

Dear Parents/Guardians,

Welcome to Tustin Ranch Elementary School. The staff and I hope you will find the information contained in the handbook a useful resource to you and your family as we all work together to meet the challenge and excitement of another school year.

SCHOOL HOURS

Monday-Friday

Early Bird	8:05am – 11:23am
Late Bird	10:00am – 1:28pm
Grades 1-3	8:00am – 2:23pm
Grades 4-5	8:00am – 2:23pm
Office Hours	7:30am – 4:30pm

Minimum Day

Early Bird	8:05am – 11:23am
Late Bird	10:00am – 1:09pm
Grades 1-3	8:00am – 1:09pm
Grades 4-5	8:00am – 1:09pm
Office Hours	7:30am – 4:30pm

PARENT TEACHER ORGANIZATION

Active parent involvement is a key ingredient to the success of Tustin Ranch Elementary. Through our supportive PTA we are able to supplement our children's educational experience with enriching programs in art, music, science, history, language arts and athletics. In addition, the PTA helps provide financial support to our math intervention programs to offer students in 1st – 5th grade more support in mathematics. Furthermore, our PTA supports Tustin Ranch with important technology updates so our children have access to current technology. There are many ways to become actively involved at Tustin Ranch. The easiest way to show your support is to join the PTA during the Fall Membership Drive.

ATTENDANCE

Regular attendance is essential to your student's success in school. The California Education Code, Section 48200, makes full time education compulsory for children from ages six to sixteen. It is the legal responsibility of parents or guardians to see that their school-aged children attend school every day, unless they have a valid excuse.

Family trips during the school year are strongly discouraged. Each day that a student misses instruction negatively impacts his/her learning. Please plan trips during the school breaks only.

When your child is absent, you need to notify us regarding the reason for the absence. State law dictates the difference between an Excused Absence and an Unexcused Absence. Excused Absences include: student illness, doctor's appointments, family bereavement, and religious holidays (as specified at <http://www.interfaithcalendar.org>). Unexcused Absences include situations not listed above such as: vacation, oversleeping, car trouble, parent illness.

Clearing Absences

There are several acceptable ways for you to notify the front office of the reason of your child's absence. These ways include: 1) Email Karen Dillon at (kdillon@tustin.k12.ca.us), call the front office after 7:30 AM, or send a note. It is preferred that you send your absence verification to Mrs. Dillon. Absences can also be reported on the website, under the Report and Absence form in Parents and Community tab. The teachers are very busy starting the school day, and they may forget to forward your note. In the event your child is absent and we don't receive a reason for your child's absence, an automated phone message will be sent home reminding you to verify your child's absence. If the absence is not cleared by the following day, you will receive a blue absence verification reminder sent home with your student.

INDEPENDENT STUDIES

If a family plans a vacation between 5-10 working days in length, they can apply for an Independent Study. An Independent Study is an opportunity for a student to complete school work and receive credit, while they are away from school. To apply for an Independent Study, please contact the front office at least two weeks in advance.

OFFICE PROCEDURES

Thank you in advance for helping us maintain a safe and orderly environment at Tustin Ranch. This year, we will continue to implement the following office/school procedures:

- The office is open from 7:30 – 4:30 daily.
- All volunteers need to check in at the office and wear a volunteer badge.
- **Parents will not be allowed to deliver forgotten items to the classroom as it disrupts instructional time. Lunches may be placed in the school office. It is the student's responsibility to check the lunch cart for lunches and snacks. School materials that are dropped in the front office will be placed in the teacher's mailbox and picked up at the teacher's discretion. Under no circumstances will forgotten iPads be accepted by the front office staff.**
- To keep a quiet and orderly atmosphere, cell phone conversations are not permitted within the school building. If you'd like to speak on a cell phone, we ask that you step outside.
- Students may use the school telephone only for emergencies and extraordinary situations.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Students who arrive after 8 AM are tardy and need to come through the office to receive a tardy slip.

EMERGENCY INFORMATION

Each child attending school must have updated Emergency Contact Information, completed by a parent/guardian, through the Aeries Parent Portal. It is very important that we have up-to-date information, especially phone numbers in case of illness, accidental injury or an emergency at school.

