

Richard Crane Elementary School



Parent/Student Handbook

Richard Crane Elementary School

Student and Parent Handbook

Cotati Rohnert Park Unified School District
1290 Southwest, Rohnert Park, 94928

Richard Crane WEBSITE: rce.crpUSD.org

Main Office (English): (707) 285-3150
Attendance: (707) 285-3150 (press 2)
School Fax: (707) 795-7434

Office Hours: 8:00 a.m. to 3:30 p.m. Monday, Wednesday-Friday
8:00 a.m. to 3:00 p.m. Tuesday

ADMINISTRATION

Teresa Ruffoni - Principal
Trudy Persall – Office Manager Vickie Gilbert – Office Assistant

Richard Crane Elementary

Our vision at Richard Crane Elementary is to provide a rich educational environment where all students are fully engaged in their learning. We believe it is critical for elementary school students to excel academically, emotionally, socially, and physically in order to grow into thriving middle and high school students. These foundational beliefs are implemented into the teaching and learning for our students and define our school community. "A community where students are nurtured and empowered to excel as lifelong learners."

Our mission at Richard Crane Year Round Elementary School: we are focused on meeting the unique needs of every student. We established practices that support the learning of the whole child to enable students to reach their learning potential. Through project-based learning (PBL) and experiential activities, students explore the real work by thinking critically, collaborating, creating and communicating their understanding through a variety of methods. When our students promote to middle school, they will be empowered to succeed at high levels.

Richard Crane Elementary School Bell Schedule

Kindergarten

Mon., Wed., Thurs., Fri. 8:20 - 2:00

Tuesday 8:20 to 12:00

Recess (M-F) 9:45-10:15

Lunch (M, W-F) 12:00-12:45 (eat: 12:00, play: 12:20)

Grade 1

Mon., Wed., Thurs., Fri. 8:20 - 3:00

Tuesday 8:20 - 12:00

Recess (M-F) 10:00 - 10:20

Lunch (M, W-F) 12:00-12:45 (eat: 12:00, play: 12:20)

Grade 2

Mon., Wed., Thurs., Fri. 8:20 - 3:00

Tuesday 8:20 - 12:00

Recess (M-F) 10:00 - 10:20

Lunch (M, W-F) 12:00 - 12:45 (eat: 12:00, play: 12:20)

Grade 3

Mon., Wed., Thurs., Fri. 8:20 - 3:00

Tuesday 8:20- 12:00

Recess (M-F) 10:30 - 10:50

Lunch (M, W-F) 12:00 - 12:45 (play: 12:00, eat: 12:25)

Grade 4

Mon., Wed., Thurs., Fri. 8:20 - 3:00

Tuesday 8:20- 12:00

Recess (M-F) 10:30 - 10:50

Lunch (M, W-F) 12:00-12:45 (play: 12:00, eat: 12:25)

Grade 5

Mon., Wed., Thurs., Fri. 8:20 - 3:00

Tuesday 8:20 - 12:00

Recess (M-F) 10:30 - 10:50

Lunch (M, W-F) 12:00-12:45 (play: 12:00, eat:12:25)

Minimum Last Day of School - Dismissed at 12:00pm

ACADEMIC PROGRAM

SCHOOL LIBRARY and COMPUTER LAB

The library and computer lab are for study, research and the use of computers.

- All books, except reference books, may be checked out for a specified amount of time.
- Overdue books and materials will result in loss of check-out privilege.
- Lost or damaged library materials must be replaced promptly. Students are required to pay the replacement cost.
- No food or drinks are allowed in the library or the lab.
- Students are expected to follow all computer lab guidelines and abide by the CRPUSD technology use policy.

EXPERIENCIAL LEARNING OPPORTUNITIES

Field trips or special off-campus activities are designed to support in-class instruction, build team spirit, improve social skills and foster positive relationships between students and adults. It is very important that students turn in all of their paperwork and monetary contributions before the stated due date for such items. Late paperwork will not be accepted. Parents who drive on field trips need to supply the required driver form. They should drive directly to the destination, with no stops along the way (such as gas stops.) Younger children are not allowed on field trips.

HOMEWORK

At Richard Crane, we feel that the most important homework students can do is to practice their reading skills. Every teacher has this expectation for homework. In addition, there may be assignments in other subjects to support the work learned in class.

- **Late Work Guidelines**
After an absence, it is the student's responsibility to immediately request make-up assignments. In general, we allow students as many days to make up work for full credit, as they were absent from school.
- **Make-up Work**
It is your responsibility to ask your teacher for any missed assignments. If you are absent for several days, a parent should contact your teacher via voice or email and request assignments. **Please allow 24 hours for teachers to get assignments ready.** These assignments can be picked up in the office.

REPORT CARDS

The school year at Richard Crane is divided into trimesters. Report cards are sent home with students during the school year. Between report cards, students may receive a progress report at the six-week mark if they are in danger of failing a subject. These are sent home with students. Individual teachers may choose to send home more frequent grade reports.

