

The logo for Sonoma Ranch Elementary is a circular emblem. It features a grey horse head in profile, facing left, with a blue mane and tail. The horse is set against a light blue background that resembles a horseshoe with four white studs. At the bottom of the horseshoe, the letters 'SRE' are written in white on a grey rectangular background.

Sonoma Ranch Elementary

Family Handbook

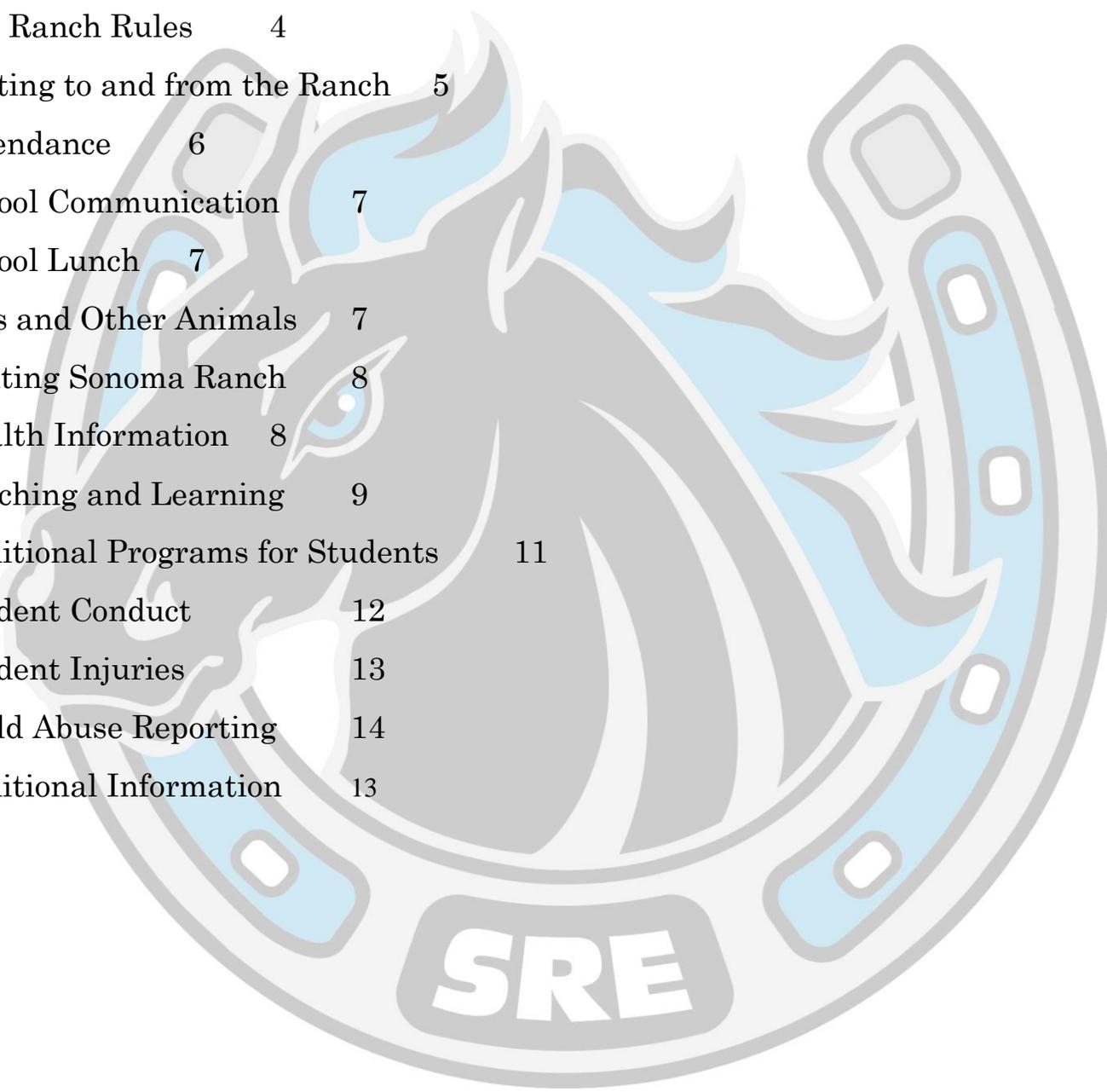
2019-2020

Welcome to the Ranch!