If at any time during the school year there should be a change in any of the information, [please log in to Parent Portal to make the necessary changes.](#)

STUDENT SAFETY

Drop-Off /Pick-Up Procedures

- Students may be dropped off as early as 7:45; not earlier as we do not have supervision prior to 7:45.
- Students that are being dropped-off at school need to be dropped off in the parking horseshoe. Drop-off in other areas such as Robinson creates a safety issue for our students. In addition, Tustin Police will issue tickets for stopping to drop-off on Robinson or Keller.
- All cars using the drop off lane need to pull all the way forward before allowing their children to exit the car. Also, to keep traffic flowing, backpacks need to be with the children in the passenger areas and not in the trunk of the vehicle.

- Students need to be picked-up within 15 minutes of the end of the school day.
- **Cars may not be left vacant in the fire lane in front of the office during the instructional day for any length of time.**
- Please exercise extreme caution when driving on Robinson and Keller near the school and near the crosswalks.
- Only 4th and 5th graders are permitted to ride bicycles to school and bike helmets must be worn at all times. Bicycles are to be locked in the bike racks and must be walked on school grounds.
- Scooters, skates, and skateboards are not permitted to be ridden on school grounds.

EARLY RELEASE OF STUDENTS

If a student needs to leave school early for any reason, a parent/guardian, **with a photo ID**, must come to the office and sign the student out. The office will call the room to notify the teacher. **Do not go to your child's classroom to get them.**

CELL PHONES

Cell phones may only be used on campus with permission from a teacher or administrator. Any cell phones being used without permission will be confiscated immediately and held until picked up by a parent/guardian. Students bring cell phones on campus at their own risk. Tustin Ranch is not responsible for lost, stolen or broken devices.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed form from a doctor must be brought to the office (this includes over the counter medication). The

school office has the form that must be completed by the doctor. Medicine must be in the original container labeled with the name of the child, name of the medicine, dosage requirements and the doctor's name.

Students cannot bring aspirin, ibuprofen or any other medication to school on their own. All medication, no matter how harmless it may appear to be, must be kept in the office during school hours.

VISITING SCHOOL

Parents are welcome to visit the school and individual classrooms. All visitors must sign in and out through the school office and receive a Visitor's Pass. For classroom visits, you must call your child's teacher 72 hours in advance to be sure that it is a good time for your visit.

HOMEWORK

Homework is an important part of the educational process for two reasons: 1) children need to practice the skills they learn at school often and continuously; and 2) children need to learn the discipline of accomplishing assigned work and be responsible for its completion. The amount of homework assigned each night varies between the grade levels. Parents are encouraged to support their children in the daily completion of their homework.

ITEMS FROM HOME

Teachers occasionally ask students to bring items from home to share with their classmates during their special week or sharing time during kindergarten. Please do not bring pets or animals to school at any time. Dangerous items such as weapons or other sharp objects are prohibited. Toys, cameras, electronic games, collectible cards should may not be brought from home to school.

REPORT CARDS

Report cards are issued three times a year; December, March and June. Parent teacher conferences are held in October and in March. A parent-teacher conference may be scheduled at any time during the school year. Please contact your child's teacher to schedule an appointment.

DISASTER PREPAREDNESS

In case of a disaster, the principal and staff will be responsible for all children until a parent or authorized person (designated on the Aeries Parent Portal) arrives. Students must be signed out. It is critical to keep your emergency contact phone numbers up-to-date. If the school is evacuated, there will be a sign posted to inform community members of the evacuation center. The staff holds fire and emergency drills on a monthly basis to ensure that our students are prepared for a disaster.

VOLUNTEERS

Tustin Ranch Elementary School welcomes parent volunteers. There are many ways to become an active member of the Tustin Ranch Elementary community. Parents are encouraged to join and participate in the Parent Teacher Association (PTA), the School Site Council (SSC) and the English Learners Advisory Committee (ELAC). Please work with your child's teacher to learn of ways you can volunteer in the classroom. Also, please listen to your Sunday night phone message and visit our website for information regarding our community events.

