

El Rancho Charter School

**181 S. Del Giorgio Drive
Anaheim, CA 92808**

**PHONE: 714.997.6238
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2008 - 2009

**John J. Besta
Principal**

Absence Hotline: 628-4345

El Rancho Charter School

On July 1, 2002, El Rancho began its status as a charter school. Under the Charter School Act enacted by the California State Legislature, the school is one of over five hundred to acquire this special status. The school remains a public school that is funded by the State and is governed by a special Charter Board that is comprised of parents, teachers and administrators. Funding is direct to the school, which allows the Charter Board to decide what is best for El Rancho without having to consider the needs of other District schools. The entire El Rancho community is excited about the benefits of charter school status.

Management Team

At El Rancho Charter School we have a team of four Student Advisors assigned in an alphabetical sequence. Your Student Advisor will be a very important person for you to get to know during your experience at El Rancho Charter School. Your Student Advisor will be happy to assist you at any time you need help regarding a wide variety of topics, including schedule planning and adjustment, counseling, guidance, career education, and discipline. You may arrange a meeting with your Student Advisor by filling out a form in the main office.

STUDENT ACTIVITIES

✓A.S.B.

The Associated Student Body (A.S.B.) is made up of you, the El Rancho students. The purpose of the A.S.B. is to promote the welfare of the school, to encourage loyalty and school spirit, and develop leadership.

✓EXTRA-CURRICULAR ACTIVITIES

The student activity program at El Rancho is multi-faceted and offers a wide range of opportunities for students of all abilities. Dances, assemblies and lunch activities give the students a chance to socialize and make friends. While education is always the basis of extra-curricular events, young people are encouraged to develop along social lines as well. Student government teaches leadership skills, athletics foster sportsmanship and teamwork, and clubs enhance creative individual expression. All El Rancho "Coyotes" are encouraged to participate in activities that stretch beyond the classroom experience.

Social Events - All student activities and clubs are developed and directed according to the school constitution and student government organization. Assemblies, dances, and special events are scheduled throughout the year. No guest passes will be issued. Dating is also discouraged at these events.

After-School Sports - Sports are offered after school for all boys and girls who are interested and who qualify. Each participant is required to have an athletic emergency card and proof of insurance or insurance waiver on file at school. Each season will end with a district-wide tournament. (Order of sports is subject to change.)

<p>1st Season-Boys' Flag Football, Girls' Volleyball, Co-ed Cross-Country 2nd Season-Boys' Basketball, Girls' Softball 3rd Season-Girls' Basketball, Boys' Softball or Soccer 4th Season -Girls' and Boys' Track, Co-ed Volleyball</p>
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✓ACTIVITY ELIGIBILITY/GRADES

In order to represent the school in any capacity beyond participation in the required curriculum, a student must maintain a minimum grade average of "C" or better during the quarter immediately preceding the desired participation. If less than a "C" average is achieved, the student will be on probation for one quarter. If the student achieves a "C" average or above during the probationary quarter, the student would retain eligibility. If the student does not achieve a "C" average during the probationary period, the student will be ineligible to participate in extra-curricular activities until the quarter immediately following the ineligible quarter in which the student maintains a "C" average or above ("C" = 2.0 GPA). Students receiving a "U" in citizenship are ineligible.

✓ACTIVITY ELIGIBILITY/ATTENDANCE

Students must attend at least five classes to participate in any school activity that day or evening (five periods on Friday for Saturday activities).

✓ACTIVITY RESTRICTION

Students who misbehave at a school-sponsored activity may jeopardize their participation in future assemblies, dances, etc.

✓SCHOOL DANCES

School dances are held for El Rancho students only. Students attending school dances are expected to observe standards of acceptable conduct and dress and must remain in the designated area until the end of the dance. School dances are usually held from 3:00 to 4:30 p.m. (12:15 – 1:45 on minimum days). Parents or guardians are expected to pick up students within 15 minutes after the end of the dance. If it is necessary for you to leave early, you must be picked up by your own parent. No one will be allowed to re-enter the dance area.