SRE

Sonoma Ranch Elementary

KNOW YOUR SCHOOL – General information	3
The Ranch Rules	4
Getting to and from the Ranch	5
Attendance	6
School Communication	7
School Lunch	7
Pets and Other Animals	7
Visiting Sonoma Ranch	8
Health Information	8
Teaching and Learning	9
Additional Programs for Students	11
Student Conduct	12
Student Injuries	13
Child Abuse Reporting	14
Additional Information	13



KNOW YOUR SCHOOL – General information

Sonoma Ranch Elementary School

Colin M. Kelly, Principal

601 N. Key Biscayne
Gilbert, Arizona 85234
480.497.9343
480.497.9574 (fax)

<http://sonomaranch.gilbertschools.net/>
Instagram/Twitter: @stallion_strong

Attendance line: 480.497.9343 #1

Playground opens:	7:45 a.m.
Breakfast served:	8:45 a.m. - 8:05 a.m.
Line-Up Bell:	8:05 a.m.
Start Bell:	8:10 a.m.
School Hours:	8:10 a.m. - 2:55 p.m.
Office Hours:	7:00 a.m. - 3:30 p.m.
Early Release Wednesdays (1 hr.)	8:10 a.m. - 1:55 p.m.
Half Day Early Release Hours:	8:10 a.m. - 12:30 p.m.

Playground supervision begins at 7:45 a.m. Students cannot arrive on campus before this time.

Absent/Tardy Reporting: We hope your child will be here every day, however, in case of an absence or tardy, you must notify the office in advance or on the morning of the absence. If we have not heard from you by 10:00 a.m., we will call you.

Attendance line: 480.497.9343 #1

Breakfast: \$1.75 (includes fruit, milk or juice) Served daily from 7:45 a.m. – 8:00 a.m.

Lunch: \$2.90 (includes salad bar and milk or juice). Make checks payable to “Sonoma Ranch Elementary” and include the student’s name and teacher in the memo section. To credit your student's account online, go to www.myschoolbucks.com and follow the online procedures.

Lunch Times:

GRADE	REGULAR	RAINY DAY	1 HR EARLY		HALF DAY	ASSEMBLY
Kinder / BBlocks	11:55-12:35	11:55-12:15	11:25-12:05		10:55-11:20	11:55-12:35
6 th	12:00-12:40	12:00-12:20	11:30-12:10		11:00-11:25	12:00-12:40
2 nd	12:10-12:50	12:10-12:30	11:40-12:20		11:05-11:30	12:10-12:50
1 st	12:15-12:55	12:15-12:35	11:45-12:25		11:10-11:35	12:15-12:55
4 th	12:20-1:00	12:20-12:40	11:50-12:30		11:15-11:40	12:20-1:00
3 rd	12:30-1:10	12:30-12:50	12:00-12:40		11:20-11:45	12:30-1:10
5 th	12:40-1:20	12:40-1:00	12:10-12:50		11:25-11:50	12:40-1:20

Sonoma Ranch Elementary has a school-wide Positive Behavior Intervention Support system. We call it The Ranch Rules.

The Ranch Rules:

Be Safe

- 1.) Keep hands/feet to self
- 2.) Stay in your seat

Be Respectful

- 3.) Speak appropriately
- 4.) Be kind

Be Engaged

- 5.) Follow direction
- 6.) Participate correctly

Sonoma Ranch Elementary students are expected to adhere to The Ranch Rules. Each student is provided with an agenda or calendar that is used to communicate student behavior performance. The process followed is as such:

- Agendas accompany students to special areas classes, resource classes, speech, reading, and the office if sent for discipline.
- If a student fails to follow a Ranch Rule, the teacher will instruct the student to write that Ranch Rule number in their agenda, under the corresponding subject area being taught at the time.
- Consequences for not following the Ranch Rules are consistent across each grade level. Teachers will share the consequences with parents.

Getting to and from the Ranch

Safety is our top priority. The information below is intended to keep everyone safe. Students should arrive at school no earlier than 7:45 a.m. There is no supervision on school grounds or crossing guards until that time.

Parent drop-off/pick-up:

- Students should be dropped off and picked up in the “parent pick up” area along the east driveway on campus.
- The Front Office should not be used for dropping off or picking up students, it is best to do so in the parent drop off/pick up area behind the school.
- Write your student’s name on the parent pick-up sheet, provided at the start of the year, and display it on your dashboard when picking up your students. This speeds up the process! Parents dropping off/picking up students should turn into campus at the marquee and proceed along the north side of the building and turn right onto the drop-off driveway.
- Students should only be dropped off at the sidewalk by the fence line. Students then proceed through the gate and into the schoolyard.
- Do not drop students off in the front parking lot or by the marquee.
- If arriving after the first bell (8:05), park in a spot near the marquee, send your student in through the front door, then proceed out the east exit of campus. A good tip is that if the crossing guard is no longer at the marquee, park and send your student through the front door.
- At the end of the day, it can be challenging to get messages to students, after 2:35 PM (1:35 PM on Weds) we will not be able to change your student’s dismissal plan. If you anticipate a change in how your student will head home, please be sure to give us a call before 2:35 PM (1:35 PM on Weds).