SCHOOL MEAL PROGRAM

FOR GRADES 1-5

The Tustin Unified School District offers a lunch program. Students always have the option of bringing a lunch or snack. Applications are available for the free and reduced lunch program both in the school office and online at www.tustin.k12.ca.us. If you are not on the free/reduced lunch program, please send your child to school each day with a lunch or money

to purchase a lunch at school. You may also pre-pay for your child's lunch by bringing cash or a check to the school office or online at www.myschoolbucks.com

We offer hot lunch program at Tustin Ranch. Daily lunch costs \$3.00. Students will be expected to remember their codes for the cafeteria.

SCHOOL DISCIPLINE POLICY

It is important that students and staff maintain a safe and healthy school environment and classroom climate that promotes learning. This discipline plan outlines school policies and rules regulating student behavior, and it promotes the importance of student rights and responsibilities. Our major goal is to help students become accountable and to teach them to conduct themselves in such a way so as to show at all times that they understand and accept school policies and rules regulating student behavior.

Although each teacher sets up his or her own class rules, the entire staff is committed to providing an education, which is free of disruptive behaviors. The students at Tustin Ranch are required to make good choices and be responsible individuals. If a child makes a poor choice the consequence will depend on his or her actions. It is important that all children follow the school and classroom rules and be respectful of all staff members on site.

Student Rights:

1. To learn in a positive safe environment.
2. To be recognized as a unique individual.
3. To be respected and treated equally.
4. To be heard and trusted.

Student Responsibilities:

1. Show respect for yourself and others.
2. Show respect for public and private property.
3. Come to school on time with the needed materials.
4. Take pride in and complete all school work.

5. Come to school daily, unless you are sick.
6. Obey the rules of safety and courtesy:
 - a. Follow teacher/adult supervisors' directions at all times.
 - b. Keep hands and feet to yourself.
 - c. Gum, skateboards, electronic devices, balls and toys are not permitted.
 - d. Walk bikes on campus.
 - e. Walk in the hallways and on the blacktop.
 - f. Observe the standards of behavior during lunch and on the playground.
 - g. Remain in designated areas of school grounds; leaving the campus without parent or school permission is not permitted.

Unacceptable Behavior:

1. Fighting
2. Threats and/or bullying behavior
3. Inappropriate language or gestures
4. Stealing or gambling
5. Property damage
6. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object.
7. Violating the dress code.
8. Cheating
9. No littering.
10. Making bomb threats/false fire alarms.
11. Use/possession of drugs, alcohol or tobacco.

Suspension:

The education code states: "Continual, willful disobedience, open and persistent defiance of the authority of the teacher, habitual profanity or vulgarity, habitual truancy, smoking of cigarettes on school premises, possession or sale of controlled substances or forgery constitutes good cause for suspension or expulsion from school."

SCHOOL FEES GUIDLINES

Please note that in the state of California, students in public schools have a right to a free and appropriate public education (FAPE). In short, the California Constitution mandates that public education be provided to students free of charge. At the elementary level, this impacts field trips, class parties, supplies, or equipment. As a public school, we are allowed to fundraise and ask for donations. As you know, we gladly accept the generous financial and volunteer support that is given daily at Tustin Ranch and we put it to good use for our students.

SCHOOL DRESS CODE

Dress Codes are established to promote a productive and safe instructional environment, demonstrate a positive direction away from drugs, alcohol, tobacco, and gangs, promote proper school etiquette, cultural awareness and respect for gender.

The following items may NOT be worn at any time:

- Clothing, hats (other than school authorized hats), jewelry, and accessories associated with violence, drugs, tobacco, alcohol, obscenity, or bigotry.
- Clothing, including hats (other than school authorized hats), accessories, or grooming identified by appropriate law enforcement agencies as being gang related or related to illegal activity.
- Clothing, including hats (other than school authorized hats), jewelry, or accessories which pose a threat to the physical well-being and safety of the student or others, and/or which so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of lawful school regulations, or the substantial disruption of the orderly

operation of the school, are potentially unsafe.

- Clothing that is unusually tight, revealing, or exposes the midsection or undergarments (B.P. 5132).

FROM THE PRINCIPAL,

Kathi Denny