TEXTBOOKS/SUPPLIES

Students are issued textbooks. These textbooks are the responsibility of the student until returned. Textbooks and materials must be returned at the end of the year, or when a student transfers to another school. Any student who does not return, damages textbooks or other materials (such as computer equipment), will be charged replacement costs. Students are encouraged to come to school with basic school supplies. If you'd like to donate supplies to your child's classroom, you can see the list of suggested items on our website. Remember, this is a voluntary donation.

ATTENDANCE POLICIES

Good attendance is the first step to school success. **When students miss school, they miss valuable learning.** Richard Crane School follows state and CRPUSD District attendance policies. When your student is absent, you must call the attendance line (**285-3150, press 2**) and notify the office of your child's absence. All absences must be cleared within 72 hours after a student returns to school. The following is a shortened version of the attendance policy and is offered as a guideline.

ABSENCES

ABSENCES FOR PERSONAL REASONS: We understand that family emergencies are inevitable. Please call or come in to talk with the principal as soon as possible to have these absences approved. The following are justifiable: family emergencies, court appearances, religious holidays or instruction.

EXCLUSION FROM SCHOOL: State law requires that children be excluded from school for these reasons:

- Contagious health problems
- Lack of immunizations

EXCUSED ABSENCES: Excused absences include illness, medical/dental appointments, funeral of immediate family and quarantine. We cannot legally excuse absences for vacations, shopping trips, caring for younger siblings, visiting a parents' work site, etc.; these absences will be recorded as an unexcused absence.

INDEPENDENT STUDY CONTRACT: If a student is going to be absent for five or more days, parents should request an Independent Study Contract. The office staff handles such requests. Students must complete the assignments in the contract and return the completed work to their teacher the day they return to school.

MEDICAL VISITS: If a student has an appointment with a dentist, orthodontist, doctor, etc., please provide a slip from the medical office stating the time of the appointment and the time the student left the appointment to return to school. This slip is needed for the absence to be excused.

UNEXCUSED ABSENCES: Any absence not excused under EXCUSED ABSENCES, INDEPENDENT STUDY CONTRACT or MEDICAL VISITS must be marked and reported as unexcused. Common unexcused absences include oversleeping, car problems, or absences simply not explained to school staff.

TARDIES

As a general policy, the only legitimate excuses for lateness or absence are sickness, doctor or dental appointments, death of a family member, court appearances, or family emergencies. We also make allowances for late day care vans.

You will receive letters if your child is experiencing several days of tardiness. Students with chronic tardiness may be required to make up missed time during their recess.

TRUANCY

3 OR MORE UNEXCUSED ABSENCES: Any student who has 3 unexcused absences in a given school year, or who is tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, is legally truant. A truancy letter is sent home alerting the family to the problem.

ILLNESS DAY LIMITS: If a student is absent 14 or more days due to illness during the school year, a doctor's note will be required for any subsequent absence. If a doctor's note is not turned in, the absence may be unexcused.

TRUANCY: By state law, three unexcused absences result in a student being declared a truant.

TRUANCY LETTERS: Truancy letters are sent out for any student who accrues 3 or more unexcused absences. Each additional unexcused absence, after the third, results in a truancy letter being sent. After the second truancy letter, parents/guardians are required to meet with school administration. A third truancy letter culminates in a School Attendance Review Board (SARB) hearing at the district level, with possible referral to the District Attorney.

BEHAVIOR GUIDELINE

BEHAVIOR EXPECTATIONS

Students are expected to demonstrate positive behavior at school and to behave appropriately on their way to and from school. We recognize that these skills are being learned and that mistakes will happen. When these mistakes occur, depending upon the severity of the problem, a student may be verbally reminded, retaught expectations, write an apology letter, removed from the class or activity, have parents involved in a formal conference or lose privileges. We believe that these are opportunities for teaching and learning. We work with students to recover from mistakes, as mistakes are a vital part of learning. Students are expected to use appropriate behavior at all school-sponsored events, including field trips and will be held accountable for any infractions. The guide below outlines expected behaviors for the three expectations in various locations around school.