✓ASSEMBLY CONDUCT

Various assemblies will be scheduled throughout the

school year. Students are expected to be on their best behavior. All students will walk to the assembly with their teacher. Upon arrival at the assembly, students should follow the instructions of the ushers. Students are expected to behave in a mature manner during the assembly, and are to extend the proper courtesies to those people who are conducting the assembly. At the conclusion of the assembly, a faculty member will dismiss students row-by-row.

ATTENDANCE

✓ABSENCES

Student Responsibilities:

- If you are absent, have your parent call the El Rancho Hotline (628-4345) to explain the reason for your absence.
- If this procedure is followed, it will not be necessary for you to bring a note from your parent when you return to school.
- If your parent has not contacted El Rancho to report your absence, you must report directly to the attendance office with your note when you return to school.
- If you are late to school, be sure to sign "IN" at the attendance office before going to your first class. This way your name will not appear on the master absence list.
- If you are going to be leaving school during the day, be sure to bring a note to the attendance office before school starts to pick up your off-campus pass. A parent must sign you "OUT" at the Attendance Office. Students will only be released to persons listed on the Emergency Card with picture ID. **There are no exceptions.** This is for the protection of all students. (Please keep the card updated/current at all times.)
- **Perfect Attendance:** Annually, El Rancho awards students with perfect attendance. In order to achieve perfect attendance, you must be present for every period every day that school is in session. School sponsored events such as field trips are not counted against perfect attendance. If a student is taken out of school for any other reasons including doctor/dentist/orthodontist appointments, etc., he will not receive perfect attendance.

Make-up Work Due to Excused Absence:

Excused absences are delineated in CA Ed. Code Section 48205 which can be found in the OUSD Parent/Student Handbook. To determine whether an absence is excused, you will need to meet with your advisor. When you are absent from school, we encourage you to call your "Homework Buddy" to get any assignments missed. If you follow this procedure, you will avoid the problem of falling behind. Parents may request homework through the Attendance Office for students who have missed

three or more days. Homework will be available the day after the request is made.

Absences for reasons outside of Ca Ed. Code Section 48205 will be considered unexcused. In the event of an unexcused absence, the teachers of El Rancho Charter School are under no obligation to provide make-up work. Unexcused absences affect the learning process and may negatively impact a student's grade.

✓BICYCLES

Students riding bicycles to and from school must wear a safety helmet. Helmets may be stored in the Media Center. Bicycles are to be parked and locked in the bike rack. When a student comes late or is leaving early, the bicycle is to be locked to the fence outside the bike cage. Bicycle riding is prohibited on the campus, sidewalks, parking lot and bus-loading zone.

✓BUSES

All buses load and unload in front of the school. Students riding buses are under the supervision of school personnel. Bus drivers are required to maintain discipline and to report any person who does not follow the rules. The primary concern when students are transported is their safety; therefore, bus discipline is of extreme importance and school authorities will do whatever is necessary to ensure safety for all students. Providing buses is not required by law and is a privilege to students who cooperate. Students who violate bus safety standards may lose transportation privileges. Any vandalism on board the bus will be dealt with severely. Students are required to line up, single file, when waiting to board the bus and must show their bus pass each time they board. Any pushing, crowding, or other inappropriate behavior may result in loss of bus privileges. All students who ride the bus are required to purchase a bus pass and be in uniform. A late bus (4:00 p.m. Monday-Thursday) will be provided for students who have bus passes and attend after-school activities. Questions regarding the purchase of bus passes should be directed to the Bus Pass Office at 538-8295 or the Transportation Dept. at 997-6244.

If students forget their bus pass, they may request an Emergency Bus Pass, for that day only, from the Attendance Office before school and during nutrition. Emergency Bus Passes are available only for students who have purchased a bus pass. A student may request up to six Emergency Bus Passes per year.

FOOD SERVICE

Breakfast and lunch can be purchased in the cafeteria. No loitering is allowed, and students are expected to observe ordinary rules of etiquette. Misbehavior will not be tolerated. Funds may be deposited in the students' accounts in an amount selected by the parents. Students can use these funds by using their 6-digit permanent ID numbers. Deposits are made directly to the cafeteria staff.

