

Ranchero Elementary School Handbook

Respect, Responsibility, Compassion, Honesty, and Fun

Weytk! We are fortunate to live, learn and work on the traditional lands of the Secwepemc People. The school is known as a positive place for students and staff and has a very good community reputation. We believe in treating all people with care, kindness and acceptance, and work to ensure all members of our school community demonstrate respect and responsibility in their actions. At Ranchero, we truly believe we are part of a team, supporting our students together with families and our community. We have a clear focus on reading, writing and numeracy and strive to provide well-rounded educational experiences to make learning meaningful and fun both in the classroom and in the community.



OFFICE HOURS

Monday – Friday

8:00 AM – 2:30 PM

Office: (250) 832 7018

E-mail ran@sd83.bc.ca



BELL SCHEDULE

8:03 Welcome Bell

9:37-9:52 Recess (15 mins)

11:22 –12:07 Lunch (45 mins) & 11:38-12:08

2:08 Dismissal

ATTENDANCE

Regular attendance and being on time for school play an important role in your child's success at school. If your child is ill, they should remain at home until they are well. However, if your child is going to be late or absent for any reason, please contact the office and leave a message. If a message has not been left by 8:30 a.m. and your child is absent, the school will contact you to verify their absence. It is also recommended that you email your child's teacher as well. Students arriving after 8:30 a.m. or leaving at any time during the school day must sign in/out at the office. It's also appreciated if you can let the office and your child's teacher know in advance (signed note, email or phone call) if your child will be leaving early.

SCHOOL PICK UP & DROP OFF

Parking is very limited at our school. During drop off and pick up times, please be sure to not park in the bus lane, or in front of driveways. We have a supervisor available to walk students across the road afterschool until the buses leave. Please watch for pedestrians/cyclists and follow the posted school zone speed limit 30 km/h.

BUSES Bus assignments and times are provided by Transportation via email. New riders must register with the Transportation Department. All students are expected to follow the established bus safety guidelines and SD83 Code of Conduct. Failure to do so may result in the loss of bus privileges.

- Students may only ride on their assigned bus.
- Unregistered student bus riders are not permitted.
- All Kindergarten students must be met at the bus stop by a parent or caregiver.

More information can be found at District Transportation Department <https://sd83.bc.ca/2022/08/19/bus-transportation-app/>

EMERGENCY & EVACUATION PROCEDURES

Our school practices emergency procedures on a regular basis. Caregivers who happen to be in the school during these times are to follow directions given by the administration. Our staff are familiar with these procedures and are responsible for directing students whether in or out of the building during any emergency. If we need to evacuate to an off-site location, students will be escorted by staff to Mellor's Store 5939 Frontage Rd. Families will be notified by email if such a situation occurs, and students are able to return to school before the end of the school day. If students need to be picked up from Mellor's Store, families will be contacted by both telephone and email.

SCHOOL MEAL PROGRAMS

Many of our students have long bus rides before and after school. We offer a healthy breakfast to any student who would like a bit extra to eat before school starts. We also offer lunch top ups for those needing a little extra. We participate in the Souper Soup Program which provides free monthly soup, bun and veggie lunch.

ALLERGY ALERT!

Families are encouraged to avoid including nuts and nut-based products in school snacks and lunches if the members of a classroom have severe allergies. We inform families if a classroom is nut sensitive. We also have members of our school community who are allergic to strong fragrances. Please support us in making our school community a safe and healthy environment for everyone!

School Communication

Ranchero Elementary will do its best to ensure families are kept up to date on news, events and activities. Communication will be made via emails, online newsletters and classroom/school blogs & website.

STUDENT TELEPHONE USE



School phones are available for student use for important messages only. Students may use the phone only with permission from school staff. We ask that families to pre-arrange after school plans and that the school is informed if needed.

Student Personal Devices

The use of personal digital devices must follow Ministerial Order 89/2024 and SD 83 Policy 122 Digital Citizenship whereby:

- In elementary schools, students are encouraged to leave all personal digital devices at home. Any personal digital devices brought to an elementary school must be stored in a secure location, not on their person, not visible, and not used during school hours.
- Personal digital devices may be used to support students with diverse abilities as outlined in students' support plans and Individual Education Plans to address accessibility and accommodation needs.
- Personal digital devices may be approved to support medical necessities.

STUDENT FEES

School Supply Fee: At Ranchero student school supplies are bulk purchased so that families can enjoy the convenience of not having to purchase school supplies, and teachers benefit from all students having the same supplies. The supply fees also include a student agenda (not used or charged for kindergarten). Student supply fees will be communicated in early September; payment is appreciated by the end of September.