**Richard Crane Cougar Cubs are
Respectful, Safe, and Responsible**

	Be Respectful	Be Safe	Be Responsible
All Common Areas	<ul style="list-style-type: none"> ● Use "I message," kind words and actions ● Follow directions from the adult on duty ● Hold the door open for the person behind you 	<ul style="list-style-type: none"> ● Walk facing forward ● Keep hands and feet to self ● Ask adult on duty for help when needed ● Use all equipment and material appropriately 	<ul style="list-style-type: none"> ● Model school rules for others by following them ● Take proper care of all personal belongings and school equipment
Play Area & Blacktop Level 4 voice	<ul style="list-style-type: none"> ● Invite others to play ● Share and take turns ● Play fair 	<ul style="list-style-type: none"> ● Walk to and from recess ● Stay within the boundaries ● Keep hands and feet to self 	<ul style="list-style-type: none"> ● Follow equipment rules and game rules ● Follow directions from the adult on duty ● Keep our playground clean
Bathrooms Level 2 voice	<ul style="list-style-type: none"> ● Knock on the stall door ● Give people privacy 	<ul style="list-style-type: none"> ● Keep feet on the floor ● Keep water in the sink ● Use water to wash your hands, only ● Put towels in trash can 	<ul style="list-style-type: none"> ● Flush toilet after use ● Return to room right away
MU-Lunchroom Level 2 voice	<ul style="list-style-type: none"> ● Include others and share table space 	<ul style="list-style-type: none"> ● Eat your own food ● Pick your spot and stay there until dismissed 	<ul style="list-style-type: none"> ● Put trash into trash cans ● If you see trash, pick it up
Office Level 0-1 voice	<ul style="list-style-type: none"> ● Wait patiently 	<ul style="list-style-type: none"> ● Stay seated in chair, when asked 	<ul style="list-style-type: none"> ● Have a note from an adult




Richard Crane Cougar Cubs are Respectful, Safe, and Responsible

Library Level 0-1 voice	<ul style="list-style-type: none"> ● Put books where they belong ● Return furniture 	<ul style="list-style-type: none"> ● Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> ● Use a shelf marker ● Bring book(s) back on time
Computer Lab Level 0-1 voice	<ul style="list-style-type: none"> ● Leave area neat and clean 	<ul style="list-style-type: none"> ● Never give out personal information ● Do not bring food or drinks into lab 	<ul style="list-style-type: none"> ● Only go to websites that are teacher approved ● Sit in assigned seating, when asked
Special Events and Assemblies Level 0 voice (unless called upon)	<ul style="list-style-type: none"> ● Use audience manners ● Sit in personal bubble and face body towards speaker 	<ul style="list-style-type: none"> ● Look to your teacher and wait for signal 	<ul style="list-style-type: none"> ● Use whole body and active listening
Arrival and Dismissal Areas Level 2-3 voice	<ul style="list-style-type: none"> ● Say hello and goodbye 	<ul style="list-style-type: none"> ● Use sidewalks and crosswalks ● Stay in wait zones ● Walk at all times 	<ul style="list-style-type: none"> ● Arrive and leave on time ● Keep personal belongings with you
The Y Level 0 voice for homework Level 2 voice for play time	<ul style="list-style-type: none"> ● Invite others to play ● Share and take turns ● Play fair 	<ul style="list-style-type: none"> ● Stay with the group at all times ● Stay in your personal bubble 	<ul style="list-style-type: none"> ● Clean up toys/games after use ● Follow directions from the adult on duty
Schoolwide Classrooms Level 0 voice for enter & exit	<ul style="list-style-type: none"> ● Follow adult directions ● Ask permission to use classroom materials and tools 	<ul style="list-style-type: none"> ● Walk at all times ● Keep hands and feet to self ● Use furniture appropriately 	<ul style="list-style-type: none"> ● Use materials and tools for correct purpose ● Use what you need and reduce waste ● Model classroom rules for others by following them

Classroom rules and policies


As part of our whole school Positive Behavior Interventions and Supports (PBIS), every classroom has a poster outlining classroom expectations that are respectful, safe and responsible. In addition, each teacher sets up the routines and expectations within their classroom.



Voice Level 0
for enter and exit

Schoolwide Classrooms



<p>Be Respectful</p>	<ul style="list-style-type: none"> • Follow adult directions • Ask permission to use classroom materials and tools
<p>Be Safe</p>	<ul style="list-style-type: none"> • Walk at all times • Keep hands and feet to self • Use furniture appropriately
<p>Be Responsible</p>	<ul style="list-style-type: none"> • Model classroom rules for others by following them • Use materials and tools for correct purpose • Use what you need & reduce waste

Richard Crane Cougar Cubs are Respectful, Safe and Responsible Designed by 

School Wide Expectations

School Wide Expectations are taught and displayed in all areas of the school. Students are acknowledged for the use of these expectations in weekly recognitions, monthly awards and on student report cards. Teachers and staff give students ROARS or tickets when they observe students using Respectful, Safe, and Responsible actions. Teachers integrate instruction about the Expectations with curricular topics.

1. Student Leadership plans skits for the expectations at our assemblies.
2. Each teacher uses a school wide lesson plan developed by the staff-led PBIS team on what the expected behavior is in all areas of the school.
3. Teachers will “catch” students using the expectations throughout the school day and verbally acknowledge this behavior.
4. The grade level that collects the most ROARS in a month gets the privilege of showcasing the ROAR trophy in their classroom for the month.