✓NUTRITION

During nutrition period, various food items may be purchased at the snack window, or you may bring your own snack to be eaten during this time. Sunflower seeds and chewing gum are unacceptable on campus at any time. All food and drink are to be consumed only in the nutrition area; this does NOT include the atrium. Students eating food beyond the red lines will be given appropriate consequences. Restrooms in the cafeteria are for use at nutrition and lunch. There will be no eating in the classrooms.

✓LUNCH

All food is to be eaten in the designated lunch area only. Hot lunches may be purchased inside the cafeteria.

Behavior - Students are expected to show consideration for other people at all times. Students cutting in line, or leaving trash on the tables, will be disciplined. Students may only purchase food for themselves and are not to borrow money or food from their peers. Misbehavior such as running, shoving, food throwing, etc., will not be tolerated.

Limits - Students are free to wander around the lunch area but are not to go beyond the red lines. The basketball courts are available for students' use during the lunch hour. Food is NOT allowed on the athletic fields or basketball courts.

Specific Lunch Information - Students are to clear the atrium area within five minutes of the beginning of lunch. The restroom facilities located in the cafeteria are for students' use during the lunch period. Students may not use the front door to enter the cafeteria.

✓LOAN MONEY

The office does not lend money to students for any reason. There is no lunch fund available.

✓CLOSED CAMPUS

El Rancho Charter School is a closed campus. Students should not report to campus in the morning and then leave to go to the shopping center. Once on campus, students must remain on campus.

✓EMERGENCY CARD

Emergency cards are to be completed each year by your parents and filed in our office. In case of accident or extreme illness, it is essential that these cards be accurate and up-to-date. A change of address, telephone number or other pertinent information must be reported in person by a parent. New cards and Verification of Residency forms must be filled out, along with two new acceptable forms of residency (utility bills, etc.). Students will be released only to persons listed on the emergency card.

✓EMERGENCY DRILLS

Emergency drills will be conducted monthly.

Students should become familiar with the procedure to be followed in each class. Students are to report to their first period teacher upon reaching the basketball courts. Students are to follow the instructions of their teacher. Horseplay, running, pushing, etc., are not allowed during an emergency drill.

✓FLAG SALUTE

Each morning all students in the classroom will stand for the Pledge of Allegiance. A student will lead the pledge through the public address system or video system. Students walking on campus should stop and acknowledge the Pledge of Allegiance.

LIBRARY

The Library is open from 7:30 a.m. until 4:00 p.m. (3:30 p.m. on Friday) for student use of library materials, including books, magazines, newspapers, career materials, computers and Internet access. Students must sign in if they visit after school, at nutrition or lunch. Homework Club is conducted in the Library Monday through Thursday from 3:00 to 4:00 p.m. A teacher will be in attendance to assist students.

A maximum of five books may be checked out for a period of two weeks and may be renewed if necessary. Students must have their El Rancho I.D. card to check out library books and use the Internet. Reference books are checked out overnight and are due by 8:00 a.m. the following morning. Students are responsible for the proper care and return of books. A charge will be made for lost and damaged books. Overdue books may result in a detention. A detention may be assigned each week until materials are returned.

Computers are available for CD-ROM and Internet research, and information retrieved may be printed out for a fee of 10 cents per page (25 cents for pictures). Acceptable Use Permits must be signed by a parent and be on file in the library for students to use the Internet.

✓TEXTBOOK ISSUE AND CARE

Student textbooks will be issued during Pre-Registration in July directly from the library to the student according to his or her program. Students should have I.D. cards to check out textbooks. It is the responsibility of the student to see that these books are properly cared for, and that precautions are taken to prevent their loss or damage. Students will be held responsible for payment to cover lost or damaged books. A fine will be charged for writing in texts and any damage to the book.