Walking

- Walk on the sidewalk at all times.
- Cross at Maple St. with the crossing guard. Cross at Key Biscayne Dr. and through the front parking lot with the crossing guard. Cross with the guard at the marquee.
- Students should leave the school grounds immediately after dismissal unless they are taking part in an organized after-school activity.
- Please inform the office and teacher well ahead if your student will be changing their regular means of coming to or from school.

Riding bikes/scooters

- All students are allowed to ride their bike/scooter to school.
- Helmets are strongly encouraged.
- Walk your bike/scooter in crosswalks.
- Follow the directions of the crossing guards.
- Bikes/scooters are to be stored in the bike racks on the east or west sides of campus.
- Bikes/scooters need to be walked once you enter campus
- GPS does not allow bikes to be ridden by anyone on campus (this includes adults)
- Lock your bike or scooter. The school is not responsible for the protection of students’ bikes or scooters.
- Motorized scooters, hoverboards, and shoes with wheels (ex: Heelys) are not allowed.

Notwithstanding the above, the principal may alter the above guidelines because of a localized safety situation.

Riding the bus

- All students should be able to recite their address, phone number, and the location of their bus stop.
- Students are not allowed, without a written request from a parent and approval from the principal or principal designee, to ride a bus other than their assigned bus.
- Transportation provided by the District is a privilege. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to denial of transportation privileges.
- GPS provides bus transportation for elementary students who live one mile or more from school. For safety reasons, the District encourages parents to supervise their children at the bus stop.
- Balloons are not permitted on the bus.
- If your student reports an incident on the bus, please contact Transportation at 497-3459 first. Then let us know in the office.

Attendance

Regular attendance and punctual arrival at school are two habits that dramatically affect student achievement. Absences and tardiness are disruptive for all students, impacting their schedules and requiring readjustment to the class routine.

Absences

- All students should be in class every day unless they are ill. It is very important that the office is notified as soon as possible if a student will be absent. If a call is not received, an automated system will contact the family via the phone numbers/emails in the Infinite Campus system.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note, signed by the parent, to the school attendance clerk stating the date and reason for the absence.
- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind in class work.
- When requesting work missed during an absence, please contact the school office before 10 a.m. to provide adequate time for the teacher to prepare materials to be sent home or picked up at the end of the school day.

Tardy/Early Departure

A grade K-6 student will not be considered absent if the student is present at least three-quarters of the school day. An absence up to one-quarter of the school day will be considered a tardy or an early departure. Five tardies or five early departures will count as one absence.

Signing Students Out

- For the safety and protection of the child, a student will only be released from the classroom before the regular dismissal time when the parent comes to the office and signs the child out.
- *Students will not be released on the basis of a telephone call.*
- Students will only be released to persons authorized by the parent and those individuals specifically listed on the Emergency Information Card.

Custody

- It shall be the responsibility of the parent, who has a court order restricting the rights of the other parent, to notify school officials of the conditions and to provide school officials with a current copy of the court order.
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation of changes.

School Communication

The Round Up, our school newsletter, is distributed via a School Messenger, email and text message early each week, and should be available on the school website. Since we use a web-based newsletter the correct link will read as smore.com.

The Sonoma Ranch Elementary website is also used as a communication tool. It should be the first place you look for information from the school. It is still being developed, so if you don't find what you are looking for please call us!

Each teacher and grade level will communicate with parents using a variety of methods.

School Lunch

Students who choose to use the District's school lunch program may deposit money into their cafeteria accounts by bringing the money to school or using the online account (www.myschoolbucks.com) They may also buy their lunch on a daily basis. Deposits to cafeteria accounts may take 24 hours to post. Gilbert Public Schools participates in a federally subsidized program, which offers free and reduced prices on meals to students, who qualify, based on family income. Information and an application are provided to each student. We encourage all families to fill out this form and send it to the school office.

Pets and Other Animals

Pets are only allowed at the Ranch for educational purposes with permission from the principal. Please do not bring your dog to campus, including before and after school. Animals are not permitted on campus or on buses.

