



Ronald Reagan Elementary School

Parent/Student Handbook

Principal – Ericka Restad
Assistant Principal – Lidia Concha
2018/19
35445 Porras Hill, Torrey Pines, CA. 92595
(951) 253-7650



Daily Schedule

- Grades 1 thru 6: 8:00 a.m. - 1:45 p.m.
- A.M. TK/Kindergarten: 7:50 a.m. - 11:30 a.m.
- P.M. Kindergarten: 10:15 a.m. - 1:55 p.m.

There are no minimum days at elementary school.

Reporting Absences

Please notify the office any time your child is absent. Parents must verify the reason for absence through either a phone call or a note. The direct line to the Attendance Clerk is (951) 253-7652.

Fragrance Free

The RRE office is a fragrance free zone. If you are wearing fragrance and need office assistance, please call (951) 253-7650 and an office staff member will meet you outside the front office to assist you. We have numerous students with allergies/health issues and highly encourage all classroom volunteers to refrain from wearing fragrance as it may trigger a person's medical condition.

Closed Campus

Ronald Reagan is a closed campus. This is a district-wide policy. Only students will be allowed to enter campus through the gates in the morning. Students can hug and say their goodbyes to parents at the gate and proceed onto campus. Staff will supervise students on campus, once gates are open. Parents who wish to come onto campus must sign in and out through the front the office and wear a visitor sticker/badge while on campus. Parents are invited to join us in the quad for Monday Flag Ceremonies. Please be sure to sign in and get a visitor sticker prior to entering campus. Remember to return sticker and sign out when leaving campus.

Messages to students

Only emergency messages will be delivered to students in the classroom. In order to protect instructional time, reminders/calling the classroom to deliver messages/items will not be permitted.

Parent Involvement Policy

PARENT INVOLVEMENT

Parents are teachers too! Students do their best when parents and teacher are working together. Here are some things you can do to help your child have a successful year:

- ❖ Be a volunteer helper or member our PTA. (Volunteers must follow badge process.)
- ❖ Attend as many school functions as possible.
- ❖ Take an interest in papers your child brings home from school.
- ❖ Display papers at home.
- ❖ Monitor your child's homework and assist when appropriate.
- ❖ Extend your child's learning at home.
- ❖ Avoid comparing your child with other children.
- ❖ Get acquainted with your child(ren)'s teachers.
- ❖ Praise your child for schoolwork that is well done or shows improvement.
- ❖ Learn what is expected of your child in school.
- ❖ Attend special activities in which your child is participating.
- ❖ Attend all parent/teacher conferences.



VOLUNTEERS

Volunteers in the classrooms are encourage/appreciated. In order to protect our students, all volunteers must follow district policies to obtain a volunteer badge.

1. Volunteer packets may be picked up in the school office.
2. The packet is to be completed by the volunteer then signed for approval by the classroom teacher(s) and the school principal.
3. The packet is then to be taken to the district office where a Megan's Law check will be run.
4. Once approved, volunteers will receive a photo volunteer badge that must be worn at all times while volunteering.
5. Volunteer badges must be renewed on an annual basis.
 - Red Badges do not require fingerprinting. Red Badge volunteers work under the direct supervision of a school employee.
 - Purple Badge employees require fingerprinting. Purple Badge volunteers work under the supervision of a school employee and may also serve as a chaperone on field trips.

Misuse of the volunteer badge, such as using the badge to gain access to the campus for something other than volunteering, or refusing to sign in/out of the office, may result in the volunteer badge being revoked.

Volunteering/Visiting Policy

If you are **volunteering** in the classroom, be sure you:

1. Have been cleared through the district office and received a volunteer badge.
2. Wear your volunteer badge at all times while on campus, or attending field trips.
3. Sign in and out in the office every time you arrive and leave.
4. Do not bring younger, or older, children who are not enrolled at RRE with you to the classroom.
5. Follow the rules and regulations of the school at all times.
6. Work in the classroom with the teacher. No parent volunteers are to be in the common areas (such as playground or lunch tables).

If you are **visiting** campus (to watch a class performance or awards event):

1. You may bring older/pre-school children with you, but supervise them at all times. Older children may not "visit" other classrooms or parts of campus.
2. Please do not sign your child in late or out early for performances or awards. Children need to be in school all day.

