



Parent/Student Handbook

- Rancho Tehama Elementary School -

POBox 5775, 17357Stagecoach Rd

Corning, CA96021

530.585.2800

530.585.2802 Fax

(you may now contact the school phone number directly in the event of a power outage)



RANCHO TEHAMA ELEMENTARY

17357 Stagecoach Rd. P.O. Box 5775

(530) 585-2800

Principal Josh Niehues

Welcome to the 24/25 School Year

Dear Families and Parents,

Welcome to the 2024-2025 school year at Rancho Tehama Elementary School! As the Principal of this exceptional institution, I am honored to extend a warm and heartfelt welcome to both returning and new families. Your partnership in your child's education and well-being is truly valued, and I am excited about the journey that awaits us this academic year.

At Rancho Tehama Elementary, the safety and education of your children are paramount. As Principal, I want to assure you that we take these responsibilities seriously and are committed to fostering an environment where every student can thrive academically, socially, and emotionally.

It brings me great joy to serve our Rancho Tehama students for my fourth year as Principal. Over the years, I've witnessed the incredible growth and achievements of our students, and I am eager to continue supporting their learning journey.

First Day of School

We are excited to announce that the **first day of school is scheduled for Thursday, August 15**. Parents are invited and encouraged to accompany their children to their classrooms on the first and second days of school. This tradition helps create a smooth transition for our students and sets a positive tone for the rest of the year.

Starting Monday, August 19, we kindly request that parents drop off their students at the gate by the front office. This will help streamline the drop-off process and ensure the safety of all students as they enter the campus.

ATTENDANCE

Attendance directly relates to how well children learn. Therefore, it is imperative that students do not miss school. Please make every effort to schedule your child's appointments after school hours or during holiday breaks. Mondays are minimum days, which are good days to schedule appointments in the afternoon.

If your child has three (3) unexcused absences or three (3) unexcused tardies that are over thirty (30) minutes, your child will be declared truant according to the California Education Code. Also, if your child has an excessive amount of excused absences, you will be required to provide medical verification as to why your child should not be attending school.

ABSENCE PROCEDURES

If your child must be absent from school, please call the office at 585-2800 (24 hours). If you are unable to call, your child must bring a signed note to the office the day of return, indicating the day(s) absent and the reason for the absence(s). Please get a doctor's note for medical absences.

Parents are responsible for seeing that makeup/missed assignments are completed in a timely manner and returned.

TARDINESS

Arriving late to class is not only difficult for your student, it disrupts the education of the entire class. To ensure that your child receives the best possible education, it is extremely important that he/she arrives to school on time and in class by 8:00. Late arriving students **MUST** check in with the office prior to going to class. Parents need to sign the student in. If you know in advance that your child will be late for school, please call the office. Office hours are 7:15am-3:30pm, Monday through Friday.

INDEPENDENT STUDY

If your child must be away from school at least three (3) days and no more than thirteen (13) days, due to a family need, an Independent Study Contract may be available. The Independent Study Contract allows your child to keep up while away from school by taking along assignments. Keep in mind that these contracts require two weeks notice for the approval process. Signed agreements must be in place prior to Independent Study starting. Plan ahead. Contact the school office for more information.

LEAVING SCHOOL EARLY

If your child must leave early, you or another authorized adult must sign him/her out through the office. To maintain the safety of our students, we are only able to release students to adults who are listed on the student's registration or emergency card. **If someone other than a parent/guardian is to pick the student up, it is required that the parent/guardian contact the school beforehand. The student will not be released to unauthorized persons. NO EXCEPTIONS!**

- Although students may have attended school every day of the trimester or school

year, a 'Leave Early' could prevent a student from being eligible for Perfect Attendance.

BREAKFAST AND LUNCH

Breakfast is served every morning in the cafeteria from 7:30 a.m. to 7:45 a.m. **Students will not be served breakfast after 7:45 a.m.**

The Corning Union Elementary School District provides one of the most successful breakfast and hot lunch programs in the area. Meals are served on a daily basis. Students are provided choices of fresh fruits and vegetables from the daily salad bar. Information regarding cost, reduced cost, and free meals will be sent home with all students.

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health. Nutrition standards adopted by the district for all foods and beverages provided through the district's food service program shall meet or exceed state and federal nutrition standards.

- *All foods made available on campus comply with the state and local food safety and sanitation requirements. Foods prepared at home cannot be guaranteed to meet safety and sanitation requirements. **For the protection of staff and students against food borne illnesses, injury, or food allergies, only prepackaged food items with nutritional data clearly labeled, or fresh fruits and vegetables may be provided for classroom celebrations.***
- Class parties or celebrations shall be held **after the lunch period**. School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and to encourage games involving physical activity as a preference. Below is a list of acceptable healthy snacks that parents can send with their children for a daily snack or for classroom celebrations.
- *** If sending fruits/vegetables for a class to enjoy, please do not cut/slice the fruits/vegetables at home. Please send whole.**

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If you change your address, post office box address or telephone number during the school year, please contact the office to report the change.

