher-Kids Club

Marengo Ranch Elementary has a Parent-Teacher-Kids Club (PTKC) whose purpose is to support our learning community by fundraising for school needs and providing low-cost family entertainment throughout the year. Meetings are generally held the first Thursday of each month. **Look for more information on our website.**

## Parent/Teacher Conferences

In the fall, parents are invited to attend conferences with the teachers. During these conferences parents should ask questions and share ideas about their child's progress and behaviors. Parents are encouraged throughout the year to contact the teacher for a conference if they have any concerns about their child.

*Conference Days are Minimum Days*  
*First through Sixth grade students are dismissed at 12:30 pm*  
*November 14th - 18th*  
**P.M. Kindergarten remains on regular schedule during this time.**

At approximately six weeks into the school year, teachers hold their first set of conferences. These “Red Flag” conferences are designed to let parents know early in the school year if there are concerns about their child's progress. You will be contacted by your child's teacher if you need to attend one.

## Parties at School and Student Birthdays

Notes are sent home to inform parents of holiday parties, which are limited to three per year. Our district's wellness policy regulates the types of snacks that can be served, and parties should not "center" on food. Please be conscious of food allergies when bringing snacks for parties (i.e. peanut, egg, milk).

We do not celebrate student or teacher birthdays during instructional time. **Please do not bring sugary snacks for your child's birthday (they will be returned home).** Small treat bags may be handed out at the end of the day. Helium balloons/flowers should be delivered to home rather than school. Balloons are not allowed on the bus. Instead of treats, we ask that you family participate in the **Birthday Book Club**, which allows you to recognize your child's special day through a book donation to our school library.

Students who want to honor a teacher can do so during their lunch periods but not during regular instructional time. Parents are asked to coordinate these celebrations.

## Phone Messages

During school hours, ***we will not interrupt classroom instruction.*** We will leave a message for the teacher. A good alternative is to email the teacher. Staff members at Marengo Ranch have an email address consisting of their first initial, last name and then the suffix “@galt.k12.ca.us”. For example, John Doe's email address would be [jdoe@galt.k12.ca.us](mailto:jdoe@galt.k12.ca.us) Please feel free to use e-mail as a tool to communicate with our teachers and administrators! The teacher will return your call or email when class is not in session. This will help ensure that we leave the instructional time for students' learning.

## **Picnic on the Grounds**

On May 30, 2012 we invite parents to come to school and have a picnic lunch with their child. This is a social event for you and your child that takes place at regular lunch times. Because Kindergarten is a half day program, they do not participate in Picnic on the Grounds.

## **Positive Rewards**

### **"Caught Ya Being Good"**

Students may receive rewards for showing extra effort, being polite, or taking time to help others.

All "*Caught Ya Being Good*" winners are recognized in a variety of ways. Along with a weekly drawing, students may choose to save 5 "Caught Ya Being Goods" and redeem them for a trip to the 5 Up High Café. The 5 Up High Café is held once monthly on Wednesdays, at regular lunch times. Students participating in the café may bring a friend and eat lunch with the principal on the stage while listening to music and receive a small treat.

### **Principal's Pat on the Back – Wall of Fame**

Throughout the year, students will be acknowledged for academic achievement. When a child receives a "*Pat on the Back*", the principal will announce the achievement during morning announcements. Students come to the office to receive a certificate and sign the "*Wall of Fame*".

### **Character Ed Awards**

Teachers have the opportunity to recognize students who exemplify the character trait of the month at our bi-monthly Friday Sings.

## **Progress Reports**

In grades 4, 5 and 6 teachers send home progress reports about every three weeks. More frequent progress reports can be arranged with the teacher. This year we are piloting a Parent Portal through Infinite Campus, which gives parents 24/7 access to their child's scores. Teachers will give detailed information about how to access this portal at the beginning of the year.

## **Report Cards Go Home**

Parents receive the first trimester report card at a Parent-Teacher Conference during the week of **November 15<sup>th</sup> - 19<sup>th</sup>**. Report cards for second and third trimester are sent home with students on **March 4 and June 9**. Final report cards are not released if a student owes outstanding library, cafeteria or textbook charges.

