



# Family Guide

## 2025-2026 School Year



**Rancho Santa Fe School District**

[www.rsfschool.net](http://www.rsfschool.net) | 5927 La Granada, Rancho Santa Fe, CA

# Welcome to R. Roger Rowe School

Dear Rowe Families,

As we prepare to launch the 2025-26 academic year, we do so with renewed purpose and a shared commitment to providing an exceptional educational experience for every student. This year, we proudly introduce our district's newly adopted vision and mission, which will serve as a compass to guide our collective efforts:

**Vision:** *Empower Leaders, Nurture Community, and Shape a Better Future Together*

**Mission:** *We inspire Discovery, Learning, and Growth*

Having a clear vision and mission is vital. They help us stay focused, make meaningful decisions, and align our work around what matters most, our students and their future. These statements reflect who we are as a learning community and where we are headed together.

In alignment with this vision and mission, we remain dedicated to advancing personalized learning, enriching our curriculum, and supporting the overall well being of every student. These efforts aim to create an engaging and inclusive learning environment where all students feel supported and empowered to thrive.

We deeply value the partnership we share with our families. Your trust, involvement, and support play an essential role in your student's educational journey and in building a vibrant, connected school community. We encourage you to stay involved whether through school events, volunteering your time, ongoing communication with our teachers and administration, or simply engaging in your student's learning at home. Together, our efforts make a meaningful difference.

This Family Guide is designed to help you navigate the daily operations of our school and become familiar with the many programs and opportunities available to you and your child throughout the year. Please don't hesitate to contact the school office or the appropriate staff member at any time.

We are so glad you're here. Let's make this school year one of discovery, growth, and shared success for every student, every day.

Please refer to ParentSquare for the most up to date information and to view the school calendar click [HERE](#).

Sincerely,



Kim Pinkerton  
Superintendent

## Table of Contents

School Essentials	3
School Bell Schedule	4
Student Policies and Procedures	10
Student Behavior	15
Other Important Information	17
Technology,Policies,Procedures,and Services	19
Health Office Information	20
School Safety	21
Educational Programs	22
Student Support Services	28
Student Testing	29
Rancho Santa Fe Education Foundation	30

# School Essentials

**Vision:** *Empower Leaders, Nurture Community, and Shape a Better Future Together*

**Mission:** *We inspire Discovery, Learning, and Growth*

## SCHOOL CONTACT INFORMATION

**Physical Address:** 5927 La Granada, Rancho Santa Fe, CA 92067

**Mailing Address:** P.O. Box 809, Rancho Santa Fe, CA 92067

**SCHOOL PHONE:** (858) 756-1141

**ABSENCE PHONE:** (858) 756-1141, Ext. 144

**SCHOOL COLORS:** Red, White, and Blue

**SCHOOL MASCOT:** Eagle

**SCHOOL FAX:** (858) 756-0712

**WEBSITE:** <http://rsfschool.net>

## ADMINISTRATORS

Kim Pinkerton, Superintendent

Joe Erpelding, Elementary School Principal/Director of Curriculum

Lindsey Conley, Middle School Principal/Director of Curriculum

Tammy Parker, Director of Special Education

Allison Oppeltz, Chief Business Officer

Jeff Pitt, Director of Maintenance and Operations/Safety and Security

Jamil Soltani, Director of Technology & Cybersecurity

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## OFFICE STAFF

Beth Engstrom, Executive Manager to the Board and Superintendent

Norberto Victorio, Assistant to the Principals

Dorri Hawkes, Front Office Admin/Attendance

Rita Coss, HR/Payroll

Helen Galvin, Nurse

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## RANCHO SANTA FE SCHOOL BOARD OF TRUSTEES

Jee Manghani, President

Kerry Vinci, Vice President

Kate Butler, Clerk

Paul Seitz, Member

Annette Ross, Member

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# School Bell Schedule

## LATE START MONDAY SCHOOL HOURS:

Kindergarten: 9:10 a.m. - 12:15 p.m. (Aug. 11 - Aug 29)  
Kindergarten: 9:10 a.m. - 2:00 p.m. (Sept 2 - May 29)  
Grade 1: 9:10 a.m. - 2:30 p.m.  
Grade 2-5: 9:10 a.m. - 3:00 p.m.  
Grade 6-8: 9:10 a.m. - 3:00 p.m. (I.S.P.E.\* dismissal@2:20pm)  
\*Independent Study PE (I.S.P.E.)