PROCEDURES AND REGULATIONS

Animals on School Grounds: Animals are not permitted on school grounds at any time, unless they are a documented service animal in service of an individual who is required to be on campus.

Arrival and Departure

Arrival:

School begins at 8:00 a.m. for 1st-6th grade. However schools begins at 7:50 a.m. for TK/AM Kindergarten and 10:15 a.m. for PM Kindergarten). MPR will open at 7:30 a.m. for students receiving on-campus breakfast. Gates open at 7:45 a.m. on the playground. Students are to remain in the supervised area before school. Students are not to be in areas that are unsupervised by RRE staff (including hallways or waiting outside their classroom). No exceptions.

The pickup/drop off lane is in the parking lot off Porras Road, in front of the school. It is important that parents who chose to drop off their child in the drop zone do so quickly and then promptly pull out of the loop. Student need to be ready to exit and parents may not exit their vehicles, or linger, in this location. Remember to pull all the way forward and to exit quickly to make space for incoming families. Please do not sit in the driveway and watch your child walk onto campus.

Students May Not be dropped off or picked up in the actual parking lot. This is dangerous and we thank you in advance for refraining from having your child walk unattended through the busy parking lot. We appreciate parents' patience and consideration. The children's safety is our highest priority.

Kindergarten Arrival and Departure:

All AM and PM TK/Kindergarten students will enter the TK/KN playground through the back gate near side parking lot. This is the "hug and drop" zone where parents can say goodbye and send their students in through the gate.

AM TK/KN Arrival:

The gate will open at 7:45 a.m. for students to enter and line up for class. TK/KN students who receive breakfast on campus can go directly to the MPR at 7:30 am. and they will be escorted to their classrooms after they eat.

PM KN Arrival:

The gate will open at 10:10 a.m. for students to enter and line up for class through the back gate.

AM/PM TK/KN Departure:

AM TK/KN students will be released to their parents/guardians/designee at 11:30 a.m.

PM KN students will be released to their parents/guardians/designee at 1:55 p.m.

Room #1: AM/TK students will be released through the front gate by the red barn/bike rack.

Room #2: AM and PM KN students will be released through the back TK/KN gate.

Room #3: AM and PM KN students will be released through the back bus gate.

Departure:

School ends for 1st-6th, at 1:45 p.m. Plan ahead of time with your child how s/he will get home (bus, pick up, walking). Please avoid calling the office for staff to tell your child how you want him/her to get home, as we will not interrupt classes for such messages..

- If you pick up your child using the pickup/drop-off zone, instruct your child to meet you right after school dismisses. *Students waiting to be picked up are to remain in the supervised area calmly standing and watching for their ride. Students are not allowed to run or play around while waiting to be picked up. Students need to be picked up by 2:00 p.m. when supervision ends, or parents will need to enter the office and sign their student out.
- Students who ride the bus are to report directly to the bus area after school. Buses leave promptly. If you have an older student picking up a kinder sibling please make arrangements with the KN teacher.

- Students who walk home or walk off campus to meet their parents at a designated spot need to use the crosswalks and sidewalks to safely exit the campus. Students are not permitted to wait unsupervised on the upper sidewalk on Porras Rd. Students who get picked up on Porras Rd. will wait on campus by the marquee and make their way up to the sidewalk when they can see the vehicle that will be picking them up.

Articles from Home: Toys and personal items may not be brought from home. The school is not responsible for loss of personal property, this includes electronics (such as cameras, video cameras, iPods, and cell phones).

Assembly Behavior: A variety of areas on campus used for special assemblies and programs. Students and guests are expected to act respectfully and appropriately.

Attendance: Please ensure your child arrives regularly and on time for school each day. Children should, however, not be sent to school if they are sick. Students with several absences and/or multiple tardies may be referred to the School Attendance Review Board (SARB). Regular attendance is critical to support high achievement and a positive schooling experience for your child.

