

HIGHLAND RANCH ELEMENTARY
14840 Waverly Downs Way
San Diego, California 92128-3702
Phone: (858) 674-4707
Fax: (858) 485-7642
Absences: (858) 485-4876
www.powayusd.com

GENERAL INFORMATION 2009-2010 SCHOOL YEAR

CLASSROOM OBSERVATION POLICY: We encourage parent participation in our school and permit observations of classes. To reduce the impact on student learning, all visitors are required to get the principal's permission at least 24 hours in advance before observing in a classroom. Each observation will last no longer than 30 minutes. The reason for the limitations on observations is to protect the learning environment from frequent interruptions. During classroom observations, we require the visitor to be a silent observer and not interrupt by asking questions of the teacher or students during instructional time. As required by PUSD board policy, all visitors must check into the office before entering the campus and must wear a visitor's badge while on our campus.

HIGHLAND RANCH EXPECTATIONS: School wide behavioral expectations are in place. They specify the conduct that is expected by everyone who is a part of our school community. The foundation of these expectations are the six Pillars of Character which are: trustworthiness, respect, responsibility, fairness, caring and citizenship. Our expectations are designed to create a positive, purposeful and nurturing environment..

WHEN YOUR CHILD IS ABSENT: Please call the attendance hotline if your child is absent: 485-4876. Leave your child's name, spell the last name; the teacher's name; the reason for the absence; and who is leaving the message (i.e. Mom, Uncle, Babysitter, etc.). Please notify us in case of a lengthy absence, contagious illness (classmates must be notified), or serious injury.

WHEN YOUR CHILD IS TARDY: Should your child arrive after 7:45 a.m., he/she must first report to the office for a tardy slip before going to class. If your child reports directly to their classroom, it is possible that attendance has already been taken and your child will be recorded as an absence and not tardy. You can ensure this does not happen by getting the required tardy slip from the office. Because we feel it is important to minimize all unnecessary classroom interruptions, we request that you do not accompany your tardy student to class.

WHEN YOU MUST TAKE YOUR CHILD OUT OF SCHOOL: If you must take your child out of school for something that is not illness-related for more than 5 consecutive days, you need to contact the office in advance (2 wks prior to the absence) to request an Off Campus Study Contract. Because we believe the continuity gained by attending school every day is very important, we discourage the practice of students being absent for anything other than illness. Absences not covered by a Study Contract are considered by the State of California to be unexcused.

MEDICATION: Any student who is required to take medicine during the regular school day (prescribed by a physician) must file an "Authorization for Medication Administration" form (available in the office). This form is can be downloaded from the Poway Unified web site. For the protection and safety of all students, we are not able to dispense any over-the-counter medications (i.e. Tylenol, cough drops, etc.) without a physicians note. Please do not send these to school with your child.

WHEN YOUR CHILD IS ILL AT SCHOOL: If your child has a fever or is displaying other symptoms of illness or injury, the parent will be notified first; if the parent is unavailable, we will call the people you have listed as “emergency contacts.” Please be sure the office has the phone number of your child care provider, if appropriate. Children that are sent home with a temperature of 101.0° or above are to stay home for an additional school day.

EXTENDED STUDENT SERVICES (ESS): Our ESS program (before and after school care) is available from 6:30 a.m. to 6:00 p.m. For additional information, please call 485-7310 and speak to the staff.

SCHOOL ARRIVAL/DISMISSAL TIMES: The first bell for grades 1-5 is at 7:25 a.m. This is the time supervision becomes available. Please do not send or drop off children until supervision begins. School begins at 7:45 a.m. and dismissed at 1:45 p.m. Monday through Friday. K-5 ASD Classes begin at 8:00 a.m. and end at 2:00 p.m. each day. We do not time bank so our dismissal times are consistent. Late pickups may be taken to ESS, at a charge to the parents. Students not attending ESS or other after-school activities may not be on school grounds without a parent.

Parents are encouraged to make all necessary doctor/dentist appointments after 1:45.

CAR TRANSPORTATION BEFORE AND AFTER SCHOOL: When dropping off or picking up your child, please do so as quickly and safely as possible to avoid congestion in the parking lot. Please do not double park or stop your car in the middle of the driveway. Always watch for children and other cars. DO NOT PARK OR STOP IN THE RED CURB AREA. The yellow curb is for very quick drop off or pick up while you are IN THE CAR - DO NOT PARK. There are 4 short term parking spots in the front of the school for parent use.

STUDENT DROP OFF & PICK UP: Please do not access the driveway in front of the school from 7:45-8:15 a.m. and 1:45-2:15 p.m. During these times we have buses unloading and loading students. For the safety of these students there cannot be car traffic in the driveway when the buses are present.

RAINY DAY SCHEDULE: Before School – Kindergarten students will go straight to their classroom and not to the Multi-Purpose Room (MPR) on rainy days. Grades 1-5 will enter the Multi-Purpose Room (MPR) on rainy days no earlier than 7:25 a.m. prior to the start of school, and will be escorted by their teacher back to their classroom at 7:40 a.m.