 <p>___ Respectful Actions ___ Only Safe Behaviors ___ Always Do Your Best ___ Responsible Choices</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Four To Roar About</p> <p>Caught you being good ticket!</p> </div>	 <p style="text-align: center;">Four To Roar About Richard Crane Cougar Cubs Care</p> <p>Student Name: _____</p> <p>Recognized by: _____</p>
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Behavior Guidelines

Richard Crane Elementary's behavior guideline is fair, clear and progressive. Our goal is that students and staff will show respect to each other, take responsibility for their actions, and ensure a safe learning environment.

The core of the plan is to clearly teach school wide expectations and give acknowledgment for these positive behaviors.

The plan includes the following consequences for not following expected behavior:

Recess Alert

1. Alerts will be used to notify teachers when this is a problem at lunch or recess time.
2. These will NOT go home to parents.
3. Noon supervisors do not give consequences that follow beyond the noon period. They may give students a warning, time out on the bench or an alert. The classroom teacher or principal will decide if a teacher or office referral is necessary.
4. Teachers and supervisors will put the note in the teacher's box.

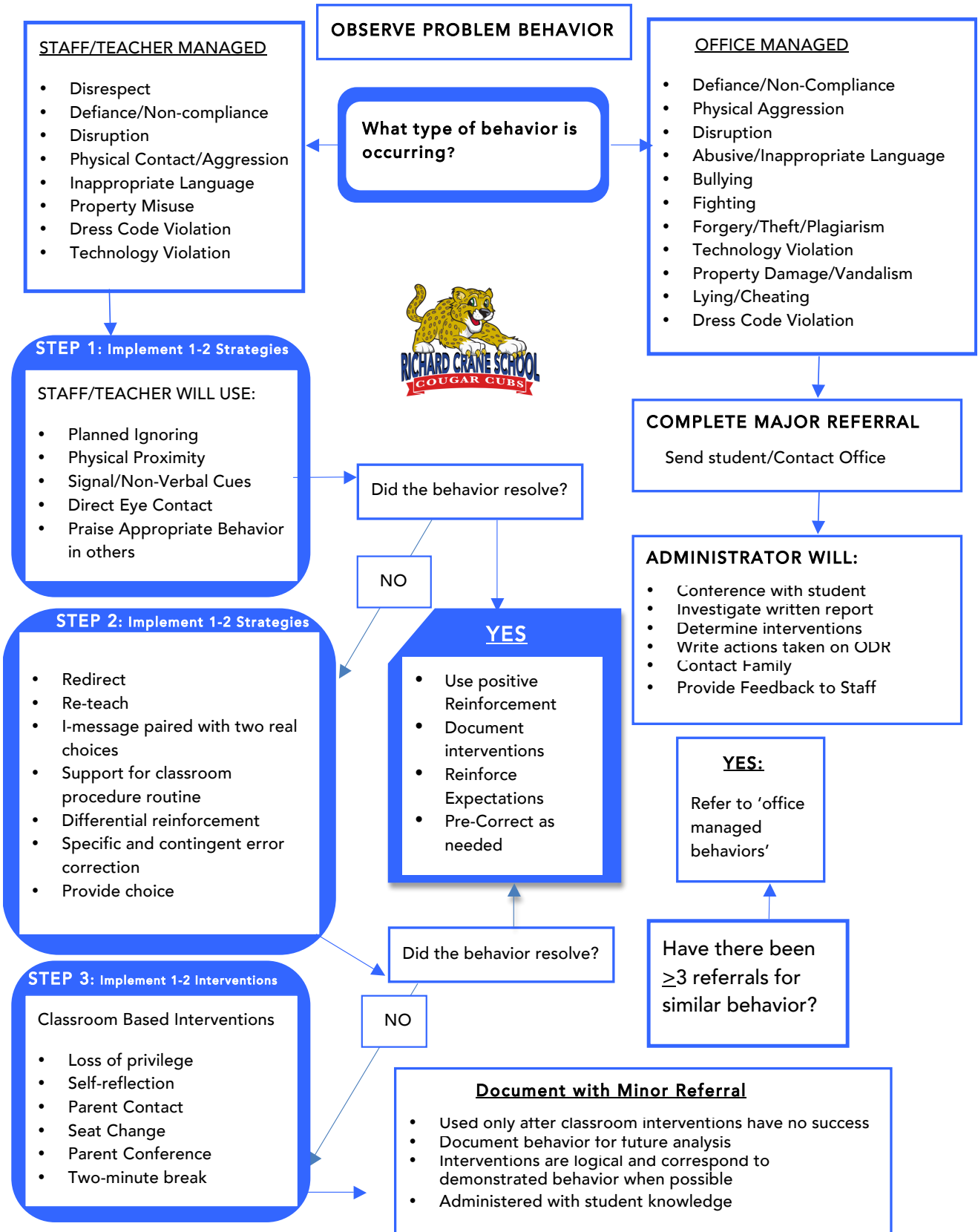
Teacher Referral

1. A referral will be given by the teacher for not following school expectations.
2. Three classroom referrals for a similar behavior within a short period of time results in an office referral.