- **It's important that you refrain from taking vacations during the times we are in session.** By law, students are to be in school unless they are truly ill. Prolonged and excessive absences are referred to the School Attendance Review Board (SARB). Incentives for students with perfect attendance will be given.
 - Perfect Attendance is just, perfect. The student must attend school all day, every day without exception, which includes tardies and early departures.
- If it is absolutely necessary to keep your child out of school for 5 or more school days, you must complete an Independent Study Contract (see page 8). This must be completed and approved at least one week prior to the absences. If you do not apply for an Independent Study contract your child may be dis-enrolled. If you apply for a contract and your student does not complete/turn in the work, the absences will be considered truanancies and may result in a SARB referral.

Balloons on Campus

Balloons and other celebratory items, such as flowers, are not allowed on campus. These items can trigger allergic reactions and can be a distraction from the learning environment.

Bicycles & Scooters: Bicycles and scooters may be ridden to school by students if they follow safety rules. Locks and helmets are required. Bicycles and scooters must be walked on and off the school grounds. The bike racks will be locked during the school day. ***Kindergarten students may not ride their bikes to school due to safety and the inaccessibility of the bike racks during the day.**

Books: Books, for all classes are provided by the Lake Elsinore Unified School District and, are checked out to individual students, who are responsible for them. Although some workbooks are provided for students use each year, most hardcover books are expected last 5 to 7 years. Therefore, it is important that students take responsibility for keeping their books in good condition, free from water damage and pencil or ink marks. Students will be charged for any damaged or lost books including library books and classroom textbooks. Water damage, often caused by student water bottles leaking in the desk, backpack, or on the desk has been an issue. We ask that students protect their textbooks from water damage. Water damage can result in mold and require that the textbook be replaced for the full cost of the book (math books, as an example, cost \$65.00 !!!!).

Bullying is not tolerated in school. Students who are victims of bullying or witness bullying need to report the incident to an adult right away. Students who bully others will be subject to the progressive discipline policy outlined below. Bullying is defined as: repeated behavior by a person in a position of power that hurts, threatens, or torments another person. Bullying is not a one-time name calling or mean act.

Our Reporting and Investigation Procedure is as follows:

- Receive complaint
- Identify involved parties
- Students complete written statements
- Administration start the investigation/interview process
- Start the Sequence of Interventions
- Notify parents, as needed

Our Sequence of Interventions is as follows:

Phase 1 - Student Conference

Verbal and written warning
Copy of school anti-bullying and procedure
Bullying information and education
Write a report on bullying
Parent conference and/or call

Phase 2

Behavior Contract
No Contact Agreement
Consequence appropriate to the situation

Phase 3

Conflict management group and or/group counseling
Parent mediation
Consequence appropriate to the situation

Bus: Students are expected to comply with the bus rules and regulations distributed in the District Information Packet. Students who do not follow the rules will be issued bus tickets, and their bus riding privileges may be revoked. Questions, regarding transportation, can be answered by school personnel at 253-7650 or the Transportation Department at 253-7830. **Bus Rules** can be found listed in the Parent's Rights Handbook.

Bus Tickets: A bus ticket is a serious offence and is only issued after the driver has worked with the student to help to change his or her behavior, unless it is a serious offence that requires immediate action. Bus tickets may result in site-based consequences as well as a loss of bus riding privileges.

Celebrations: Birthday and other celebrations will be allowed per teacher discretion. Celebrations will generally be limited to the last 15 minutes of the school day. The teacher must be given a minimum of a 24 hour advance notice. Food may not be included as a part of a celebration, including cupcakes, treat bags, etc. Parents will be permitted to bring in non-food favors/gift bags, books games, etc., instead.

Child Abuse: All school personnel are mandated reporters. This means they must report suspected instances of child abuse or lose their authorization to work with children. While it is a staff members duty to report, it is the job of Child Protective Services to investigate.

Communication: Your child's teacher will communicate with you on a regular basis. Many use SeeSaw as the most regular form of written communication others may be used as well. If you have any questions or concerns regarding your child's academics or social interactions, the first person to contact is your child's teacher. You are always welcome to contact the school principal, if you feel a concern has not been addressed. Additionally, the School/PTA Newsletter is published monthly, which contains valuable information regarding important dates, special programs, and family events. There is also a school and district maintain a website which can be found located at www.leusd.k12.ca.us.