DISCIPLINE

The teachers and staff at Rancho Tehama Elementary believe in building self-esteem in students by modeling and rewarding positive behavior. We will provide a safe and secure environment where children feel good about themselves and are able to reach their highest potential. Inappropriate behavior will not be tolerated. Open communication between home and school will encourage students to respect the rights of others and demonstrate good citizenship.

All of our school rules are tied back to three basic principles; Be Safe, Be Respectful, Be Responsible. When students behave with each of these in mind, they grow to be confident, productive citizens.

Be Safe

1. Use safe, non-violent actions at all times.
2. No roughhousing, pushing, shoving, tripping; keep hands, feet and all objects to self.
3. We will not enter a classroom when an adult is not present.

Be Respectful

1. Be respectful of others and obey all school personnel.
2. Use appropriate and polite language at all times.
3. Be respectful of school and personal property.

Be Responsible

1. We will show pride in ourselves and our school by taking care of our campus.
2. We use appropriate inside voices in the buildings.
3. We will not bring items from home, such as toys, games, radios, cell phones, musical listening devices, trading cards, or "Pokemon" cards to school that may interfere with instruction or safety, without teacher approval. These items may be confiscated if brought to school and there is always the potential for these items to be damaged or stolen.
4. We will demonstrate our "**Personal Best**" in all we do.
5. We will clean up after ourselves and not expect others to do it for us.

SCHOOL GROUND PROCEDURES

It is our belief that the playground, cafeteria and library are extensions of the classroom. These areas provide valuable environments for students to interact socially, learn how to get along with others and share and develop physical skills. Appropriate behavior is expected whenever a student is on the school grounds. If administrative intervention is necessary, the same process for classroom intervention will occur.

It is understood that all students and circumstances are not alike. Therefore, individual cases may be handled on their own merit. If a parent/guardian wishes to discuss any of these matters, they are encouraged to contact Rancho Tehama Elementary at #585-2800, to arrange for a conference.

Skateboards, scooters, roller skates, and wheelies are not permitted for use on school grounds at any time.

Specific Playground Rules:

1. Students will walk whenever they are on the blacktop.
2. Slides are for going down only.
3. We will **NOT** play "chase" on the climbing equipment.
4. We observe a "hands-off" policy. Students may not wrestle, hit, kick or **pretend to wrestle, hit or kick.**

5. At the end of recess, balls must be put away.
6. Bathrooms are not play areas.
7. Throwing rocks or other dangerous objects is prohibited.
8. We will sit on benches, not on top of tables.
9. Jump ropes are for jumping- not swinging or tying.
10. We will follow conventional and teacher established rules for all games.

CLASSROOM PROCEDURES

Each class will maintain guidelines for appropriate classroom behavior. These guidelines will include both positive and negative consequences. If a student fails to meet the established expectations, the student may be issued a referral for administrative intervention. If intervention is required, the following process will be followed:

1. Parent/Guardian will be contacted immediately. If a parent/guardian cannot be reached, a letter describing the incident/concern will be mailed home.
2. The principal (or lead teacher) will counsel the student and issue an appropriate consequence which could include: time out, revocation of privileges, morning recess detention, lunch recess detention, in-house suspension, supervised cleanup/repair if appropriate, or formal suspension. •

HOMEWORK

Students should be provided with a regular homework time and place. Homework is assigned consistently, beginning in Kindergarten. The time requirements increase as students move up through the grades. Homework provides specific practice on material students have already learned in school. Students are expected to complete and return assignments as directed. When students are absent, it is their responsibility to make up missed assignments.

PARENT CONCERNS

Parents/guardians are encouraged to stay in close contact with the school. General concerns such as grades and conduct may be addressed by contacting the student's teacher or scheduling an appointment with the teacher or principal.

TRANSPORTATION

Bus transportation is a privilege, not a right. This privilege may be revoked if a student engages in disruptive or unsafe behavior, while boarding, riding or exiting the bus. Privileges may also be revoked for students who act inappropriately while waiting for buses at the pick-up area. Section 14263 of the Regulations and Laws relating to Pupil Transportation in California states. "Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, as the driver shall be held responsible for the orderly conduct of pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation,"

To assist students in understanding their responsibilities for proper travel to and from school, the following rules and regulations are to be observed while riding the buses of the School District.

These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops. The following list of student actions constitutes violations of the established rules and regulations:

1. Using profane language or obscene gestures.
2. Putting any part of your body out of bus windows at any time.
3. Any movement out of seats while bus is in motion.
4. Legs, feet and objects obstructing aisle or facing to the rear in seats.
5. Any Improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.)
6. Littering of any kind.
7. Transporting live animals, reptiles, or insects on a school bus.
8. Eating, gum chewing, or drinking on the bus.
9. Loud and/or boisterous conduct.
10. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading bus.
11. Riding bus after receiving no-ride-penalty.
12. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, emergency exits, or other bus equipment.
13. Disrespect to the bus driver.
14. Give improper identification when requested by driver.
15. Failure to remain quiet at all railroad crossings.
16. Fighting on the bus or at the bus stop.
17. Any type of damage or defacing of bus.
18. Lighting of matches, cigarettes, smoking on bus.
19. Throwing any objects in, out of, or at the bus.
20. Failure to obey driver.
21. Endangering life, limb, or other people.
22. Other unauthorized or unsafe actions.
23. Skateboards are not permitted.
24. No glass containers of any kind.