## REGULAR SCHOOL HOURS (TUESDAY-FRIDAY):

Kindergarten: 8:00 a.m. - 12:15 p.m. (Aug. 11 - Aug 29)  
Kindergarten: 8:00 a.m. - 2:00 p.m. (Sept 2 - May 29)  
Grade 1: 8:00 a.m. - 2:30 p.m.  
Grade 2-5: 8:00 a.m. - 3:00 p.m..  
Grade 6-8: 8:00 a.m. - 3:00 p.m.(I.S.P.E.\* dismissal@2:20pm)  
\*Independent Study PE (I.S.P.E.)

## MINIMUM DAY HOURS:

Grades K/1: 8:00 a.m. - 11:30 p.m.  
Grades 2-8: 8:00 a.m. - 12:00 p.m.

## Middle School Bell Schedule

### Monday

Period 1/4 9:10 a.m. - 10:35 a.m.  
Break: 10:35 a.m. - 10:50 a.m.  
Period 2/5 10:50 a.m. - 12:15 p.m.  
Lunch 12:15 p.m. - 12:55 p.m.  
Period 3/6 12:55 p.m. - 2:20 p.m.  
Period 7/PE 2:20 p.m. - 3:00 p.m.

### Tuesday - Friday

Period 1/4 8:00 a.m. - 9:30 a.m.  
Break: 9:30 a.m. - 9:45 a.m.  
Period 2/5 9:45 a.m. - 11:15 a.m.  
Period 3/6 11:20 a.m. - 12:20 p.m.  
Lunch 12:20 p.m. - 1:00 p.m.  
Period 3/6 1:00 p.m. - 1:30 p.m.  
Eagle Time 1:33 p.m. - 2:18 p.m.  
Period 7/PE 2:20 p.m. - 3:00 p.m.

### Minimum Day (Tuesday - Friday)

Period 1/4 8:00 a.m. - 9:14 a.m.  
Period 2/5: 9:17 a.m. - 10:31 a.m.  
Break 10:31 a.m. - 10:46 a.m.  
Period 3/6 10:46 a.m. - 12:00 p.m.

## Rancho Santa Fe School District Calendars

[District Calendar Link](#)

R. Roger Rowe Event Calendar - See Calendar in ParentSquare



## Staying Informed

**Website:** <https://www.rsfschool.net/>

Our website is maintained by District staff. The site is continuously updated and contains a wide variety of information for students, parents, and staff, including this handbook in its entirety, information about upcoming events, Board of Education meeting dates, agendas, and minutes, contact details, and staff listings. Teachers utilize ParentSquare to update parents on classroom information.

**ParentSquare:** Parent Square is a communication platform that allows for easy information to families within the Rancho Santa Fe School District. All parents will need to create a Parent Square account to receive district/school communications. Additionally, new this year: field trips and yearbooks can now be purchased directly through ParentSquare. Please click [HERE](#) for more information on how to sign-up.

### School e-Newsletter/e-Blasts

Elementary and Middle School families receive a weekly newsletter and notices about special events and reminders from the principals through “ParentSquare”.

### Superintendent’s/Principals’ Coffees

The Superintendent and Principals will host informal “coffees” periodically throughout the year. All parents are welcome to attend, participate, and ask questions.

### Back to School Nights

The fall Back to School Night is a time to meet your child’s teacher, hear about the curricular objectives for the year at your child’s grade level, and to learn about how you can assist your child to make it a successful learning year. This is a parent/guardian event only.

### Kindergarten Information

We host a Kindergarten talk and tour to acquaint new parents with our school and programs in the early spring.

### Parent Conference Days

Each of these days will have dismissal at 12:00 p.m. for grades 2-8 and 11:30 a.m. for Kindergarten and 1st grade. This is a time for you to meet with your child’s teacher(s) to review student progress. There are conference days scheduled in October and February. Please schedule additional meetings with your child(ren)’s teacher(s) any time you feel one is needed.

## School Logistics

### Attendance

- The Rancho Santa Fe School District places a priority on students being in the classroom from the start of school through dismissal. School attendance is vital as it provides foundational education and essential skills that prepare students for future opportunities and challenges.

- **Regular attendance in school is critical to your child's progress.**
- The hands-on experiences, teacher-directed lessons, collaborative conversations with peers and teachers, and small group work that are missed cannot be made up; making consistent, regular attendance imperative to your child's academic growth.
- **Please plan vacations during school breaks and holiday times only.** This assures that your child will not be missing valuable instructional time. District adopted calendar can be found [HERE](#).