Complaints: The Lake Elsinore Unified School District has a Uniform Complaint Procedure that can be found in the District Parent's Rights Handbook distributed at the beginning of the school year or during registration. In this Parent's Rights Handbook, you will find how to file a complaint and with whom to file it. All Complaint Forms are also available in our school office.

Crossing Guard: A crossing guard is provided before and after school so students can cross Porras Road and La Estrella safely. It is imperative that all students utilize the crosswalks to help ensure their safety.

Day Care: Parents with children needing care before or after school may sign up for the LEUSD Child Care Program through our district office or website. The day care room on on the RRE campus is located in room 34. The on-campus phone number for child care is (951) 253-7055

Discipline: In order to ensure effective learning and quality instruction take place, it is critical to maintain a safe and orderly environment. All students have the right to learn, grow, play, and be safe while at school. It is important for students to take responsibility for their actions. They may not infringe on the rights of others or disrupt the learning environment. Interventions and consequences are designed to support positive behaviors. They range in severity based on the infraction: missing recess, detention at the lunch benches, "time-out" in the office or in another classroom, after school detention, suspension from school for 1 to 5 days, or expulsion from the school district. Parent support throughout this process is crucial to assisting student learning.

Positive student behavior is the expectation for all Ronald Reagan students. Students are expected to follow classroom and school rules at all times. Students are regularly informed of the rules of the classroom as well as the rules of the school. At the beginning of each school year, teachers advise parents of the standards for student behavior and the school wide discipline plan. Classroom rules are posted along with the rewards and consequences. An assembly is held at the beginning of the year to review school expectations and rules with all students. They are also reviewed after winter break.

The school rules are:

1. Students will keep their hands, feet and objects to themselves.
2. Students will use playground equipment and school areas appropriately.
3. Students will obey all adult supervisors and follow directions the first time.
4. Students will use positive and appropriate language.
5. Students will bring only approved personal items to school.
 - No toys, iPods, etc
 - No unsafe items such as pocket knives, weapons, explosives, fireworks, or matches
 - No drugs, alcohol, medications, cigarettes, e-cigarettes, vape pens, etc.

The staff at Ronald Reagan Elementary School believes in, and uses, a progressive discipline system for all students. This plan was created to support development the respect and responsibility in all of our students.

Progressive Disciplinary Steps:

- Student Warning/Conference/Intervention Regarding Infraction
- Time-Out
- Parent Contact
- Loss of Privilege or Recess/Lunch Detention with Parent Contact
- Office Referral with Parent Contact
- On-Campus Intervention
- Off- Campus Suspension with Parent Contact
- Possible Expulsion

Additional Options

Each instance of misbehavior is unique and each student is unique. No two situations are exactly the same nor can they be treated in a "cookie cutter" fashion. There are times when alternative consequences are appropriate. Those consequences could include: apology letter, research report relevant to the situation, campus beautification, class change, or other remedial action appropriate to the situation.

Things to keep in mind:

1. Horseplay, play fighting, threatening statements or name-calling is not allowed. This often leads to real fights between students.
2. Self-defense is not hitting back. It is doing what is necessary to get away from the situation.
3. Retaliation is not considered self-defense. It is engaging in the fight.

Early Dismissal: Occasionally, it is necessary to check out a child from school before dismissal. In order to do this, the child must be checked out through the office. Office staff will call the child from the classroom, once the parent/guardian has arrived in the office. Please note that an early check-out counts against attendance. Please limit these early dismissals to emergency situations only. **Children will not be checked out for early dismissal within 30 minutes of school getting out. Children will only be released to adults, with I.D. who are listed as an emergency contact. We check I.D. every time a child is picked up early from school.**

Electronic Devices: Electronic devices are highly discouraged at school. If your child must carry a cell phone, school policy is that the phone is turned off, and put away, during the school day. If a student needs to call home, s/he may use the office phone with staff permission. Students may not use electronic devices to take pictures/videos, make phone calls, send messages, play games or access the internet while at school. Electronic devices may be confiscated for parent pick-up, if misused. Consequences may be given for repeated misuse.

Emergency Contacts: If emergency contact information changes at any time during the year, it is imperative that the office be notified. The more complete the contact information (including family and neighbors) the more likely we can reach someone, in the event of an emergency, if you are unable to be contacted.