After School – Students will go directly to the Multi-Purpose Room (MPR) after school to wait for parent pick-up during rainy day schedule. Please note, if your child is to walk home or go home with someone else during the rainy season, please inform the teacher and office that morning in writing.

SCHOOL OFFICE: The office is open from 7:00 a.m. until 3:30 p.m. Monday through Friday, excluding holidays. Phones are answered during office hours only. Our office staff strive to provide the best possible services. In order to help do this, student use of the office telephone is limited to urgent calls. Arrangements for friends to come over after school should be made at home and understood by both parents and students in advance.

If you need to pick your child up for any reason during school hours, please come to the school office; we will call your child’s classroom and have him/her sent to the office so you can sign your student out.

VISITORS: All visitors to campus must sign-in in the office before visiting classes in session. Please refer to Classroom Observation Policy before visiting any classroom.

PROGRESS REPORTS AND PARENT CONFERENCES: Progress Reports are issued three times a year – typically in October, March, and June. Parent conferences are provided for all parents at the end of the first reporting period. Parents requesting additional conferences are encouraged to contact their child’s teacher for a convenient time to meet.

BACK TO SCHOOL NIGHT: This special night is for parents to meet their child’s teacher and learn about the curriculum. You will be notified via our Connect-Ed call out system regarding the dates and times. It’s a time when teachers will explain their programs and expectations. Parents are encouraged to make babysitting arrangements on Back-to-School Night.

OPEN HOUSE: Open House is scheduled in May. This is a spring event and it is a time for the entire family to attend. This is a wonderful opportunity for students to share their work and what they have learned with their parents.

CAFETERIA SERVICE: Students are able to purchase a hot lunch daily. The cost of lunch is \$2.00 and includes milk. Milk (.50), fruit drink (.60) can also be purchased separately for students who bring their lunch.

Lunches may be pre-purchased by check for the month. Checks should be made payable to PUSD Food Service and turned in to the office. Qualifying families may apply for free or reduced price lunches. For additional information, please call the school office.

Should your child not have money available for lunch a snack and drink will be served to them.

LOST AND FOUND: Students who find items on the school grounds should turn them in to the Office or put them on the Lost & Found Cart near the MP Room. Parents are urged to clearly mark students' names on clothing, lunches, and other belongings. In the event an item of clothing is lost, you should check the Lost & Found bin to see if it has been turned in. Smaller or personal items are kept in the Office. Items not claimed are donated to charity on a bi-monthly basis.

SCHOOL PICTURES: These are taken early in the school year. They are delivered to students usually before Winter break. Prices vary.

BICYCLES & SCOOTERS: Students in grades 3-5 are permitted to ride their bikes/scooters to school. All students should be aware of and follow safety rules in order to ride their bikes/scooters. Bicycles/scooters should always be **walked on school grounds and locked in the bike area when parked.** Students should not double lock their bikes with another child.

Those parents of students in grades 3-5 who wish to allow their children to ride their bikes to school must fill out a bike registration form, which can be obtained from the Office. The school is not responsible for damage or loss of bicycles. **Helmets are required.**

BUS RIDERS: Buses are provided for a fee to limited areas of the Highland Ranch attendance area. Information is sent out to all eligible families during the summer by the District Transportation Department. All bus riders are expected to follow all safety rules required by transportation.

EARTHQUAKE PREPAREDNESS AND OTHER EMERGENCIES: In case of an earthquake, the staff will stay at school until the emergency is over and all children are safe. The staff has been given specific procedures to follow. We feel the safest place for children in an emergency during the school day is on the school campus itself, under the supervision of trained personnel.

We will NOT send students home in an emergency. They must be checked out by a parent/guardian or other individual listed on the Disaster Priority Release Form. It is important that this form be kept up to date.

The students will be practicing duck, cover and hold drills throughout the year. Parents who are on campus at the time of any safety drill are expected to follow all safety procedures, modeling appropriate behavior for the students.

EMERGENCY CONTACTS: A list of Emergency Contacts is maintained in the office. These are people to be called in the event of an emergency and the parents can't be located. Emergency Contacts are designated on the enrollment form and should be kept up to date.

HIGHLAND RANCH EXPECTATIONS

When students demonstrate behavior that is contrary to our expectations the behavior is documented on a Low Level Referral Form (less serious infractions) or an Office Referral Form (serious infractions). Focus is placed on assisting the child in identifying the inappropriate behavior, accepting responsibility for it and identifying better choices for next time. There is also a system in place for provided student acknowledging positive behavior choices our students make. Huge emphasis is placed on proactive encouragement so everyone in our learning community will strive to set good examples and make good choices.