✓HEALTH OFFICE

The Health Office is for student use when ill or injured. In addition, the Health Clerk works with students on a one-to-one basis to resolve individual health problems. For a non-emergency visit to the Health Office, students must obtain a pass from their teacher. The

student's condition is evaluated and the appropriate action taken. Injured students are given appropriate first aid depending on the type of injury. For severe injury or other emergencies, parents and paramedics will be contacted as needed.

✓MEDICATION

Students may not have medication in their possession, including aspirin. If it is necessary to take medication during school hours, obtain the proper forms from the health office and have them completed by parent or guardian and physician. The forms are to be returned to the health clerk with the medicine in the prescription bottle. Medicine will be administered according to the physician's directions.

✓OFF-CAMPUS BEHAVIOR

El Rancho is responsible for students going to and from school. Consequently, incidents which occur off-campus before students arrive on campus or before students reach home will be dealt with in the same manner as on-campus misbehavior. Students must follow all school rules while attending an off campus activity.

✓PERSONAL PROPERTY

Students must assume sole responsibility for loss or damage to any school or personal property issued to or belonging to them, such as garments, equipment, books, or musical instruments. The school is not responsible for personal equipment such as CD players, IPODS, electronic games/toys, cameras, etc. These items may not be used during the school day and will be confiscated and returned only to the parents.

✓CELL PHONES

The cell phone policy at El Rancho Charter School states "students may possess, but **may not use** cell phones during the school day." Consequences for violating this policy are as follows:

Cell phones will be confiscated and returned ONLY to parent.

- | | |
|-------------------------|--------------------------------|
| 1 st offense | -- one after-school detention |
| 2 nd offense | -- two after-school detentions |
| 3 rd offense | -- In-House Suspension (ICE) |
| 4 th offense | -- 5-day suspension |

✓PERSONAL SALES

The selling of any item on campus, other than school-sponsored fundraisers, is prohibited.

✓PHYSICAL EDUCATION

State law requires participation in the regular physical education program. To be excused from the activity, a pupil must bring an excuse from a doctor.

All students are required to purchase, label, and

wear prescribed P.E. clothing. El Rancho locks are sold to students for their P.E. lockers in which to keep P.E. attire during the week and to lock up valuables during P.E. class. Students are responsible for keeping P.E. uniforms clean and orderly **and locks locked.**

RED LINES

Food or beverage should not be taken past the red line areas. Students are required to stay within the lunch areas unless excused with a pass from a teacher.

✓RUNNING

Running during P.E. is absolutely appropriate! Running to classes, across the campus, or to lunch lines is not appropriate. All running activities are limited to the outside fields and black top area.

✓SUSTAINED SILENT READING

Daily, during Reading Break, all students will engage in reading for enjoyment. Students may bring reading materials from home or check them out of the Media Center. All students are expected to READ during this time period. Since reading is the most basic skill we acquire, time spent reading is time well spent!

✓GUM POLICY

Gum is not allowed on campus at any time, including before and after school. Students who choose to chew gum can expect to receive a consequence.

✓TARDINESS

You must be on time to each class. Tardiness will not be tolerated under any circumstances and will be subject to consequences. Late arrivals will be excused only with a note from a parent or doctor/dentist office.

✓UNIFORMS

For complete information on this topic, please refer to the information sheet entitled Uniform Policy on the inside back cover.

✓WITHDRAWAL FROM EL RANCHO

If you are moving from the El Rancho Charter School attendance area, you must report to the registrar in the office with a note from home stating where you are moving. A clearance sheet must be signed by all teachers and the Media Specialist, and returned to the office in order to leave in good standing. Inform the office at least one day before you withdraw.

ACADEMIC SUCCESS

✓PROMOTION REQUIREMENTS

El Rancho students are required to take 56 quarter units which include courses in English, History, Science, Mathematics, Physical Education and Electives. El Rancho requires that students successfully complete 7 out of 8 quarters in each

discipline and 13 of 16 electives with a grade of "D" or better in order to receive a Certificate of Promotion from El Rancho. Students not meeting this standard may be retained or transferred.