Visiting Sonoma Ranch

- The Ranch welcomes adult visitors.
- All visitors to campus are required to enter through the front doors, sign in at the office and receive a visitor's badge.
- Visits to classrooms must be pre-arranged with the teacher.
- One popular way parents visit campus is to join their student(s) for lunch!
- Children from other schools are not allowed to visit or attend school with our students during school hours.

Health Information

- Any student, with a temperature of 101.0 degrees or more, must not attend school. When a student is sent home from school with a fever, the student will not be allowed to return to school until fever free, and without fever medication for twenty-four hours.
- Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent will be contacted and the student sent home.
- Students need to stay home for 24 hours once vomiting /diarrhea stops.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.
- All medication must be brought to the health office by a parent and picked up from the health office by a parent.
- The medication must be in the original prescription container labeled by the pharmacist or in the original factory container with all warnings and directions intact. Medications in envelopes, foil, or baggies will not be accepted.
- The school must have written permission from the parent for the medication to be administered at school.
- Only medications needed to treat an existing ailment are stored in the health office.
- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.
- Any student who has crutches, a wheelchair, or another assistive walking device must have signed permission from a medical doctor.

Teaching and learning

Gilbert Public Schools has designed curriculum based upon Arizona College and Career Readiness Standards, which identifies specific objectives in the following subject areas: reading, written communication, social studies, mathematics, science, health, music, physical education, and art. Sonoma Ranch Elementary School follows the Gilbert Public Schools' designed curriculum.

Instructional time

- Each grade level has designated uninterrupted instructional time. During this time the school protects instructional time by ensuring classes are not interrupted with announcements or messages from home.
- Messages, materials, lunch money, shoes, instruments, etc., brought to school are to be left in the office. Office staff will deliver items to classrooms or relay their presence to the classroom.
- Please try to schedule appointments outside of the instructional day.

As a note of consideration, especially for parents of intermediate students, students often learn to not forget items if they are not brought to school by a parent. If parents consistently bring forgotten materials to school, students often become reliant upon that process.

Homework

Your student's teacher will provide guidelines for homework.

Assessment of Learning

In order to ensure that Gilbert Public School students are being challenged academically, their performance is assessed continuously using a variety of measures:

- AzMERIT assessments in grades 3-6
- AIMS Dual Purpose Assessment (DPA) for grade 4 in science
- Quarterly ATI benchmark testing
- DIBELS reading assessments

Report Cards

- A report card's primary function is to communicate information to parents about their student's current achievement status, regarding learning objectives, in each curriculum area.
- Progress indicators or grades represent the degree of progress toward learning objectives rather than a comparison of achievement to other students.
- Report cards in the traditional sense have been replaced with our online gradebook. Parents can view student grades at any time. At the end of grading periods, teachers will notify parents that grades have been posted.

Grades

- Parents have access to their student's grades via Infinite Campus, an online grade and student information system. Families are encouraged to check it regularly.
- Sonoma Ranch uses Standards Based Grading for grades K-3, and will pilot the use of Standards Based Grading in grades 4-6 during the 2019-20 school year

Parent Conferences

- Parent/Teacher Conference dates can be found on the District calendar.
- Parents who would like to meet with their child's teacher during non-scheduled conference times should call to schedule a conference.
- Concerns are best addressed at school with the teacher and principal.

Student placement

- Students are placed into classrooms via a deliberate process that takes into account a number of variables, including parent input.
- Placements take place in late spring.
- Parents wishing to provide input on their student's placement should complete the Optimal Learning Environment form.
- The final decision on student placement rests with the principal.

Field Trips

- Educational field trips are designed to augment instruction in a class.
- It is the philosophy of the District that all field trips meet the educational objectives of the District. The trips are carefully planned and coordinated and do not seriously disrupt the educational program.
- Prior to each trip, the teacher shall provide parents with information concerning the purpose and destination of the trip, date, and time of departure and estimated time of return.
- Parental permission slips must be signed by a parent and turned in to the teacher in charge before the trip takes place.

National Elementary Honors Society

- National Elementary Honor Society chapter of Sonoma Ranch Elementary School is a duly chartered and affiliated chapter of this prestigious national organization.
- Membership is open to 4 - 6th grade students who meet the required standards in four areas of evaluation: scholarship, responsibility, service, and leadership.
- Students are selected for membership by a majority vote of a principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each May.