Office Referral

1. An office referral is handled by the principal or teacher-in-charge. These are for major behaviors that are not in line with our school expectations.
2. Teachers and the school principal may assign an office referral.
3. The principal determines actions taken, based on the individual student, previous referrals for similar behavior and the misbehavior. These actions include student conference, parent contact, loss of privilege, community service, written apologies, in-house or at-home suspensions.

Richard Crane Discipline and Behavior Flow Chart





Richard Crane Elementary Office Referral



Initial & Date
SWIS Entry:

Name: _____	Grade: _____	Date: _____
Referring Person: _____	Time: _____	

Location: • Classroom • Playground/K Playground • MU/Cafeteria • Office • Bathroom
 • Common Area • Library • Music Room • Computer Lab • Blacktop/Shade Structure • Other

Staff Managed:	Office Managed:	Possible Motivation <i>(select only one function)</i>
Minor Problem Behaviors <ul style="list-style-type: none"> • Disrespect • Defiance/Non-Compliance • Disruption • Physical Contact/Aggression • Inappropriate Language • Property Misuse • Dress Code Violation • Technology Violation • Other _____ <p><small>*For ≥3 Staff-Managed referrals for similar behavior(s), please refer to Office-Managed Behaviors</small></p>	Major Problem Behaviors <ul style="list-style-type: none"> • Defiance/Non-Compliance • Physical Aggression • Disruption • Disrespect • Abusive/Inappropriate Language • Bullying • Fighting • Forgery/Theft/Plagiarism • Technology Violation • Property Damage/Vandalism • Lying/Cheating • Dress code Violation • Other _____ 	<ul style="list-style-type: none"> • Obtain Peer Attention • Avoid Tasks/Activities • Obtain Items/Activities • Obtain Adult Attention • Avoid Adult • Avoid Peers(s)

Others Involved: • None • Peer(s) • Teacher • Staff • Substitute • Admin • Other • Unknown

Action(s) Taken	
• Time Out: Classroom/ Office/ Playground	• Parent Contact
• Conference with student	• Restitution/Community Service
• In-School Suspension (teacher/ parent conference)	• Individualized Instruction
• Loss of Privilege _____	• Other Action Taken: _____
• Lose Recess AM/Lunch on _____	-Apology Note
	-Follow Up Agreement

Staff Comments/Narrative:

Follow up Agreement		
Name: _____ Date: _____		
1. What rule(s) did you break? (Circle)		
Be Safe	Be Respectful	Be Responsible
2. What did you want?		
• I wanted attention from others	• I wanted to be in control of the situation	
• I wanted to challenge adult(s)	• I wanted to avoid doing my work	
• I wanted to be sent home	• I wanted revenge	
• I wanted to cause others problems because they don't like me		
• I wanted _____		
3. Did you get what you wanted? • yes • no		
4. What will you do differently next time?		
I will be _____ by _____		
5. Student signature: _____		

RICHARD CRANE BULLYING/INTERVENTION PROCEDURES

It is vitally important that our students report bullying to a teacher or the principal. Bullies rarely stop on their own; some do not realize that they are engaged in bullying. Due to this fact, it is essential that these issues get reported before they start impacting the bullied victim's life. Reporting bullying works.

Richard Crane Elementary takes this issue seriously and is successful at correcting behavior. We need to know about bullying so we can address the situation. We educate students on the subject of bullying to help stop problems before they start through our Second Step Curriculum and Bulling Prevention Curriculum.

Steps taken to correct/intervene with bullying:

- Conflict resolution with the principal.
- Official warning to the bully.
- If the bullying continues, then the bully will be placed on a behavioral contract and may be suspended and his/ her parents will be contacted.
- If the bullying persists, the bully will be suspended, hold an administrative hearing and Rohnert Park Public Safety may be contacted if they already have not been.
- If the bullying is continued, then the student will be recommended for expulsion.

BEHAVIOR EXPECTATIONS

BULLYING/CYBERBULLYING Board Policy 5131 (a, b, c)

Bullying/harassment of other students or staff, including intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is strictly forbidden. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

CELL PHONES AND OTHER ELECTRONICS

We discourage students from bringing any valuable electronic devices to school because of the possibility of damage, loss, or theft. Richard Crane School cannot and does not assume responsibility for such devices. Due to the disruption of the learning process; student use of cell phones is allowed *only* after 3:00 pm when school is over for the day.

Cell phones must be turned off and put away before school, during normal school hours, including recess, lunch and between classes as well as all school functions. The same policy applies to iPod, MP3 and other such players. Classroom use of these devices *is not* allowed and will result in the devices being confiscated and returned only to a parent or guardian. Students may also face disciplinary consequences for class disruption and lack of cooperation. All electronic games must be left at home. No recording devices are permitted unless prior administrative approval is given. Due to confidentiality issues, **NO** recorded image of the Richard Crane campus, teachers or students are to be posted to social media or the Internet electronically without administrative approval.

