

Marengo Ranch Elementary School

Parent Handbook

2026-2027

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School Hours:

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

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

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

PM kindergarten is from 9:40 - 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

2026-2027 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 work as partners for your child's success

Know how my child is doing in school by communicating with teachers, especially if I have concerns

Ask for help when I need it

Be responsible for my own behavior and learning

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

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

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

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

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

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

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

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

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 with no more than 1 tardy or early check-out per month.

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. Students not arriving at their classroom by 8:00 are considered tardy.

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 Tuesday, August 25
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 ([District Menus Link](#)).

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.

1st 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.

2nd 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.

3rd 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.

4th 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.

5th 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
- Sagging or excessively baggy pants are inappropriate for school and are not permitted. Pants must be worn at the waist.
- 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 (ex. dangerous items, weapons, threatening language)
- Items/jewelry with spikes or bullets, shells, ammunition, or weapons.
- 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. Also, if the lost/damaged item is an electronic item (ex, Chromebook), the students may not be able to check out another one until the item is returned or the item is paid for.

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 to donate up to \$20.00 for the school year. The exception is the week-long 6th grade Sly Park trip, which has a higher donation request.

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 19 following Picnic on the Grounds.

Parent Teacher Conferences

October 12-16 All Students

January 28-29 Some Students

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.**

Parties at School and Student Birthdays

Notes or communication will be sent home to inform parents of holiday parties or other classroom events.

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 items 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 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.

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.

Royal Tickets

Students may earn "Royal Tickets" for being safe, respectful, and/or responsible while at school. These tickets can be turned into grade level boxes in the cafeteria for weekly and monthly drawings. Weekly and monthly winners' photos may be displayed in the cafeteria on our video display.

Strength Recognition

Teachers have the opportunity to recognize students who exemplify the Strength of the month at our monthly Friday Songs. 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.

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.

School-wide Events

Friday Sings-These short assemblies (primary assembly & intermediate assembly) are a great way for our students to begin their last Friday of the month. During the assembly students dance, sing, and sometimes play a game. There is a quick character focus and awards given. Families of students receiving a character award are invited. Other families may choose to attend, but there is limited space available.

Jog-a-Thon-Once a year for a two-day period, our students have the opportunity to participate in a jogging fundraiser. In advance of this event, students collect money from family and friends to help fund annual student events. Families often have the opportunity to sign up to support this event as volunteers.

Marengo's Got Talent-This is the classic elementary school talent show event. Some of our Monarchs participate in tryouts and practices to make our talent show happen. This event normally happens toward the end of the year and lasts for about 1 hour. Parents of participating students are invited to come for the show.

Picnic on the Grounds-Once a year around May, Marengo Ranch staff invite parents to join us for lunch on the grounds. All students and parents find spots in the grass behind the school playgrounds and enjoy 1 hour of fun together. Parents are advised to bring food, order onsite from a vendor in advance (if available), and get a spot early. This event often leads into Open House.

Runnin' for Rhett-Our PE teacher, Mr. Jumper, has led this activity for years. Students who sign up for this afterschool activity participate in a training program to prepare for a 5K race. This 6-week after school program helps students combat childhood obesity and is an inspirational opportunity.

Sixth Grade Awards Breakfast-At the end of the year, we recognize our 6th grade students and their families with a breakfast and recognition event. While not all students receive awards during this event, all students receive a certificate of completion and are recognized during the event. All 6th grade families are invited to this event.

Trimester Awards Assemblies-Marengo Ranch hosts awards assemblies multiple times a year (mostly after trimesters). In these assemblies, students receive awards for academics, citizenship, and attendance. Parents of students receiving awards are invited by their teacher to these assemblies when applicable.

School-Wide Expectations/Positive Behavior Intervention & Support

Marengo Ranch Elementary School is a PBIS (Positive Behavior Intervention and Support) school. It is our goal to provide a safe and positive learning environment for our students. At Marengo Ranch, students follow three rules to be Safe, Responsible, and Respectful. These rules are actively taught and reinforced by all adults on our campus.