Field Trips: Field trips are a supplement, or a follow-up, to class instructional work. All children are required to have a signed parent permission slip before being allowed to go on a field trip. Parents may go on field trips only as assigned supervisors and as needed for supervision by the teacher. Parent chaperones need to have a valid volunteer badge issued from the LEUSD. Children not enrolled at Ronald Reagan Elementary, or siblings in other grade levels are not permitted to go on field trips. A meeting with all parent supervisors will be conducted prior to the field trip to clarify responsibilities and liability issues.

Flag Ceremony: Every Monday, at the commencement of school a brief flag ceremony is conducted in the quad area. Parents are invited to join us at Monday Flag. Be sure to check in/out for the event and pick up a visitor's sticker, prior to entering campus. Parents are welcome to attend PTA meetings when they follow Flag Ceremony. Parents need prior teacher approval to go to classrooms after Flag Ceremony.

Hat Policy: Hats are permitted for outside wear only. Hats may not be worn inside. Hats may not be altered, worn backwards, or sideways. For health reasons, hats may not be shared with others.

Independent Study Contracts: If it is absolutely necessary for parents to keep their children out of school for five or more days an Independent Study Contract must be completed. See the Attendance Clerk, Mrs. Thomas to obtain the contract at least one week prior to the absence so the teacher has ample time to prepare assignments for the student. The contract will provide lessons to complete while that student is away from school, so that he/she will not fall behind in class work. The contract will be given to the student and is to be returned with the completed work, to the teacher, upon return to school. Failure to complete/return work could result in absences becoming designated as truancies.

Insurance: The District does not provide medical insurance. Information regarding voluntary school insurance is available in the office. Parents may purchase this insurance, if they wish.

Knives: No knives/sharp objects of any size are permitted at school. That includes pocket knives, box cutters, letter openers, etc.

Library: Students are encouraged to use the school library. The library is available for study, research, and checking out books. Families will be charged for lost or damaged books.

Lost and Found: Every year, students leave valuable articles of clothing, lunch boxes, and backpacks at school. *Please put your child's first and last name on all personal articles with permanent ink markers.* Parents, as well as students, are encouraged to check the lost and found area several times during the course of the year. Unclaimed items are donated to charities every two months.

Lunch Program: Students may bring a lunch to school or purchase a hot lunch for \$2.25. For those that bring their lunch, they may buy milk for 50¢. Information is available on the LEUSD for free or reduced lunches. Lunch menus are sent home at the beginning of each month and are posted on the district website.

Medication: When it is necessary for your child to take prescription medications during the school day, it is required that you and your physician complete a district form in order for the nurse or health clerk to administer this prescribed medication. The medication must be brought to school by an adult, in the original container, and will be locked in the nurse's cabinet. ***Without exception, students may not bring any medication to school!***

Messages to Students: In order to ensure quality instruction, classrooms will not be contacted for the purpose of relaying messages or delivering items. In the event of an emergency arising during the day, office staff will make the exception to interrupt the classroom. Please be sure to plan and communicate your plans to your child before s/he goes to school.

Non-discrimination: The District has a policy of non-discrimination on the basis of sex, race, color, religion, national origin, ethnic group, age or handicap, and promotes programs which ensure that discriminatory practices are eliminated in all District activities. Any complaints or questions may be referred to the Principal or Superintendent. Complaints may be made through the complaint procedure contained in Administrative Regulations 1312.3 - Uniform Complaint Procedures which is available at each school site.

Nutritional Snacks/Food: Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables, cheese, or nuts. In order to avoid health/allergy concerns, no food items will be permitted to share with other students or classmates. Please talk to your child's teacher and/or office staff if you have any questions.

Parent/Teacher Conferences: Parent/Teacher conferences are held in November for students who are at risk. All parents are welcome to request conferences any time during the school year. We encourage communication between the home and school. Please call the school to set up an appointment with your child's teacher if you have any concerns.

P.E.: Students need to wear appropriate clothing and footwear (such as tennis shoes) during P.E. If your child wears sandals to school, s/he must bring appropriate footwear to change into for P.E. Check with your child's teacher for the P.E. schedule.