DRESS CODE & GROOMING STANDARDS

Richard Crane School is an educational institution. A neat, clean appearance supports appropriate behavior and academic success. We expect students to dress accordingly. Any clothing that interferes with the business of teaching or learning is unacceptable. ***Students must change improper attire for an appropriate item of clothing to wear at school that day, or parents will be contacted to bring a change of clothing to school. Disciplinary action will occur for repeated violation.***

- Students are not allowed to wear buttons, T-shirts or other types of attire, or display school supplies, which include vulgar language, obscenities, insults, or which promote alcohol, tobacco, illegal drugs, or violent behavior. Words or pictures on clothing, school supplies (including backpacks) or hats, which are obscene, sexually suggestive, demeaning to other cultures or drug or gang-related are inappropriate and not allowed at school.
- Discriminatory or harassing messages directed at individuals or groups on the basis of personal characteristics or status is not permitted.
- Clothing that exposes parts of the body (e.g., bare torsos, belly-buttons, see-through clothing, short shorts or skirts (they must be mid-thigh/finger length or longer), low cut armholes, strapless dresses or clothing with major holes or tears is considered to be improper dress. The wearing of short shorts over stocking, hoses, or sheer tights is not allowed.
- Strapless or racer-back tops are not permitted.

- Ill-fitting clothing (e.g., excessive bagginess or tightness, oversized shirts, etc.) is not allowed at school. Pants must be worn at or above the hip bone. Baggy pants are not allowed in our learning environment.
- Undergarments (briefs, bra straps, etc.) should not be exposed.
- Shoes that have a heel strap must be worn at all times. Flip-flops or thongs are not allowed.
- Attire, accessories, materials, or grooming reasonably identified as gang related through conspicuous display of colors, symbol, tags, statements, or style is not allowed. (These items may include, but are not limited to, wallet chains, specially printed t-shirts and hats, red or blue shoe laces.)
- Hats are allowed on campus but **hats must be taken off when entering a building.**
- Pajamas are not to be worn at school except for spirit days when such dress is allowed.

Any item not listed which poses a threat to student safety or to a positive educational environment may be disallowed at the discretion of the administration.

MEDICAL CARE AND SCHOOL EMERGENCIES

EMERGENCY CONTACT AND RELEASE

In cases of emergency, the school will attempt to contact parents. It is essential that emergency data be updated annually for each enrolled student. **Students and parents must notify the office of any changes in place of residence, home phone number or parents' cell and/or business phone number.** No student will be released to a person not listed on the student's emergency list. Please enter your child's emergency information in the PowerSchool system now and as changes occur. If you provide us with an email address, you will receive email contact as well as a phone call when we send out announcements.

EMERGENCY CLOSING OF SCHOOL

In the event of severe winter storms or floods, tune your radio to KSRO, 1350 AM or KZST 100.1 FM. These stations will announce if any District school has been closed due to weather conditions.

INJURY OR ILLNESS AT SCHOOL

All injured/ill students are sent to the office. In case of serious accident or injury, emergency services will be called to administer medical aid and parents will be notified. A district nurse is available part-time to supervise hearing and vision tests, maintain records and other matters. We do not have a full time nurse at Richard Crane School, but a district nurse is on-call at all times.

STUDENT MEDICATION

All medication (prescription or over-the-counter) needed by students must be in its original container and given to office staff to dispense as the doctor prescribes. A physician and parent note must be on file in the office before any medication can be given. Students may be allowed to self-administer inhalers, "epi-pens" or glucometers to monitor, test, or treat an existing medical condition only with a written request by the parent/guardian and with written approval of the student's physician.

PARENT & COMMUNITY INVOLVEMENT

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The English Language Advisory Committee is a parent and faculty group that advises the school and parent community on important issues related to students learning English as a non-native language. All parents and students are invited to attend ELAC meetings. The meetings will be on the calendar for the year.

PARENT and TEACHER ASSOCIATION (PTA)

Parents and students are encouraged to attend PTA meetings. This important group plays an essential role in many activities for students that occur during the school year. Meetings are held monthly, generally on the second Wednesday of the month at 6:00 pm in the staff lounge. Be sure to visit the PTA website **richardcraneppta.org**

SCHOOL SITE COUNCIL

This important school body is composed of an equal number of staff and parents. It develops and approves the school improvement and safety plans as well as setting school-wide goals. Meetings are held during the year on Thursdays at 3:30 pm in the staff room.

SCHOOL WEBSITE

The school website contains important information that is updated throughout the year. Many teachers have teacher webpages that are linked to the school website. Many will post assignments on their websites. The website address is: rce.crpUSD.org

VISITORS ON CAMPUS

To insure campus safety, we monitor all visitors. Parents, guest speaker, and classroom volunteers **must check in at the office before entering the classrooms and get a visitor's badge.** Siblings, cousins and other out of town visitors are **not** allowed to attend class with Richard Crane students. Any former students who wish to visit teachers must wait until 3:00 before entering the campus.