## **School Records**

Parents may review individual records by making a request to the principal and setting up an appointment.

## School Site Council

Marengo Ranch Elementary receives both state and federal funds for equipment and materials, staff development and personnel. The School Site Council, which is composed of parents and staff, meets during the year to review our school's budget, the current year's improvement activities and to plan the improvement activities for the next year. Visitors are welcome. *Unless otherwise notified, meeting dates for School Site Council during 2011-2012 school year are:*

October 3, 2011, October 24, 2011, January 9, 2012, April 16, 2012 and May 7, 2012.

## Student Service Opportunities

### Conflict Management

Our Conflict Management Program is open to 4th, 5th and 6th grade students who are selected through a process by their teachers and peers. Students receive training on listening skills, problem solving and conflict mediation before serving as helpers on the playground. Their focus is to help students resolve conflicts peacefully. Regular meetings are held throughout the year for our Conflict Managers.

### Safety Patrol/Greet Squad

Safety Patrol members are responsible for helping students arrive at and depart from school in a safe manner. They are primarily assigned to the crosswalks adjacent to the front of the school. Participating 5th and 6th grade students are assigned at the beginning of the year. 4th graders are invited to join Greet Squad, which is a morning assignment in the parent drop off zone. Extensive training and monitoring is provided to insure the safety of all.

### Student Leadership Teams

Our Student Council program is called Student Leadership and consists of teams that allow many students to become involved with events, service learning projects and fundraising. Look for more information about this exciting program in the early fall.

## Student Phone Messages/Student Use of Phone

All students should leave home with an understanding of what they are to do during or after school. We do our best not to interrupt instruction. We cannot guarantee any messages left after 2:00 will be delivered to your child (or 12:30 on Wednesdays). If you have a change in routine, please send the teacher a written note or email. **Students are not allowed to use the office phone after school.** They are sent back to their classrooms if they are not picked up as planned, or if they miss the bus.

## Supervision of Students

### Before School

Parents, when dropping your child off in the morning, send them straight out to the playground or cafeteria for breakfast. **Please do not send or bring students before 7:30 a.m.** Students are not allowed to wait by the classroom doors in the morning.

### After School

All students are dismissed at 2:30 p.m. and must leave the school campus at that time. **Please do not ask your child to wait for you after their dismissal time beyond 15 minutes.** Supervision is not available after 2:45. Students who walk/bike home need to leave in a timely manner; they are not to loiter or play on the playground.

## **Tobacco-Free Schools**

The Board prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, visitors and other persons at any activity or athletic event on property owned, leased or rented by or from the district.

## **Toys and Distractions**

In order to maintain a productive learning environment, students may not bring toys, electronics and other items that distract from instruction. Even if students play with these items at recess, they often cause problems that carry into the classroom (for example, a disagreement about a Pokeman trade can disrupt a 2<sup>nd</sup> grade class for 2 days!). These items will be taken by the teacher (or other staff member) who will determine when the item will be returned.

## **Visitors & Volunteers**

*All visitors must sign in at the office before entering any room.* This is a safety precaution for the entire campus. A visitor's nametag is given to each person who signs in. All parent volunteers are asked to sign in daily.

Parents are invited to visit classrooms. However, as a courtesy to the teacher, you must pre-arrange a time for your visit. Please consult with teachers before you bring younger siblings to the classroom during school hours. Before attending field trips, or volunteering in a classroom, our district requires all parents to fill out a "*Parent Volunteer Form*" which is checked against the "Megan's Law" database. District Policy states that younger siblings may not attend field trips.

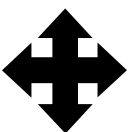
## **Wellness**

In 2006-07, the district adopted a Wellness Policy. It includes guidelines for physical activity, nutrition, parties and rewards. Here are a few highlights:

- Students in grades 1 – 6 are required to participate in Physical Education classes 200 minutes every 10 instructional days.
- Students will have sufficient time to eat during meal periods. (Marengo students have at least 10 minutes for breakfast and at least 20 minutes for lunch.)
- Class parties will be held after the lunch period whenever possible.
- School staff will minimize the use of non-nutritious foods as a reward.