	Classroom	Walkway	Cafeteria	Playground	Bathroom	BFLC	Arrivals	Dismissal
Be Safe	Keep body parts and materials to self Walk Slowly Use materials for what they were intended	Walk facing forward Stay to one side of the walkway Keep body parts to self	Leave space between you and others Walk at all times Raise your hand if you need help	Walk to and from class and playground Stay in designated areas Avoid all play fighting Keep body parts and objects to ourselves	Walk inside the bathroom Keep water in sink and off the floor Keep feet on the floor Use the stalls appropriately	Walk in the BFLC Use alternative seating appropriately Enter the BFLC in a single file line	Walk at all times Watch for moving vehicles Wait in designated areas on the playground or cafeteria	Walk with your teacher Stay on the walkway Wait in the designated area
Be Responsible	Ask for help if needed Be prepared and ready to learn Keep your workspace clean and organized Participate in classroom activities	Walk directly to the location you are going Stay on walkway Walk in a straight line	Wait your turn in line Pick up trash around you-even if left by others Follow cafeteria food rules	Put away all equipment Tell an adult when someone is hurt Freeze at the bell and line up when whistle blows	Report problems immediately Flush the toilet and wash your hands with soap Put trash in the garbage cans Recess time is the best time to use the restroom	Return books on time Use technology appropriately Take good care of BFLC material	Be on time Line up at first bell Walk with your scooters or bikes on school grounds Keep track of your belongings	Wait in front of the office if you have not been picked up Only ride your scooters/bikes when you are outside the school grounds Cell phones stored until off school grounds Keep track of your belongings
Be Respectful	Listen to teacher directions Allow others to learn Use kind words	Walk quietly by other classrooms Listen to adult directions Leave space between you and others	Listen to Adults Only eat food off your plate or lunchbox Use inside voices	Demonstrate good sportsmanship Listen to adults Include others	Take care of business and leave the bathroom Give others privacy Use kind words Use inside voices Respect school property by keeping walls and stalls clean	Use a quiet voice Be kind to others Follow adult directions	Keep body parts to self Follow directions Use kind words	Keep body parts to self Follow directions Use kind words

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS):

- Positive Behavior Support is a data-driven, team-based framework that enhances the capacity of schools, families, and communities to respond to the unique needs of each student. This Multiple Tiered System of Supports (MTSS) focuses on creating and sustaining universal/school-wide, targeted, and intensive systems of support that improve lifestyle results for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. At Marengo Ranch, we have a PBIS Team consisting of administration, teachers, mental health and behavior specialists that meets regularly to ensure a positive school environment.
- At Marengo Ranch, students learn procedures and expectations that follow the above matrix:
 - Marengo Monarchs are Safe, Responsible, and Respectful.
- Every student shares the responsibility for maintaining a safe and productive environment at school.
- Marengo Ranch has a “hands-free” policy. Students are expected to keep their hands, feet, and objects to themselves at all times.
- Students will be responsible for all school and private property.
- Students will be respectful to all school staff and to other students through their actions and words.
- Students are to leave personal sports equipment, electronic devices, playing cards, and toys at home. These items can create problems of distraction, ownership, loss, or damage. If brought to school, items will be secured by staff and will be returned to students after school or to parents.
- Students are to inform any Marengo Ranch staff member of any situation that would pose a danger to self or others.
- Students are encouraged to bring healthy snacks.

- Snacks are to be eaten at designated snack tables on the playground during instructional breaks, in the classrooms at teacher approved times, or the cafeteria.
- Students that uphold the behavior expectations and follow the common procedures are rewarded with Royal Tickets. These are later used in schoolwide raffles where students are able to win prizes as reinforcement for positive behavior around campus.
- Students with Tier 2 or Tier 3 level behavioral needs are supported with more individualized strategies, rewards and consequences.
- Classrooms with positive behavior for substitute teachers are rewarded additionally by earning rewards for daily reflection sheets filled out by their substitute.

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.

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 Pokemon trade can disrupt a 2nd 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 chaperone 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.