STUDENT INSURANCE

The Corning Union Elementary School District does not carry accident insurance for our students. Low cost coverage is available through the school and several plans are available to choose. It is strongly recommended that families obtain accident insurance for their children. Information can be found at <https://www.corningelementary.org/ParentsStudents/Parents-Resources/Online-Forms-and-Documents/index.html>

VISITORS

The California State Education Code requires that **ALL VISITORS**, including parents, check in with the school office when visiting the school campus. Students who attend other schools are not permitted on campus during school hours without authorization from the administration.

LOST AND FOUND

At the end of each school year, a large number of articles of clothing are left behind. Labels with your child's name sewn into the garment are a big help in returning lost items to their owners. Please help us by using name labels on your child's clothing. Feel free to stop by the office to check on lost articles.

TELEPHONE USE

The office phones are not for student use, except in the case of emergencies or as directed by school personnel. In the event of an emergency, office personnel will normally place the call. Emergencies DO NOT include calling for school work, books, or after school social arrangements. All students must have a phone pass from their teacher to use the phone.

HEALTH SERVICES

If a student becomes ill, the teacher will send the student to the office. Parents/guardians will be notified if it is deemed necessary.

MEDICATION

If it is necessary for a student to take medication during the school day, you and your physician are required to complete the SCHOOL MEDICATION AUTHORIZATION FORM (available from the school office) allowing school personnel to store and dispense the medication. ALL medication must be brought to the school office in the original container for safe storage during the day. NO EXCEPTIONS.

POWER OUTAGES

In the event of a power outage and you need to contact the school please call our fax number at 530-585-2802.

AFTER SCHOOL

Students are required to go directly home after school, unless the student is involved in a school sponsored activity or an after-school program. This is a strict school policy. If your child goes home in a different manner than usual, please send a note to the office, explaining the

change, prior to the end of the school day. All changes are recorded for the safety of our students.

SCHOOL SAFETY/ SAFETY DRILL

Please note that in addition to regular fire drill, we will also be practicing additional safety drills this year. These exercises are required as part of our school safety plan and they make good sense. There are two types of schools; those that have already had a crisis and those that are about to. We need to be prepared for a multitude of incidents that include both natural disasters and those caused by man. Please do not hesitate to contact the school if you would like additional information or have questions about our school safety plan. Emergency plans are as important for home as they are for school.

****To ensure the safety of our students, all gates around the school campus will be locked during school hours.***

VOLUNTEERS

Rancho Tehama Elementary needs volunteers in a variety of programs and most importantly to assist in our classrooms. You may be asked to work with a small group of students, listen to a child read, help with a math problem, help set-up an art project or help clean up. The pay is non-existent and the work is hard. Your reward is the knowledge that you are doing a service for the students and the school. Please call us at 585-2800, if you can lend a hand. A Tuberculosis test/clearance is required for all people who volunteer on a regular basis. If you can help, our sincere thanks and gratitude is given.

APPROPRIATE SCHOOL DRESS

The school district recognizes that the type and style of clothing and one's hairstyle are an individual and personal choice. These things influence our expectations for what is acceptable and unacceptable. Students may not come to school dressed in a manner that is apt to be distracting to others, unsafe, or wearing clothing or items that represent possible gang association. Students wearing inappropriate clothing will call home to receive appropriate clothing or wear a Rancho Tehama T-Shirt, if available. Possible consequences include recess detention, lunch detention or both. Suspension could be used for students who continuously abuse the dress code.

- Clothing shall be sufficient to conceal undergarments at all times. Clothing that is too short, sheer, see through, tube tops, halter tops, spaghetti straps or any dress that reveals the midriff, breasts, shoulders or back is prohibited. School staff has the ability to use their judgment when necessary.
- Clothing or school materials shall not show obscene, gang-related slogans, words or pictures or sexually suggestive statements.
- Shirts which are longer than the pants pockets must be tucked in.
- Pants must fit appropriately around the waist. Sagging is not permitted.

- Shoes must be worn at all times. Closed toe and heel shoes such as tennis shoes are required. Musical and roller shoes are not appropriate for school.
- Hats, caps and other head coverings shall be worn front facing and not be worn indoors.
- Hair shall be clean and neatly groomed. Hairstyles that are extreme or distracting such as Mohawks or unnatural colors are not appropriate for school.

AFTERSCHOOL (S.E.R.R.F.) PROGRAM:

Safe Education and Recreation for Rural Families (**SERRF**) provides a balanced program that includes academic enrichment and recreation curriculum in a safe, secure and caring after school environment. Applications are available in the Rancho Tehama Elementary office or online at https://schools.mybrightwheel.com/sign-in?redirect_path=forms/796a0ef0-fecc-426e-81d5-2612085e7e35/self-service

The SERRF program begins everyday right after school. You must pick your child up by 6:00 PM. No EXCEPTIONS.