Parking: Parking is a challenge at almost every school, especially in the afternoon when 700+ students are released at approximately the same time. Please be patient with the limited parking that is available. We are fortunate to be located in a community that has sidewalks and streets wide enough for parking on the sides. During peak periods allow time to park on the street and walk to campus. **Please do not park in the student drop off/pick up lane in front of the school, or in non-designated parking spots.** The side lot is designated for staff and TK/KN parents.

PTA: PTA is a great organization of parents and teachers who work to provide special programs for students, and implement exciting activities and events. These events are successful because parents have volunteered their time to make school activities fun for students and their families. Join the PTA! You will meet your neighbors and get to know the teachers. Your help is needed to make the year successful!

Report Cards: Report cards are issued twice per year, at the end of each semester. Progress reports will be sent two times during the semester, notifying the parents of students that are achieving below grade level. Should your child receive an unsatisfactory progress report, you should contact the teacher to establish specific objectives to help improve your child's academic achievement in the classroom.

Safe Route to School: Parents of children who walk or ride their bikes or scooters to school are required to wear helmets. Students may not take shortcuts through private property. All students are expected to follow good citizenship standards and obey the laws to and from school. Parents, please review safe routes with your child/ren prior to the start of the school year.

School Site Council: Representative staff members and parents are given an opportunity to work together to develop educational objectives that support the academic program. Interested parents may contact the school or may attend School Site Council (SSC) meetings that are noted on the calendar.

Sexual Harassment: The LEUSD Governing Board prohibits the unlawful sexual harassment of any person by any employee, student, or other person in or from the District. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school or another District administrator. A complaint of harassment can also be filed in accordance with AR 1312.1 - Complaints Concerning School Personnel or AR 1312.3 - Uniform Complaint Procedures. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. (Board Policy 5145.7)

Skateboards: The School District prohibits skateboards on the school grounds and parking lots at any time.

Standards: All students in grades TK-6 will be taught and expected to master grade level standards that are unique to each grade level. Students in grade 3-6 are tested on their knowledge of their grade level standards on the Common Core Assessment, referred to as SBAC, test in spring.

Student Dress Code: Students' dress and grooming needs to be safe and not be disruptive to the learning environment. Clothing and accessories that distract from the learning environment, or are unsafe, will not be permitted at school. It is impossible to give a definitive list of what is, and is not, acceptable. Many times specific cases are decided based on the impact a particular item has on the current learning environment. We have listed some of the most common items below.

GUIDELINES

Pants must sit on the waistline and not expose undergarments

Shorts/skirts/dresses must reach below fingertips when hands are at your side

Tops should cover the midriff and have at least two inch straps at the shoulder

Undergarments should not be exposed, at any time.

Designs on clothing should reflect positive messages and not include slogans or graphics of items not allowed on campus. Examples are; violence, hatred, illegal substances, alcohol or tobacco, sexual content, weapons, profanity, or negativity.

Student Recognition:

RRE offers a variety of meaningful motivating reward and recognition programs. Student accomplishment in the areas of academic achievement, effort, citizenship, leadership, and attendance are recognized through Monday Flag Assemblies and grade level assemblies.

Teachers also reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Recognition for good behavior and citizenship are given regularly.

Tardiness: Children are expected to be at school, on time, every day. If a child is late, s/he needs to bring an excuse from home to the teacher/office. Frequent tardiness, without a valid excuse is considered truancy under the law and will result in the SARB process. Students need to arrive to prior to the start of the school day, with ample time to get to class prior to the ringing of the last bell. Late students between 8:01 - 8:10 go straight to class, through the office. Students arriving ten minutes after the start of the school day will receive late passes to class from the front office staff. Either way, a tardy is logged on the student's attendance record. Tardies count against perfect attendance.

Telephone: Children may use the school telephone, in the front office, only in an emergency. Please plan with your child if he/she is to follow procedures different than usual after school.

Transfers: When a child is moving from the school, please let us know a few days ahead and specify the last day of attendance. If your child has materials at home that belong to the school, please return them to the teacher prior to leaving.