### Absences

- If you need to report an absence, please use the PowerSchool Parent Portal [HERE](#). [Please use this video as a guide](#). The form should be completed no later than 7:45 a.m. on the day of the absence.
- The district is required to document the reason for every student's absence; therefore, a call or email will be made to the homes of those students whose parents/guardians have not reported their child's absence.
- When absences impact the student's achievement and/or ability to function well in his/her classroom, the principal will meet with the student, his/ her parents, and his/her teacher(s) to devise a plan for attending school consistently. The plan will be monitored to ensure success.
- In cases of excessive unexcused/excused absences, please note families will be notified by the front office that a truancy letter will be sent home.

### Tardiness

The school day begins promptly at 8:00 a.m. Tuesday through Friday and at 9:10 a.m. on Monday. **Being tardy (arriving after the start time) is disruptive to your child's school day as well as the school day of his/her classmates.** When tardy, the student misses important information that teachers review at the start of each day.

- School supervision begins 30 minutes prior to the start of each school day. This is a time where students build lasting friendships through play and conversations. You are encouraged to drop your child off early.
- If arriving later than the start time students will be required to enter through the front office. Gates will be closed when the bell rings.
- Students will be marked tardy if they are not in their classrooms at the start of the school day or at the start of each period (Middle School).
- If tardies impact a student's achievement and/or ability to function well in his/her classroom, the principal will meet with the student, his/her parents, and his/her teacher(s) to devise a plan for getting to school on time. The plan will be monitored to ensure success.
- In cases of excessive tardies, please note families will be notified by the front office that a truancy letter will be sent home.

### Arrival/Dismissal

Morning and afternoon traffic congestion can try the patience of all drivers as hundreds of parents converge on our campus in a short timeframe. We have developed and implemented drop-off and pick-up procedures and need your support to make them effective.

- Supervision begins on Monday at 8:40 a.m. and Tuesday–Friday at 7:30 a.m.
- Please remain in your car and allow our school staff to assist your children.
- Please have your student exit on the right side of your car.
- Our pick-up and drop-off lane is a no-parking zone.

- PLEASE DO NOT LEAVE YOUR CAR RUNNING OR UNATTENDED CURBSIDE before, during, or after school hours.
- Please observe “No Parking”, “Fire Lane”, and “Handicapped Parking Only” signs at all times.
- Please park in marked parking stalls when signing out a student.
- Any cars parked illegally run the risk of being ticketed or towed.
- For the safety of all children, please do not pick up or drop off students on the streets or street corners.
- Only adults on your child’s Emergency Contact list are permitted to pick up.

### Sign Out Procedure

If you are picking your child up during the school day, please inform the classroom teacher and front office of the time of departure. To leave early, you will need to sign your child out in the school’s administrative office. A staff member will then release your child. Students will be sent to the office to be dismissed when the parent or designee arrives to pick them up.

Please note that when students are picked up early (30 minutes or more) for reasons other than medical, it is an unexcused absence and will count towards truancy.

***We strongly encourage you to schedule medical and dental appointments during school vacations, early morning on Mondays before school starts, or after school hours.***

### Bicycle/E-bike/Skateboard/Scooter Policy

Students in grades 3rd-8th may ride their bikes to school and store them in the available bike racks. Bikes must be equipped with locks and, by law, riders must wear helmets. Students may not ride on campus. Bikes must be walked to and from the bike racks on school grounds as well as walked across the crosswalk. Students will be required to take a bike safety course offered by the school. Safety bike stickers will be given to students who participate in the safety course and must be displayed.

**SKATEBOARDS, SCOOTERS, ROLLER BLADES, MOTORIZED VEHICLES (other than an E-bike), AND ROLLER SNEAKERS ARE NOT ALLOWED. If your child brings any of these items to school, it will be housed in the office until it can be picked up by a parent.**

### Closed Campus/Visitor Sign In/Sign Out

To ensure the safety of our students, Rancho Santa Fe School District maintains a closed campus policy for both schools. Under this policy, entrance gates will be locked at the start of the school day and remain locked until dismissal. The front office door will also be locked at the start of the school day until dismissal. School visitors must report directly to the front office, sign in, and obtain a visitor’s badge. Volunteers must also sign in and obtain a badge. Badges must be worn on campus at all times. All visitors must return to the front office to sign out when leaving campus and may not exit through other egress points.

### Visitor Sign-In

Our visitor sign in system, Visitu, will perform a Megan’s Law background check on all visitors to the school. All visitors will be required to present a driver’s license to our check-in system before entering campus. Instructions on how to use Visitu are located next to the check-in iPads.



## Classroom Observations/Visitations

Parent(s) may request to observe in their child's classroom or to have a designee observe in the classroom at a time mutually convenient for the observer(s) and the child's teacher. The child's teacher will ensure that the time chosen will be as minimally disruptive to instruction as possible. