

# Marengo Ranch Elementary School

## Parent Handbook

**2025-2026**

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### School Hours:

Full Day Kindergarten thru 6th grade 8:00-2:30

AM kindergarten 8:00 - 11:20 and PM kindergarten 11:10 - 2:30

Wednesdays, all full day kindergarten thru grade 6 students are out of school at 1:00

PM kindergarten is from 9:50 - 1:00 on Wednesdays

AM kindergarten is from 8:00 - 11:20 on Wednesdays

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

**Gate 6 will be open for students who want to eat breakfast at 7:30 am. All gates will open at 7:45.**

**Students must enter assigned gates and proceed to the blacktop areas to line up for class. Teachers will meet students on the playground and escort them to the classrooms.**

At Marengo Ranch, we embrace a personal approach to student learning.

We believe that every student has unique needs, strengths, talents, and interests.

It is our mission to ensure that all learners have opportunities to meet their personal goals, and to have the skills, tools, and confidence needed to achieve their dreams and aspirations for college, career, and beyond.



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# **Marengo Ranch Elementary School**

## **Galt Joint Union Elementary School District**

### **2025-2026 School Compact**

*We, the staff of Marengo Ranch Elementary, understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:*

*As a parent, I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:*

*I am a Marengo Ranch student. I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:*

**Have high expectations for your child and help him/her develop a love of learning**

**Make sure my child is on time and prepared everyday for school**

**Come to school ready to learn with the necessary supplies**

**Teach grade level skills, concepts, and Common Core Standards**

**Monitor my child's homework and make sure study time is in a quiet place**

**Complete class work and homework neatly and return it to the teacher on time**

**Work collaboratively with my colleagues to address the individual needs of your child**

**Support the school's/district's homework, discipline and attendance policies**

**Take part in class discussions without being disruptive**

**Communicate regularly with you regarding your child's progress, so that we may**

**Know how my child is doing in school by communicating with**

**Ask for help when I need it  
Be responsible for my own**

work as partners for your  
child's success

Provide a safe, positive and  
healthy learning  
environment for your child,  
in which he/she can learn to  
take responsibility for his/her  
own actions

Return a variety of work  
samples so that you may see  
your child's progress

Participate in a variety of  
professional development  
activities to increase my  
level of service to your child

teachers, especially if I  
have concerns

Celebrate my child's  
achievements, and help  
my child accept  
consequences for  
negative behavior

Ask my child about  
his/her school day daily  
and review all  
information sent home  
from school

Attend Back to School  
Night, Parent-Teacher  
Conferences, Open  
House and other school  
events

behavior and learning

Be safe, respectful, and  
responsible in the classroom  
and outside of the  
classroom.

Share papers with my  
parents and return signed  
papers to my teacher

I will embrace what it  
means to be a Monarch and  
learn to "Rule" myself by  
making good decisions

## **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 contacting your child's teacher. Please make appointments before and after school or during vacation times. What constitutes an excused absence? Illness, Doctor's Appointment, Funeral, Court

### **Attendance Awards:**

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

**Primary & Intermediate:** Individual students who have perfect attendance each month are eligible to participate in monthly drawings and grade levels with perfect attendance for the day will earn 5 minutes of extra recess!

**Trimester:** Receive a certificate and reward.

**Year:** Receive a certificate and reward.

### **Independent Study**

If your child will be absent for 1 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 at school on time. Failure to do so results in the child losing valuable academic instruction. Students 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 all grades.

### **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, MMR, DTP, Varicella (chicken pox), and Hep B.

### **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**

**Our Back to School Night will be Wednesday, August 13**  
**General Session at 5:30 in multi-purpose room**  
**6:00 - Classroom session 1, 6:30 - Classroom session 2**

### **Bikes, Skateboards, Scooters and Rollerblades**

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 and parents 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. At this time, all students receive breakfast and lunch at no cost.

- Breakfast is served from 7:30 – 7:55 am.
- Lunch is served between 11:00 am to 12:35 pm, with each grade level (K-6) being assigned a time in the cafeteria, and a recess on the playground.

### **Cell Phones and Electronic Devices , including smart watches**

District policy states that students who carry a cell phone or other electronic device must have it turned off (not silenced) and put away once the student enters the school gates. Devices must be powered off 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 confiscated by a staff member. Administration will determine when the items will be returned or if they will be retained for pick-up by the parent.

## **MRE Discipline Plan**

Our goal is to make school a safe and engaging place for students to learn. This requires a consistent and predictable discipline policy that everyone can understand and support. All classroom teachers are expected to design a classroom management system and communicate it to students, parents and administrators at the beginning of the school year. In addition, we have developed a comprehensive school-wide discipline plan, including guidelines for behavior, consequences and acknowledgement of desired behaviors.

### **Students are expected to follow three simple school rules: Be Safe Be Responsible Be Respectful**

These rules begin the moment a student is on the way to school, while students are at school, and remain in place until students get home at the end of the school day. Rules are expected to be followed in the classroom, in the cafeteria, on the playground. Students on school sponsored activities are also expected to follow school rules.

#### **1<sup>st</sup> Behavior Incident**

Behavior Citation issued, Teacher notifies parent. This is an official warning. No consequences assigned.

Copy of Citation given to Administration.

Parents sign the Citation and return to the teacher.

#### **2<sup>nd</sup> Behavior Incident**

Behavior Citation issued, Teacher notifies parent, Teacher revokes one privilege

Copy of Citation given to Administration.

Parents sign the Citation and return it to the teacher.

#### **3<sup>rd</sup> Behavior Incident**

Behavior Citation issued. Administration notifies parents, Administration assigns consequence.

Copy of Citation given to Administration

Copy of Citation goes home with the student. Parents sign the copy of the citation and return it to the teacher.

#### **4<sup>th</sup> Behavior Incident**

Office Referral issued, Student meets with Administration, and Administration determines Intervention/Response/Consequences. Administration notifies parents

Copy of Referral given to Administration

Copy of the Referral goes home with the student. Parents sign copy of the referral and return it to the teacher.

#### **5<sup>th</sup> Behavior Incident**

Office Referral issued, Student meets with Administration, and Administration determines Intervention/Response/Consequences. Administration notifies parents

Copy of Referral given to Administration

Copy of Referral goes home with the student. Parents sign copy of the referral and returns it to the teacher.

The following incidents may circumvent the citation/office referral process. These are serious behaviors and may

result in suspension and/or possible recommendation for expulsion.

Causing, attempting to cause, or threatening to cause physical injury to another person  
Willfully using force or violence upon another person  
Bringing a weapon to school (possession, giving to another person)  
Causing damage to school or private property  
Stealing or attempting to steal school or private property  
Possession, use, or furnishing of tobacco, alcohol, or drugs  
Engaging in the act of bullying

If students receive a suspension, administration will meet with parents to discuss the incident as well as participation in extra-curricular, school-related activities. A behavior plan will be developed for the student and will be signed by the student, parent or guardian, and administration. Excessive citations/referrals or a second suspension may restrict a student from attending field trips or participating in class or school activities.

It is our goal to make school a safe and engaging place for students to learn. Part of this process is to implement a clear, consistent, and predictable discipline policy that everyone can understand and support. Our expected school behaviors are simple and easy to follow! We believe that all students should:

**Be Safe**

**Be Respectful**

**Be Responsible**

### **We Are A Bully Proof School!**

We will not bully other students.

We will help others who are being bullied by speaking out and getting adult help.

We will use extra effort to include all students in activities in our school.

#### **Bullying Defined:**

**Bullying is intentional and it happens more than once. It is repeated behavior directed toward a specific student**

**Bullying is a marked imbalance of power between the bully and the victim**

**Bullying can be physical when a student uses physical force to hurt or intimidate another student**

**Bullying can be verbal when a student uses words to hurt or humiliate another student**

**Bullying can be relational when a student uses social influence to exclude another student**

**Bullying can be cyber-based when a student uses text messages, emails, instant messaging, social network sites to bully another student**

#### **Bullying is not:**

**A single incident of teasing**

**Normal childhood conflicts**

**A single episode of a student being mean to another student**

**An isolated incident that results in a disagreement or fight**

#### **Dress Code**

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

Clothing and appearance must not promote conflict among students or distract from our educational setting.

Clothing should not be:

Excessively short - Mid thigh is appropriate for length

Revealing or low cut

No spaghetti straps, no undergarments visible

Torn clothing above mid thigh is not acceptable



Back and midriff (stomach) must be covered  
Shirts must cover undergarments and chest and back area

Girls who will be playing on the play structures should wear shorts under their dresses and tops that are not too loose.

Unacceptable items:

Drug/alcohol/tobacco messages  
Profane language, degrading or offensive statements  
Pictures that are inappropriate  
No distracting or extreme hair color, hair styles, or make up

Footwear – Safe shoes are necessary at all times. Tennis shoes or athletic shoes are best for school, especially during recess and PE. High heels, platform shoes, flip flops, etc can be unsafe at school. All shoes must have a strap across the heel.

Fingernails - Fingernail length must allow students to be able to participate in PE and classroom activities. Press-on nails are not appropriate for school.

Hats – Hats are permitted during recess and PE. Baseball hats must be worn with the bill facing forward. Hats may not be worn indoors. This includes all buildings. Students who receive three hat warnings about wearing them inside will not be allowed to wear them at school. If a student's hat creates a conflict with other students, the student will not be allowed to wear a hat at school.

Consequences for Not Following the Dress Code:

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

1st Violation: Staff members will discuss the issue with the student while at school. If possible, clothing will be exchanged, 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 to support with addressing the style or color. If the hat is a problem, the student will be asked to remove it.

2nd Violation: Parents will be called to bring or send appropriate clothing so that the student can remain in class. Only parents may retrieve the items removed. If hair is the problem, the parent will be called to support with addressing the style or color. If the hat is a problem, the student will be asked to remove it.

3rd Violation: Parents will meet with the principal to discuss future expectations and develop a solution to the problem. If the hat is a problem, the student will be asked to remove it. \*If the student has another issue with a hat, he/she will no longer be allowed to wear one at school.

## **Fees**

At the beginning of the school year, students are provided with several textbooks, eBooks, and/or electronic devices- all free of charge. Additionally, students may check out library books over the course of the school year. Students are responsible for keeping these resources and materials in good working condition. Textbooks, library books, and electronic devices are expected to be returned at the end of each school year or before disenrolling from the district. Families of students who abuse, damage or lose books and/or devices will be billed the cost of replacement. Student records/documents may be withheld until fees for unreturned, lost, or damaged property are paid.

## **Field Trips**

Field trips are planned to coordinate with a variety of school based activities. Most field trips are paid for with site funds; however, some trips may require additional funding. Teachers may ask parents for up to \$20.00 for the school year.

Permission slips are required for any student to participate in a field trip. Each permission slip must be returned by a specific deadline as assigned by the field trip coordinator. ***Siblings are not allowed to go on field trips.***

If the district is providing transportation to and from the field trip, a parent/guardian may choose to transport their own child in their personal automobile. The parent would need to sign their child out in their school site office. Teachers should take a *Field Trip Sign Out Form* with them on a field trip in the event a parent/guardian decides to transport their child home in their personal automobile. Field Trip Sign Out forms should be given to the attendance secretary upon return from the field trip. If the district offers transportation, parents/guardians do not need to complete the Volunteer Personal Automobile Use Form to transport their own child.

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.

#### Completed volunteer form includes:

Name, Address, Phone Number, CDL or State ID #, DOB, Volunteer Site Name, Volunteer Days If planning to volunteer at more than one site, write all site names on one form. If the Volunteer is unsure of days, write in “Varied”.

Criminal Background Information - Volunteers must answer this question for the form to be valid.

TB clearance must be provided for any volunteer that will be on campus for a significant length of time. For example; volunteers at school on a regular basis (around students at least once a month or more than 10 days in a school year), plans to attend all field trips, attending Sly Park. Per Ed Code: *The Superintendent or designee may exempt those volunteers who serve less than a school year from tuberculosis testing requirements and whose functions do not require frequent or prolonged contact with students. (Education Code 49406).*

Worker’s Compensation Coverage Signature

Immunization Clearance (For Preschool Only)

Affirmation of Good Health (For Preschool Only)

### **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:***

**Kindergarten: Up to 15 minutes per night which includes Reading**

**First Grade: Up to 10 minutes per night, plus 15-20 minutes of Reading**

**Second Grade: Up to 20 minutes per night, plus 15-20 minutes of Reading**

**Third Grade: Up to 30 minutes per night, plus 20-30 minutes of Reading**

**Fourth Grade: Up to 40 minutes per night, plus 20-30 minutes of Reading**

**Fifth Grade: Up to 50 minutes per night, plus 20-30 minutes of Reading**

**Sixth Grade: Up to 60 minutes per night, plus 30 minutes of Reading**

## **Marengo Ranch Honesty Policy**

*Cheating is the unauthorized use of information, materials, devices, sources or practices.*

*Examples include, but are not limited to:*

- Copying or looking at someone else's work (including print and online sources) and turning it in as your own (including rearranging words from someone else's work and/or using artificial intelligence AI to complete assignments when not indicated as part of the assignment by classroom teacher)
- Allowing someone to copy your work.
- Giving/showing someone else the answers
- Having someone else do your work for you (Friends, Family, Tutors, etc.)
- Using someone else's ideas without proper citation

**If a student is caught cheating on any type of quiz or test, or classroom/homework assignment, he/she will receive the following consequences:**

- Test or assignment score will be recorded as an F or 0
- A citation
- Parents will be contacted

**If a student is caught cheating a second time, he/she will receive the following consequences:**

- Test or assignment score will be recorded as an F or 0
- A citation
- A score of N will be assigned for citizenship for that trimester
- Parents will be contacted

## **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 recurrence of an illness. While it is important for students to return as soon as possible following an illness, they should not return until they are free of fever for 24 hours.

### **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.

### **Prescription and Non-Prescription Medication**

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 ***Medication Assistance Authorization form*** is available in the school office and on the district website.

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 ***Medication Assistance Authorization form*** 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 will be on Wednesday, May 13 following Picnic on the Grounds.

### **Parent Teacher Kids Club**

Marengo Ranch Elementary has a Parent-Teacher 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 Marengo Ranch Elementary Parent Teacher-Kid Club \(PTKC\) facebook page.](#)

### **Parent Teacher Conferences**

October 13-17 All Students

January 29-30 Some Students

### **Parties at School and Student Birthdays**

Notes will be sent home to inform parents of holiday parties.

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). For classes with students who have food allergies, notes home will be sent regarding parties. No homemade items please!

Student Birthdays - [Please do not bring any food for your child's birthday \(they will be returned home\).](#)

Non-food small treat bags (pencils, crayons, school supplies) 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 or at school.

If at home party invitations are distributed at school, they must be for the entire class. If they are not for the entire class, please do not distribute at school.

### **Phone Messages (Parent/Teacher Communication)**

During school hours, *we try to avoid disrupting instructional time to deliver messages.*

You can leave a voicemail message on the teacher's extension. Phone extensions will be published on our Marengo Ranch website at <https://marengo.galt.k12.ca.us>

Another 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 email 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**

**Wednesday, May 13**

**We welcome all families to our annual Picnic on the Grounds!**

### **Positive Rewards**

#### **"Monarch Recognition"**

Students may receive rewards for strengths or following school rules. "*Monarch Recognition*" winners are recognized in a variety of ways.

#### **Pat on the Back**

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.

#### **Strength Recognition**

Teachers have the opportunity to recognize students who exemplify the Strength of the month at our monthly Friday Sing. Strengths: Achieving, Caring, Competing, Confidence, Dependability, Discoverer, Future Thinker, Organizer, Presence, Relating

### **Progress Reports**

Our student information (Parent Vue) system gives parents 24/7 access to their child's grades. Teachers will give detailed information about how to access this information at the beginning of the year.

### **Report Cards**

Parents will receive report cards at the end of each trimester. Final report cards are not released if a student owes outstanding library or textbook charges.

### **Restorative Practices**

The basic premise of restorative practices is an acknowledgement that we all make mistakes, but we can also learn from our mistakes and learn to be responsible for our own actions.

If we take accountability for our actions, learn from our mistakes, and make amends for those mistakes, we will learn to be responsible, build resiliency within ourselves, and make positive connections with others.

Beliefs:

- There is great value in taking responsibility
- Building relationships with others is so important
- 2nd chances support doing better next time
- Clear guidelines and rules are critical
- Invite students to take accountability for their choices and actions
- Encourage students to communicate their needs
- Support students as they learn to take responsibility
- Repair relationships when harm has been done
- Introduce problem solving and coping skills

We have three school rules and positive statements about the rules

- Be Safe / Be Respectful / Be Responsible
- Example: I will listen to teacher directions (Be Respectful)

All classrooms have Marengo Ranch Positive Behavior Expectations connected to the three rules posted on the wall. Expectations are outlined for all students at the beginning of the school year through grade level assemblies, classroom discussions, and Second Step lessons.

When students make a mistake, we give them a lot of chances to learn from their mistakes, take responsibility for their behavior, and make amends.

We use restorative questions with students during informal conferencing and conversations.

## **School Records**

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

## **Student Placement Requests**

Careful consideration is made prior to placing students in specific classrooms. We do ask that parents refrain from requesting specific teachers. If there are special circumstances regarding placement, please make an appointment with the Principal.

## **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. Please contact the principal if you are interested in participating on our School Site Council team.

## **Student Service Opportunities**

### **Marengo Mentors**

Students in grades 4-6 mentor students in grades 1-3 during morning recess. Our Mentors teach playground games, and provide support for students who may have small playground concerns.

### **Safety Patrol**

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 and grade level gates. Participating 5th and 6th grade students are assigned at the beginning of the year. Extensive training and monitoring is provided to

insure the safety of all.

### **Student Leadership**

Sixth graders lead the way with events, service learning projects and fundraising. Look for more information about this exciting opportunity in the early fall.

### **Student Messages**

All students should leave home with an understanding of what they are to do during or after school. If you have a change in routine, please send the teacher a written note or email.

### **Supervision of Students**

#### **Before School:**

**Please do not send or bring students before 7:30 a.m.**

Gate #6 will be open at 7:30 a.m. for students who want to eat breakfast. Students must remain in the cafeteria until 7:45 when all other gates are opened.

At 7:45 a.m., all gates will be opened and students must enter the school campus through their assigned gates.

Students may go to the cafeteria to get breakfast, or they may head to the blacktop to line up and wait for their teachers. Yard supervisors will monitor students at the gates, in the cafeteria, and on the blacktop.

At this time, parents are not permitted to be on campus.

#### **After School:**

Full day kinder - 6th grade students are dismissed at 2:30 p.m. Students will be walked to their assigned gates by their teachers.

Our Wednesday dismissal time is 1:00 p.m.

Yard supervisors support our school with student supervision for 15 minutes after the conclusion of the school day.

#### **Student Drop Off and Pick Up Areas:**

Specific student drop off and pick up areas have been assigned. Parents will need to remain outside of the gates in the designated locations (Exception—Kindergarten parents may walk their children to the classroom) The following locations have been assigned:

- Gate #1—Kindergarten and 1st Grade
- Gate #2—2nd Grade
- Gate #3—3rd Grade
- Gate #4—4th Grade
- Gate #5—5th Grade
- Gate #6—6th Grade (Note—Gate #6 opens at 7:30 for breakfast for all students)

We are very careful about dismissing students, particularly kinder through 2nd grade. We want to make sure students are released to parents/guardians, unless specified by parents to go with siblings, walk to the parent parking lot for pick up (yard supervisor on duty), or other, as defined by the parent. Communication with teachers is very important. Students in grades 3-6 will be released at the dismissal location.

### **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 several 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.*** To ensure the safety of students and staff, all visitors to our campus are required to check in and register in the school office. All visitors must also wear a Marengo Ranch identification sticker while on school grounds.

#### **Visitor Procedure:**

Enter the school office

Share the purpose of entering the school grounds

Show proof of identity

Sign in and receive a visitor's pass

Once the visit is complete, return to the office, return the pass, and sign out.

Exit the school office.

Every adult wishing to participate in a school or classroom activity or chaperon a field trip must be cleared through the Megan's Law Database. If you plan to volunteer in your child's school, classroom or attend field trips, please complete the "*Parent Volunteer Form*" which is checked against the "Megan's Law" database.

#### **Completed volunteer form includes:**

Name, Address, Phone Number, CDL or State ID #, DOB, Volunteer Site Name, Volunteer Days If planning to volunteer at more than one site, write all site names on one form. If the Volunteer is unsure of days, write in "Varied".

#### **TB CLEARANCE (applicable if working with students):**

The Galt Joint Union Elementary School District requires that all employees and volunteers who are working directly with students must present a Verification of Clear Tuberculosis result which has been taken within the last four (4) years. Tuberculosis verifications are valid for four (4) years. Please submit a copy of your recent TB test result to your School when returning your completed Volunteer Registration Form.

### **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.



Class parties will be held after the lunch period whenever possible.  
School staff will minimize the use of non-nutritious foods as a reward.