✓GRADING PROCEDURES

In each subject students are graded on academic achievement, citizenship and possibly work habits. Citizenship ratings do not reflect academic achievement, but rather are an indication of a student's willingness to cooperate with classroom procedures and behavioral standards. The importance of citizenship grades is recognized through their inclusion in the Citizenship Honor Roll if eligible.

✓PROGRESS REPORTS

Mid-quarter Progress Reports are mailed home to parents. Teachers are only required to send Progress Reports only when a student is in danger of failing, however, they may be used for positive comments as well. Teachers may also report a drop in a citizenship grade.

✓REPORT CARDS

Report cards will be mailed home after the end of each quarter.

AWARDS & HONORS

✓HONOR ROLL

Honor roll eligibility is based upon a point system and is computed each quarter. An "A" counts 4 points; "B" counts 3; "C" counts 2; "D" counts 1; and "F" counts 0. All subjects count equally. An average of 3.50 - 4.00 is necessary for First Honor Roll and 3.00 - 3.49 average is necessary for Second Honor Roll. To be eligible for the Citizenship Honor Roll a student must achieve six or more O's in Citizenship and no N's or U's.

✓CALIFORNIA JUNIOR SCHOLASTIC FEDERATION (CJSF)

CJSF is a statewide organization that serves to identify, motivate and encourage students with intellectual ability to achieve high standards of scholarship. To be eligible for CJSF, students must qualify every semester with a minimum of six A's, seven B's and no N's or U's. Students who have been a member for three semesters will be recognized at the 8th grade promotion ceremony.

✓STUDENT RECOGNITION PROGRAM

El Rancho takes pride in recognizing and rewarding its outstanding students. There are many opportunities for students to receive recognition. The first step in that direction is your responsibility. Those students who follow the steps to success will be eligible for one or more of the following types of recognition:

✓ ***Special assemblies & field trips***

- ✓ ***Certificates of Recognition***
- ✓ ***Positive Referrals***
- ✓ ***Congratulatory letters sent home***
- ✓ ***Recognition at Awards Night***
- ✓ ***Student Recognition Breakfast***

✓COYOTE BUCKS

El Rancho is proud to award students on-the-spot recognition for a job well done. "Coyote Bucks" are given to students who are "caught" being positive citizens at El Rancho. Here is a list of the ways you can reward yourself by using Coyote Bucks:

- ✓ Front of the line pass
- ✓ Various prizes throughout the year

Individuals are responsible for their own successes or failures, making choices day-by-day and hour-by-hour. A person develops positive self-esteem by making appropriate choices and accepting responsibility for poor ones. Guidelines at El Rancho are simple and specific, with clearly defined rewards and consequences.

EL RANCHO CODE OF CONDUCT

- ✓ Show up - on Time
- ✓ Be Prepared – Bring Materials and Assignments
- ✓ Respect Rights and Belongings of Self & Others
- ✓ Remember Safety First – No Running, No Bikes, No Skateboards, No Roller Blades/Skates & No Horseplay
- ✓ Use Healthy Habits - No Gum, No Inappropriate Language, and No "Putdowns"

If you choose to possess a firearm, knife or an explosive on this campus, you are choosing to no longer attend El Rancho and may be choosing to be expelled from the district.

Major Offenses

- Hitting, fighting, horseplay, play fighting, causing or threatening to cause physical injury to an other person
- Possessing, selling or furnishing any firearm, knife, weapon, explosive, matches, cigarette lighters, or other potentially dangerous object
- Possessing, using, selling, offer to sell, or furnishing, or be under the influence of controlled substance, nicotine products, and alcoholic beverage, an intoxicant of any kind or any "look-alike" substance
- Stealing or "attempting" to steal school property or private property
- Throwing objects, endangering people or property
- Defying authority
- Disrespectful/abusive language and gestures
- Continuous disruptive behavior
- Acts of vandalism
- Truancy/Repeated tardiness
- Cheating/Forgery/Plagiarism

- Gambling
- Extortion or eliciting money from others
- Hate crimes – name calling, racial/ethnic slurs, inappropriate gestures
- Graffiti or possession of implements of graffiti
- Sexual Harassment

It is the policy of El Rancho Charter School to provide an educational environment free of unlawful harassment, in which all students are treated with dignity and respect. El Rancho maintains a strict policy prohibiting harassment of students due to sex, race, color, national origin, ethnicity, religion, age, physical or mental disability, blindness, severely impaired vision, or any other basis protected by Federal, State or local law, ordinance or regulation.