To further promote student fitness, Marengo Ranch offers organized recess-time and noon-time sports, including a run/walk "mileage club". We periodically offer after school sports and fitness activities, and grades 4, 5 and 6 participate in the President's Active Lifestyle Award program.

North



# Marengo Ranch Elementary 2011-2012 School Map

- I8 Woods
- I7 Kasimatis
- I6 Moore
- I5 Kennedy SDC/ED
- I4 SDC/ED

- I2 Schwieso SDC/ED
- I3 Dodd SDC/ED BMT
- I1 Papineau SDC/LH

Gas Dumpster

Electrical Cage

Speech  
Sauseda Bormann

## Black Top

**Multipurpose Building**

C1 Farrell

C6 Trovinger

C5 Nishkian Psych.

C4 Cagle

C2 Cupani

C3 Outreach

D3 PE

D4 ELD

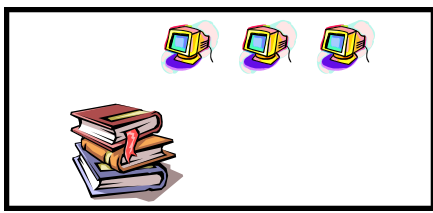
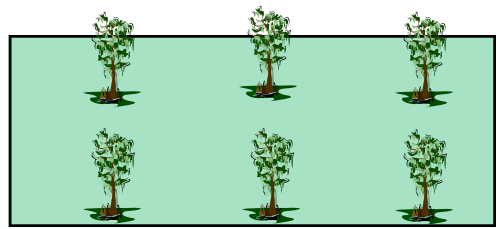
D2 Matlock

D5 Boyle RSP

D1 Hill

D6 Reading Room

**Parent Parking Lot**



E1 Macias

E6 Rappleye

E5 SCOE

E4 Howell

E2 Jackson

E3 Koala Kids

**Of-  
fice**



H2 Parker

H1 McNett/Tretheway

H3 Mooney

H4 McCoy

H5 Patrick

H6 Whelihan

Music F1 Band

Home Study F2

Music F3

SCOE-SH F6 Lundholm

1st Grade F5 Reading Room

F4 Watt

## Bus Parking



G1 Jumper

G2 ELD Kinder

G4 Howard McGranahan

G3 Fluty Loutzenhiser

**Fire Lane**



2011-2012

## Marengo Ranch Bell Schedule Including Instructional Minutes

Warning Bell 7:55 a.m.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Instructional Time	8:00-9:20 <b>Instr'l min. 80</b>	8:00-9:40 <b>Instr'l min. 100</b>	8:00-10:00 <b>Instr'l min. 120</b>	8:00-9:20 <b>Instr'l min. 80</b>	8:00-9:40 <b>Instr'l min. 100</b>	8:00-10:00 <b>Instr'l min. 120</b>
Morning Recess	9:20-9:40 <b>20 minutes</b>	9:40-10:00 <b>20 minutes</b>	10:00-10:20 <b>20 minutes</b>	9:20-9:40 <b>20 minutes</b>	9:40-10:00 <b>20 minutes</b>	10:00-10:20 <b>20 minutes</b>
Instructional Time	9:40-11:20 <b>Instr'l min. 100</b>	10:00-11:50 <b>Instr'l min. 110</b>	10:20-12:15 <b>Instr'l min. 115</b>	9:40-11:20 <b>Instr'l min. 100</b>	10:00-11:50 <b>Instr'l min. 110</b>	10:20-12:15 <b>Instr'l min. 115</b>
Lunch	11:20-12:00 <b>40 minutes</b>	11:50-12:30 <b>40 minutes</b>	12:15-12:55 <b>40 minutes</b>	11:20-12:00 <b>40 minutes</b>	11:50-12:30 <b>40 minutes</b>	12:15-12:55 <b>40 minutes</b>
Instructional Time	12:00-1:10 <b>Instr'l min. 70</b>	12:30-1:30 <b>Instr'l min. 60</b>	12:55-1:40 <b>Instr'l min. 45</b>	12:00-2:30 <b>Instr'l min. 150</b>	12:30-2:30 <b>Instr'l min. 120</b>	12:55 – 2:30 <b>Instr'l min. 95</b>
Afternoon Recess	1:10-1:20 <b>10 minutes</b>	1:30-1:40 <b>10 minutes</b>	1:40-1:50 <b>10 minutes</b>			
Instructional Time	1:20-2:30 <b>Instr'l min. 70</b>	1:40-2:30 <b>Instr'l min. 50</b>	1:50-2:30 <b>Instr'l min. 40</b>			
<b>Total Instr'l Minutes</b>	<b>320</b>	<b>320</b>	<b>320</b>	<b>330</b>	<b>330</b>	<b>330</b>