VOLUNTEERS

Richard Crane welcomes volunteers. Anyone interested in being a volunteer should contact the school office or the classroom teacher. A visitor pass is required to be worn at all times. Volunteers should realize that they have a position of trust. Personal information pertaining to students or staff, as well as conversations between parents, teachers, staff members and students **MUST** be kept confidential. Volunteers are **NOT** permitted to view any part of a student's records including test scores, report cards, attendance reports or any other document.

- Any information obtained or situations witnessed while volunteering at the school should be considered confidential and not be discussed with any other students, parents or staff outside the school setting.
- Please understand that posting student pictures and information on social sites such as Facebook and Twitter violates our sense of confidentiality that helps maintain a healthy school community. Confidentiality helps maintain a culture of trust and learning in the classroom. As a school, we share out about school events knowing which students have authorization.
- What you hear/observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team, a family or child. If a parent asks how their child is doing, please refer them to the classroom teacher.

COMMITMENT

Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher or staff member know when your schedule changes. If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your volunteer time is changed or cancelled for any unforeseen reason.

TALENTS

We respect your time, interest and talents and will make every effort to utilize them efficiently. Let school personnel know how you can best contribute. Please fill out a volunteer information survey that can be found in the office. Your input may lead to the development of additional volunteer opportunities.

WE ARE A TEAM

- As a school volunteer, you are a role model for students. Setting a good example of professionalism and good citizenship is expected from all adults at our school.
- Your role, when volunteering, is to support the teacher and the students. Please follow the teacher's direction, maintain attention towards the task at hand, support students doing the work themselves and use encouragement and a positive attitude to contribute to a healthy learning environment.
- Richard Crane School's number one priority is the safety of students and staff. All visitors to the Richard Crane campus are expected to sign-in at the front office before volunteering to get a guest pass. Volunteers must wear a volunteer badge while volunteering and remember to check out in the school's office before leaving.

- It is crucial that the lines of communication stay open and clear. If you are unsure about what is expected of you or how to use certain office equipment, please ask a staff member for direction or assistance. We are appreciative of all persons who are willing to commit time and energy to helping students succeed and to provide an excellent place of learning for all students.

Thank you again for your support!

MISCELLANEOUS

BIRTHDAYS AND CELEBRATIONS

Birthdays are special days and need to be celebrated after-school, as celebrations at school are a distraction. Balloons and flowers are not to be delivered or brought to school. If they are delivered or brought, they will remain in the office until after school. Due to requirements from the Food Service department, birthday cupcakes or treats are not allowed. Food for any class parties should be arranged through the classroom teacher. No homemade baked goods are allowed.

FOOD SERVICE

Food Service is available at Richard Crane School at recess and lunch. Applications for free or reduced meals are available in the office or online. Students are not to bring large quantities of candy or other treats for distribution to others. Due to state law, our food service is responsible of the nutritional intake of Richard Crane School students ½ hour before school until ½ hour after school. *This applies to lunches or class parties.* Richard Crane School does not permit students to bring high energy drinks or sodas to school.

LOST AND FOUND

Students must assume responsibility for loss or damage to any personal property left in a classroom or on campus. **The school is not responsible for personal property.** Found articles should be taken to the office and placed in the lost and found. Students should write their names on all books, backpacks, jackets and other personal belongings. Students should not bring valuables or large amounts of money (more than \$5.00) to school.

STUDENT USE OF SCHOOL PHONE

Our school office is a place of business. **Only in case of an emergency** may students use the office telephone. Students will be called over the intercom system during break and lunch to pick up any item that has been brought in. Students may not use their cell phones during school hours.

TRANSPORTATION

Transportation to and from school is the responsibility of the student/parent. Due to frequent congestion in school parking areas, especially on rainy days, alternative means of transportation are encouraged (i.e., car pools, city buses, bicycles, skateboards, scooters, walking, etc.).

BICYCLES and OTHER ALTERNATIVE TRANSPORTATION

Bicycles, skateboards and scooters must be kept in the school bicycle area during the day. Students must walk their transportation into the bike area and secure it with a lock. For after-school safety, students are to walk their bikes, scooters or skateboards off campus to the city sidewalk- then they may ride these items. **We require students riding any alternative transportation to school to wear helmets. Note that state law also requires a protective bike helmet.** All safety and traffic rules are to be followed by students. This includes riding bicycles in the direction of traffic in bicycle lanes, if provided, and crossing at designated intersections appropriately. Citations are issued to students who do not ride safely and riding privileges may be revoked. Transportation should be locked individually (with a lock provided by the student) --not locked with another bicycle, for example. Students and parents must assume total responsibility for lost, damaged or stolen transportation.