There is also a Cultural/Activity Fee: collected to help cover school-wide performing arts activities and events.

LOST AND FOUND

Please label your child's belongings. Found clothing, footwear, water bottles, etc. are placed in our Lost and Found area.

Unclaimed items are sent to a donation location periodically throughout the school year. Valuable items such as jewelry, glasses and keys are kept at the office. Caregivers are encouraged to come in and check the Lost and Found area regularly.

SCHOOL ATTIRE

Students should dress in a manner that promotes a positive image of self and the school and be appropriate for a place of work and learning. Students not dressed appropriately for work and learning may be asked to change. Teachers may use their discretion to allow hats to be worn inside the classroom. Students are required to have non-marking running shoes for PE classes, and indoor shoes are to be worn inside the school for safety and hygienic reasons. During wet or snowy weather, all school community members are expected to remove outdoor footwear at the door. This helps keep our floors clean, dry and safe for everyone.

Parent Volunteers

Parent/community volunteers **are required** to complete a Criminal Record Check prior to volunteering in the school or on field trips; in an unsupervised role (the teacher is not present). Criminal Record Checks are free, when the parent/community volunteers submit a letter from the school to the RCMP.

VOLUNTEER CRIMINAL RECORD CHECKS

It is mandatory that all volunteers who could be in a situation where they are working one on one with a student have a current criminal record check on file with the school. Criminal record checks must be renewed every 5 years. Volunteers can complete the free online records check through the following link:
Online Link:

<https://justice.gov.bc.ca/criminalrecordcheck>

CRC Access Code: 6TQTFUJGQP

Parent Involvement

There are different ways that parents can support their children's learning at Ranchero Elementary. Some of these are:

- Talking with children about learning and valuing education
- Assisting in school activities, field trips, sports events, etc.
- Providing a quiet place and time for homework
- Keeping in touch with teachers through the student agenda
- Reading to/with their children everyday
- Helping in the classroom
- Supporting/participating in the Parent Advisory Council (PAC)

MEDICAL NEEDS

If your child has ongoing medical needs, please inform their classroom teacher and office each year. Our school staff will work with families to complete the appropriate paperwork and have the required medications available as needed. If a child is ill at school, families will be contacted and asked to take their child home. Medication may only be administered by staff at the office if the appropriate form has been completed and signed by a physician. This includes medications such as Tylenol or Ibuprofen. In the event of minor injuries, students will be assisted by any available staff member. For more serious injuries, medical professionals and the student's family will be contacted. The school will communicate any other medical concerns with families as needed. Physical & Health Education (PHE) is a Ministry requirement, and students must participate within their physical abilities. If your child has a chronic health condition, please inform their classroom teachers and provide a doctor's note so that appropriate accommodations can be made.

Restitution

All behaviour is purposeful. Restitution is about looking at why the student has displayed a specific behaviour (what need is the child trying to fulfill). The school team (principal, teachers, student and parents) will look at creating the conditions for the student to fix his/her mistake and feel good about him/her when returning to the peer group.



LIBRARY

Our library offers a wide variety of reading materials suitable for all students. The loan period is two weeks. Students may exchange books on or before their scheduled book exchange day. Students may incur charges for lost or damaged books.

Field trips

Field trips are an important part of the educational program at Ranchero. It is district and school policy that consent forms are read and signed by parents/guardians for students to participate. Field trip costs are kept to a minimum; however, we may ask for additional fees to help cover the costs. If costs pose financial challenges for your family, please let the school know as we may be able to help. Volunteer drivers may be needed from time to time. If you would like to be a driver you must have a criminal record check on file with the school and complete volunteer driver forms.

Progressive Discipline

At Ranchero Elementary, we follow a progressive discipline model in order to reinforce positive behaviors with our students, and to help them learn to make positive choices. Every student is expected to follow the SD83 Code of Conduct <https://sd83.bc.ca/wp-content/uploads/2024/06/310-Student-Code-of-Conduct-approved.pdf> while on school premises, going to and from school, and while at school-sponsored games, events and functions. These expectations also apply beyond these times to any behavior (including online) that negatively impacts the safe, caring and orderly environment and values of the school. Ranchero Elementary School staff will maintain student confidentiality wherever possible. However, in situations where it is unavoidable as required by policy and/or law, other parties will be informed.