Additional Programs for Students

Building Blocks

- Building Blocks is an open enrollment, tuition based program.
- Using our online system, Day Care Works, parents are free to create custom schedules that works for them and pay for only the days that their child attends.
- There are no minimum requirements or set schedules for attending the program.
- Parents can choose from two different time slots; Extended Day 6:30am-6:00pm or School Day 8:10am-2:55pm.
- Families can tailor their schedule every Sunday to meet the specific needs of their household. Enrollment in our school year program will also grant you access to Holiday Camps, which provides care during the times the schools are on breaks.

Before and after school care

- Sonoma Ranch Elementary has a VIK (Very Important Kid) Program on campus.
- Before and after school care is available to all Sonoma Ranch students.
- For further information regarding the VIK Program or to enroll your student, please contact GPS Community Education at 480-892-9089 or visit their webpage on the parent section of the GPS website.

Accelerated Learning Program (ALP)

- Students in 6th Grade receive pull-out instruction in math and reading/language arts from our ALP teacher.
- Students in 5th and 4th grades receive pull-out instruction in math only from our ALP teacher. Students in 5th and 4th grades, eligible for ALP in reading/language arts, receive that instruction from their homeroom teacher.
- Students in 3rd, 2nd, 1st, and Kindergarten receive all ALP instruction from their homeroom teacher.
- Referral for evaluation can be made by parents and/or classroom teachers.
- Students are identified for ALP by achieving at a certain level on the Cognitive Abilities Test (or other state-approved test).
- For further information regarding ALP, contact Educational Services at 480-497-3347.

English Language Learning Program (ELL)

- The English Language Learning Program serves children who need assistance in learning English.
- Arizona law requires that children with a home language, other than English, be assessed for proficiency in oral language, reading comprehension, and written communication.
- Following parent notification, students, who are identified as limited English proficient, may receive various forms of instructional support on English acquisition.

Parent Teacher Student Organization (PTSO)

- Parents/guardians of current Sonoma Ranch Students who volunteer their time to enhance the school community
- Many ways to volunteer
- More information at <https://www.facebook.com/sonomaranchptsso/>
- Email: sreptsso@gmail.com

Student Conduct

Please read and review the Gilbert Public Schools Elementary Family Handbook available here: http://www.gilbertschools.net/board/board_policy.php.

Gilbert Public Schools School Rules

- Use equipment properly and safely.
- Walk on all sidewalks and in buildings.
- Follow instructions of all staff members.
- Take turns using playground equipment.
- Stop playing when the bell/whistle sounds and go directly to class or designated area.
- Use appropriate language and voice volume.

- Remain on school grounds until dismissed or given permission to leave.
- Settle differences peacefully, without fighting, threats, name-calling or put-downs.
- Do not play dangerous games, such as tackle, penny drops, rugby and red rover: no tag or running games in the sand or playground equipment.
- Electronic devices (i.e., iPods, MP3 players, cameras, digital recording devices, electronic games, etc.) are not allowed at school. Gilbert Public Schools and its employees are not responsible for any damage, loss, or stolen electronic devices nor will school personnel time be used to conduct searches or investigate the incident.
- The possession of cell phones at school is discouraged. A signed permission slip is required for a student to have a cell phone on campus.

Violations of school rules may result in consequences from the classroom teacher and/or the principal.

Scope of the School's Authority

Policies and regulations pertaining to student conduct are extended to include, but not limited to:

- School campus
- Going to and from school
- At or near school bus stops and in district vehicles
- Off-campus during the normal school day, including release periods
- At school events on or off campus
- In the District's drug-free zones

School Related Criminal and Civil Laws

Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

Abuse of School Employee

It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related activities.

Interference with the Peaceful Conduct of an Educational Institution

A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by school officials.

Student Injuries

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is

the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

Child abuse reporting

Arizona Revised Statute 13-3629 states that all school personnel are obligated to report suspected abuse, including teachers, support staff, and administrators. This obligation arises when observation or disclosure provides "reasonable grounds to believe" that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse. All school personnel must "immediately report or cause a report to be made" of suspected child abuse to the police and/or Child Protective Services (CPS).

Concerns regarding the notification and questioning of students at school by CPS (Child Protective Services) social workers and law enforcement authorities regarding suspected child abuse/neglect need to be addressed with the agency conducting the interview. A school official may be present only if such presence is necessary to the investigation.

Additional information

This document is meant to be a brief overview of the Gilbert Public Schools Elementary Family Handbook as it applies to Sonoma Ranch Elementary. Parents are encouraged to review the Family Handbook. It is available at the link below:

<http://www.gilbertschools.net/>

For more information, please contact your student's teacher or the front office.