APPROPRIATE ATTIRE:

1. For the safety of all students, we discourage wearing open toe sandals, or shoes without backs.
2. Pants have to be able to stay on the body, above the underwear line.
3. Belts must be kept inside belt loops.
4. No shirts or tops that contain offensive or obscene symbols, signs, slogans, or words degrading any person's race, color, religion, ancestry, disability, or gender are to be worn.
5. No bare midriffs. Shirts or tops must not expose the stomach.
6. No tight or revealing clothes.
7. No shoes with rollers underneath the sole of shoes.
8. No hats, caps or bandanas should be worn in class.

ASSEMBLY RULES:

Respectful appropriate behavior is expected at all assemblies.

PLAYGROUND RULES

SWINGS – Sit on swings, hands on chains. No jumping out of swings, standing, kicking off shoes, no twisting, swinging sideways leaning back or flips off the swing. Count 30 swings before your turn. Do not count if there is an open swing. Count backs are not allowed. No stretching or pulling on chair while swinging. Please swing facing the school.

FOURSQUARE RULES – Server bounces the ball, and then hits it underhand to any square. The ball must bounce only once in the square and then that player hits it to another square. The ball must bounce before being hit to the next square. The ball must be struck with an open hand. Waiting players line up 3 feet from game. Stepping on or over the line is a foul, causing the player to be out (except when stepping out of your own square). Players rotate towards square A. Only the person who is "out" leaves the game. New players enter at square D. Square A is always the server. If the ball hits on a line, it is an out for the hitter. If the ball is made to bounce over an opponent's head, it is an out for the hitter.

TETHERBALL RULES – Two players stand on opposite sides of the tetherball pole lines. Player A begins play by hitting the ball first to its opponent. Player B then returns ball. **FOULS:** Hitting the ball with any part of the body other than the hands; stopping continuous play by holding or catching the ball; touching the pole with any part of the body; touching or hitting the rope; no climbing of the pole or adjusting of the rope and chain are allowed. **PENALTY:** A player who commits any of the fouls listed above forfeits the game to his opponent. Play stops immediately after a foul has been committed. **SCORING:** The game is won by the player who first winds the rope completely around the pole or by forfeit in the case of a foul committed by an opponent.

HANDBALL RULES – 4 players total. 1 Server. Server A hits the ball (with closed fist) against board to start play. The ball must cross the line on the first bounce. Server has two tries. If he/she fails to have the ball bounce over the line, they are out and the next person in the court is the server. Once the server hits the ball over the line, the game begins. Students in order B, C, and D will take turns hitting the ball against the board with closed fist. One or two hits are allowed when hitting the ball. Player returning the ball must hit the ball against the board. The ball must bounce inside the court. If the player misses the ball, hits another student with the ball or hits the ball out of the court, he/she is out of the game and the next person in line rotates in the court. If another player interferes or another player is hit, that person is out of the game. If the ball lands on the line, that ball is good. No do over, oops, or skimmers are allowed. Students in line must stand 2 feet away from the line of the court.

MONKEY/LADDER BARS – Students line up at one end of the bars. One student at a time proceeds across the bar in one direction. Once the student goes across, the next student in line can proceed.

BASKETBALL RULES – Students take turns throwing basketball in the hoop. One basketball is used when playing on a team. One to two basketballs may be used when doing basketball drills. No bouncing basketballs off of another basketball when playing.

BALANCE BEAM – Students line up at one end of the balance beam. Only one student is on the balance beam at a time. Once the student goes across the beam the next student in line may proceed.

CLIMBING WALL – Students line up on either side of the climbing wall. Three students may be on each side of the wall at a time (one student in each designated section). Students may climb to the top of the wall and climb down.

BIG TOY & SLIDES – Students may not climb up the slides, slide down backwards, on their stomachs or any other way other than seated on their bottoms. Students must wait their turn before going down the slide. You should not be so close to the person sliding before you that your feet touch them.

KICKBALL RULES – Use only a kickball. Two even teams. Team 1 stands behind backstop while Team 2 is outfield. Kickball positions are: 1st base, 2nd base, 3rd base, right shortstop, left shortstop, right outfield, left outfield, pitcher and catcher. Pitcher rolls the ball to kicker. Kicker must kick the ball. If he/she misses kicking the ball or it goes foul, it is a strike. Three strikes the kicker is out. If the kicker kicks the ball in play, he/she must run to 1st base before being tagged out or before the ball reaches the pitcher. Team 1 is out once they reach 3 outs.

JUMP ROPE RULES – The jump rope is used for jumping only. Hold jump rope ends with both hands. You may jump with one foot or with two feet. No tugging of the rope with another student. Jump rope only in the designated area of the playground. Students waiting will count to 60 on a student before it is their turn.

HULA HOOP RULES – Place Hula Hoop around the waist only. NO tugging Hula Hoop with another student. No twirling hoop around the neck. Students waiting will count to 60 on a student before it is their turn.

SOCCER RULES – NO HAND BALLS, Touching the ball with your hands. Goalie is allowed to use hands. NO SLIDE TACKLING, sliding or tripping someone to get the ball. AGREE ON TEAMS, equal amount on each team. No packages – example “I will only play if I can play with so and so.