GENERAL BEHAVIOR EXPECTATIONS

1. Students will demonstrate care for our environment by not littering or vandalizing school property.
2. Students will follow the instructions of all supervising adults.
3. Rough play is not allowed. Games that involve tackling or wrestling are not permitted.
4. Students will stay within designated areas. They will not play in the parking lot, or any other areas not supervised by staff. Students will not damage trees.
5. Students are expected to show respect for others. This includes taking turns, sharing and inviting others to join in. Bullying, intimidation, fighting, racial slurs, gender slurs, taunting, aggressive play, swearing and overt defiance are not acceptable behaviors at Ranchero Elementary.
6. Students will leave dangerous objects on the ground (i.e. rocks, sticks, broken glass, needles, etc.) and immediately report any concerns to a school adult.
7. Students will leave potentially unsafe objects at home (i.e. toy guns, knives, lighters, etc.)
8. Throwing snowballs or “face washing” is not permitted.
9. Students will be aware of their “Zone”, “Size of the Problem” and always use their “WITS” to support making good choices. Further expectations regarding behavior may arise throughout the school year and will be communicated to students, staff and families as necessary.



Social Emotional Learning Curriculum

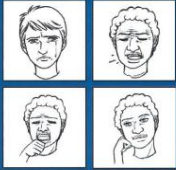
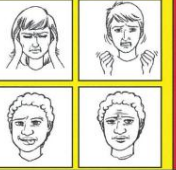
At Ranchero we use many programs and curricular materials to and learn about self-regulation.

Self Regulation is an ongoing effort for everyone. We all face challenging situations from time to time that push our limits. The key is learning to recognize when we're becoming dysregulated so we can take steps to manage our emotions and return to a calm state. For some, this comes more naturally, while for others it's a skill that requires focused attention and practice. This is the central aim of the Zones of Regulation program.

The Zones of Regulation program is a structured cognitive-behavioral approach designed to teach self-regulation. It uses a color-coded visual system—Blue, Green, Yellow, and Red Zones—to help individuals recognize and understand their emotions and levels of alertness. The curriculum offers practical strategies that support students in developing greater emotional awareness, impulse control, and more independent conflict resolution skills. At Ranchero, we use the Zones as a shared language to identify emotional states, assess the size of a problem, and choose appropriate strategies to shift between zones when needed.

The ZONES of Regulation® Reproducible E The Zones of Regulation Visual

The ZONES of Regulation®

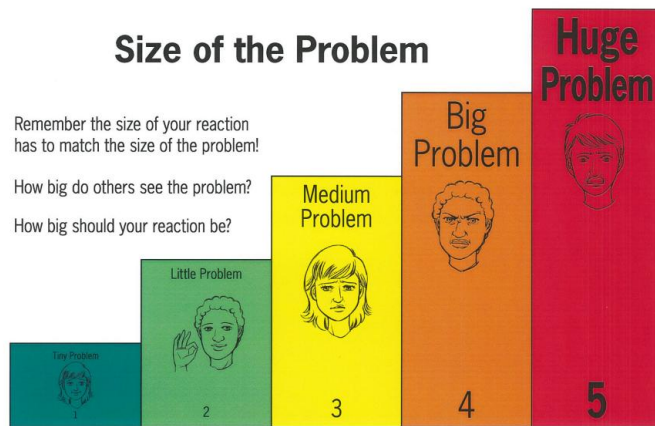
			
BLUE ZONE Sad Sick Tired Bored Moving Slowly	GREEN ZONE Happy Calm Feeling Okay Focused Ready to Learn	YELLOW ZONE Frustrated Worried Silly/Wiggly Excited Loss of Some Control	RED ZONE Mad/Angry Terrified Yelling/Hitting Elated Out of Control

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This chart helps students build an understanding of how they are feeling in a situation and to develop vocabulary so they can communicate those feelings in a positive way.

Social Emotional Learning Curriculum

The ZONES of Regulation® Reproducible W



Visual adapted by Leah Kuypers, Donna Brittain and Jill Kuzma for The Zones of Regulation® from the original work of Winner's Think Social (2005), pages 44-45, www.socialthinking.com, and Buron and Curtis' The Incredible 5-Point Scale (2003), www.5pointscale.com

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Focus on size of the problem helps students to keep problems in perspective. A small problem does not require a big reaction.

WITS

WITS is a program to help children prevent victimization, such as bullying, discrimination and lateral violence. The WITS program gives students the tools to manage conflicts and empowers them to make safe, positive choices.

WITS is an acronym based on these four strategies:

Walk away

Ignore

Talk it out

Seek help

WITS gives us a shared language for talking about conflict and peer victimization. Children proudly say, 'I use my WITS!' as they demonstrate positive, pro-social behavior. Encouraging students to 'Use your WITS!' helps them remember peaceful ways to solve problems. The strategies don't have to be used in order and can be applied in any combination.