Consequences of committing a major offense at El Rancho will result in disciplinary action and may include detention, in-house suspension (ICE), suspension, or a referral to the District Placement Committee. The goal is to teach students to make positive choices about their actions.

✓DETENTION

Students may be detained as one method of disciplinary action. Detention classes may be held before school, during lunch or after school. Students must be on time. Students who are assigned detention should bring paper and pen/pencil. Students unable to attend detention must have their absence verified by a note signed by their parents and returned to their Student Advisor prior to their detention so that it can be rescheduled. Failure to attend detention will result in further disciplinary action.

✓ICE (Isolated Classroom Environment)

The ICE Program (Isolated Classroom Environment) has been designed as an on-campus alternative to suspension from school. Students will be assigned to a room with class assignments and study materials. Students are required to bring a sack lunch. They will not be allowed to go to the cafeteria for lunch. Students who misbehave in ICE will be suspended home the remainder of the assigned day and the next day. Students that are assigned three times in one school year will be suspended home for future infractions.

✓FACULTY PARKING LOT

The faculty and visitor parking lots are off-limits during the school day. Students should stay on the sidewalks when passing between the P.E. area and the atrium area. DO NOT cross over the driveways.

El Rancho Charter School's
NEA's
(No Excuses Accepted)

- Pencil, blue or black ink only
- Correct use of margins
- Indent all paragraphs
- Must be legible
- Full name, period, date in upper right hand corner

EL RANCHO
CHARTER SCHOOL
MISSION STATEMENT

The Mission of El Rancho Charter School is to prepare middle school students to meet the challenges of the new millennium by providing:

...an academically enriched program which includes the ability to read, write, listen calculate, create and critically think.

...continual individual development through a variety of academic experiences and community opportunities.

...technological skills, fine arts and health experiences, and multi-cultural awareness.



PHYSICAL EDUCATION – FITNESS TESTING

NAME: (Last)		(First)		GRADE:		
Birthdate: _____ - _____ - _____ Mo. Day Year			Lock Serial # _____ Do NOT write lock combination.			
CATEGORY			PRE-TEST		POST-TEST	
Height			Ft. In.		Ft. In.	
Mile			Min. Sec.		Min. Sec.	
Skin fold Triceps			mm		Mm	
Skin fold Calf			mm		Mm	
Skin fold "TOTAL"			mm		Mm	
Fat %			%		%	
Curl Ups						
Push Ups						
Trunk Lift						
Sit & Reach – Left Leg			In.		In.	
Sit & Reach – Right Leg			In.		In.	
Shoulder Stretch – Left			(Circle) Pass - Fail		(Circle) Pass - Fail	
Shoulder Stretch – Right			(Circle) Pass - Fail		(Circle) Pass - Fail	
Sit & Reach – Both Legs			Cm.		Cm.	
Pull Ups						
Pacer						
60 Second Sit Ups						
Pole Climb						
Coyote Runs						
Obstacle Course						

PRESIDENTIAL SCORES

Boys					Girls				
Age	Mile	Sit & Reach	Pull Ups	Sit Ups	Age	Mile	Sit & Reach	Pull Ups	Sit Ups
12	7:11	31	7	50	12	8:23	36	2	45
13	7:01	32	7	53	13	8:13	38	2	45
14	6:26	32	10	56	14	7:50	40	2	47

SKINFOLD - BOYS

Skinfold Total	5	12	19	26	33	39	46	53	60
	very low	low	Optimal	mod. high	High	very high			
Body Fat%	5	10	15	20	25	30	35	40	45

SKINFOLD - GIRLS

Skinfold Total	2	8	16	24	33	41	49	57	65
	very low	low	Optimal	mod. high	high	very high			
Body Fat%	5	10	15	20	25	30	35	40	45