BUSES

High standards of behavior on buses need to be maintained at all times for the safety of all. Bus drivers have complete authority over pupils riding the bus. Students are expected to follow all bus rules and procedures. The bus driver may recommend suspension from the bus for any student who fails to comply with bus rules and safety requirements. Consequences will be administered at school for misbehavior on buses.

PARKING LOT/AUTO SAFETY

Traffic can be difficult and frustrating before school, after school and after school-wide events. Drivers who do not follow traffic laws, are in a rush, not watching out for pedestrians or are not considerate of other drivers exacerbate our traffic situation. We need everyone’s help to avoid creating dangerous situations and additional congestion. Please be alert and patient. Parking in Red Zones is dangerous as it is an official fire lane. These areas are fire lanes that must be kept open, and RP Public Safety may ticket drivers stopping in these areas. Please obey all traffic signs and laws when approaching and entering our school’s student drop off and pick up areas. Children’s safety is at stake. Some specific things are:

- All vehicles must stop when the Crossing Guard enters the crosswalk; this includes not making any right-hand turns.
- Students may not exit or enter vehicles while the vehicle is in a vehicle lane. You must pull over to the loading and unloading zone/yellow curb before letting a student in or out of the vehicle.
- Pedestrians are to walk—not run—in the crosswalks, remain within the crosswalk and look both ways before crossing. If there is a Crossing Guard, pedestrians need to wait until told by the Crossing Guard to begin crossing.
- Students arriving at school by car should be dropped off in the designated parent drop zones located in the front of the school. This area is designated by the yellow curb.
- **If you park in the lot to pick up your child, please exit your vehicle and escort your child from the dismissal area.**
- Please be considerate of other drivers and avoid blocking traffic.

CRPUSD BOARD POLICIES

Student Attendance / Student Conduct Policies and Regulations		<i>Políticas y normas acerca de la asistencia/conducta de estudiantes</i>
We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at www.crpUSD.org . For a hard copy, please see your school’s office manager.		<i>Rogamos a los padres y estudiantes que se familiaricen con estas importantes políticas y normas acerca de la asistencia y conducta de estudiantes. Éstas estarán disponibles en el sitio Web del Distrito en www.crpUSD.org. Para una copia impresa, hablar con la gerente de oficina de su escuela.</i>
Absences and Excuses	<i>Ausencias y excusas</i>	BP 5113 / AR 5113
Chronic Absence and Truancy	<i>Ausentismo crónico y habitual</i>	AR 5113.1

Alcohol and Other Drugs	<i>Alcohol y otras drogas</i>	BP 5131.6 / AR 5131.6
Bullying	<i>Intimidación/acoso</i>	BP 5131.2
Conduct	<i>Conducta</i>	BP 5131
Discipline	<i>Disciplina</i>	BP 5144 / AR 5144
Gangs	<i>Pandillas</i>	BP 5136 / AR 5136
Nondiscrimination / Harassment	<i>No discriminación / hostigamiento</i>	BP 5145.3
Sexual Harassment	<i>Acoso sexual</i>	BP 5145.7 / AR 5147.7
Suspension and Expulsion / Due Process	<i>Suspensión y expulsión / proceso debido de ley</i>	BP 5144.1 / AR5144.1 and AR 5144.2
Use of Technology	<i>Uso de tecnología</i>	BP 6163.4 / AR 6163.4
Weapons and Dangerous Instruments	<i>Armas e instrumentos peligrosos</i>	BP 5131.7 / AR 5131.7
Work Permits	<i>Permiso de trabajo</i>	BP 5113.2 / AR 5113.2



RICHARD CRANE BEHAVIOR GUIDELINES

- The Richard Crane staff is committed to providing a safe environment for your child(ren) during their school day. This includes physical and emotional safety. Students should understand that Richard Crane's school-wide discipline plan must be followed in order to keep everyone safe.
- A part of the Richard Crane Elementary behavior supports is issuing ROARS, as well as referrals. ROARS are given by the school staff for good behavior. There is no limit to the number of these tokens a student may earn for demonstrating the school's expectations. There are positive consequences for having good behavior in school.
- Referrals are documented by the classroom teachers to communicate with the student that the student's behavior was unacceptable. Three class referrals for the similar behavior within a short period of time results in an office referral.
- Consequences for misbehavior include a verbal warning, retaught expectations, writing an apology letter, removed from the class or activity, have parents involved in a formal conference or loss of privileges and suspensions from school activities. If there are repeated problems, the consequences become more severe.
- Please discuss the school wide expectations with your child. It is in the best interest of your child's education that we work together as a team. Please return this portion of the note after signing. Thank you for your support in this matter.

I have read and understood the expectations and behavior guidelines for Richard Crane Elementary.
I have discussed this letter and expectations with my child.

Parent Signature

Student's Signature

Date

Please have both the parent and student sign this form and return it to school.