Visitors: *Ronald Reagan Elementary is a closed campus, per LEUSD policy.* Parents and other visitors must sign in and receive an office pass before entering campus while school is in session. They must also sign out prior to leaving campus. Visitors without a pass will be asked to leave. This practice is for the safety of your children. All "good-byes" need to be said at the gates. Late students cannot be walked to class

Ronald Reagan Elementary Playground Rules & Procedures

Please be respectful of yourself, others, and school property

Whistle and Bell Procedures

- Five minutes before class begins, a warning whistle will be blown. It will be three short whistles. This whistle notifies students that they have three minutes to get a drink or use the restroom.
- Once the bell or one long whistle is blown, students must **freeze**. Any playground equipment in student hands must be held. No further playing is allowed. Students are to **wait** for instructions from the teacher or aide on duty. Once students are dismissed, they are not to use the restroom or get a drink. They must **walk** to their classroom line.

Equipment

- Students must be able to reach the glider downfield by themselves in order to use it.
- A maximum of 30 swings on a swing are allowed, if there is a line.
- Jump ropes must be checked out by a teacher.
- Play in designated playground areas only-stay off hillsides, backstops, hallways, etc.
- Balls may only be kicked on the grass downfield. Use appropriate balls only.
- Students are not to bring any playground equipment from home. They may acquire equipment from their classroom playground supervisors.

Other

- Balls on concrete ball walls (not on stucco or classroom walls) only.
- Stay within supervised playground areas. No lingering in hallways, near classrooms, or in middle rooms.
- Running is allowed on the downfield grass area only. No running on the blacktop, ramps, stairs, or any paved areas, with the exception of playing basketball.
- Snacks may only be eaten at the lunch tables. Food and drinks are not allowed on the playground or downfield.
- Dispose of trash properly. Do not litter.
- Students may only use the restroom/drinking fountain on playground before school and during recess/lunch.
- When downfield, students may only play between the first backstop and on the "big toys."

Lunch Area Rules & Procedures

- Students will walk to the lunch area with their teacher.
- Students who purchase lunch will use good manners while waiting in the lunch line. They will keep hands, feet, and objects to themselves. They will not take cuts. They will follow the directions of the adults and stand in line respectfully.
- Students raise hands when they are finished eating. Once dismissed, they are to throw their trash away and WALK to the playground area.

RRE GAME RULES

Tetherball

First person to the court is the server. Server picks their side of the court. Newcomer picks their "way" or direction of winding.

Fouls (outs):

- No stopping of continuous play by holding or catching the ball, unless you are at the beginner courts.
- No touching the pole or rope during play with any part of the body; hands, arms, etc.
- Players may occupy their side and either neutral zone. You will be out if you step on the outside line or your opponents play area lines.
- If a player wins three times in a row, including a win by foul, that champion must go to the end of the line.

Handball

First person to the court serves. No more than four (4) players on the court. The ball may be hit with one or two hands. A good serve must bounce once before hitting above the blue line. The next player must strike the ball downward so the ball hits the ground first before hitting above the line on the wall. Newcomer serves. Players waiting to play must stand behind the court line. No players against the wall at any time.

Fouls (outs)

- Ball may not bounce twice.
- If the ball hits the line it is out.
- No straight "a's" (hits that do not bounce).
- No poppies (balls that hit the crack instead of the wall).
- The ball is out if it hits the top of the wall or goes over the wall.
- You are out if the ball hits you.

No "butts up" NO exceptions

Foursquare

Square **A** is always the server. Players rotate towards square **A**. Only the player that is out leaves the game. New players enter at square **D**. Server bounces the ball in square **A**, and then hits the ball with an open hand to any square. The ball must bounce before hit into the next square. The ball must also hit into the next square.

- The ball must be struck with an open hand.
- Players in line must be off the court.
- Stepping on or over the line is a foul and the player is out.
- If the ball hits any line, the hitter is out.
- If the ball is made to bounce over an opponent's head, it is an out for the hitter.

Switch

Play begins when each player has a foot on the corner. Switchmaster must be in the middle before calling switch. Every player must change corners when switch is called.

A player occupies the corner when they are the first to arrive. If you are not the first to arrive in your corner, you are out and must go to the end of the line. Newcomer becomes switchmaster.

Any disagreement between players in any game will be resolved by "rock, paper, scissors."

Students waiting in line for the game can make the final decision, if needed.

Good sportsmanship is always expected.

When a student gets out, s/he must graciously get out of the court and not hold up play with arguments.