Wednesday afternoon dismissal is 1:00 p.m.

A.M. Kindergarten            7:50 a.m. – 11:10 a.m.        (200 instructional minutes)  
 P.M. Kindergarten            11:10 a.m. – 2:30 p.m.        (200 instructional minutes)  
 P.M. Kindergarten (Wed) 9:40 a.m. – 1:00 p.m.        (200 instructional minutes)

Professional Hours P.M. K, 1-6 Staff    7:55 a.m. – 2:55 p.m.  
 Professional Hours A.M. K Staff        7:30 a.m. – 2:30 p.m.



Parent/Teacher Conference Week - November 15<sup>th</sup> - 19<sup>th</sup>

Kindergarten = Regular Schedule (see above)

1<sup>st</sup>- 6<sup>th</sup> grade = 8:00 – 12:30 dismissal

# 2011-2012 SCHOOL YEAR ~



## TERRY METZGER, PRINCIPAL

KINDER	1ST GRADE	2ND GRADE	3RD GRADE	4TH GRADE	5TH GRADE	6TH GRADE
Lynne Fluty (a.m.)	Geoffrey Jumper	Beth McNett/ Amber Tretheway	Candy Howell	Gina Cagle	Michelyn Farrell	Susan Kasimatis
Angela Howard (a.m.)	Shirley McCoy	Stephanie Parker	Laurie Jackson	Mary Cupani	Mike Matlock	David Moore
Stephanie Loutzenhiser (p.m.)	Katie Mooney	Kirsten Patrick	Manuel Macias	Jacque Hill	Heather Trovinger	Barbara Woods
Jenne McGranahan (p.m.)	Tracy Watt	Suzie Whelihan	Devan Rappleye			

### OFFICE STAFF

Karen Hill

**SECRETARY**

Diana Smith

**SCHOOL**

**SCHOOL**

### SPECIALISTS

Kathy Boyle **RSP**

Nita Soltes IA

Annette Lazzarotto **OUTREACH**

Stephanie Simonich

### **CURRICULUM**

### **COACH**

Jean Bennett IA

Colette Gamble IA

Lorena German IA Bilingual

Ana Gonzalez IA Bilingual

Maria Quezada IA Bilingual

Patty Renteria IA Bilingual

Norma Sanchez IA Bilingual

Stephanie Semas IA

Lori Bormann **SPEECH**

Sara Sauseda **SPEECH**

### SPECIAL DAY CLERK

Lisa Lundholm **SH**

Teri Crandell IA

Maria Molina IA

Laura Papineau **LH**

Tristan Bond IA

Kristie Martinez IA

Reggie Kennedy **ED**

Trina Schwieso **ED**

Alda Paine IA

Jill Morgan IA

Andrea Ogren IA

Roberta Dodd BMT

### P.E.

### CLASSROOM MUSIC

Cathy Burnett Arianne Aguilera

Brian Meddings Ellen Henrikson

Nancy Severin

### LIBRARY BAND

Kori Harris

Robin Richman

### KITCHEN CUSTODIAN

Susan Benner

Leonard Lemos

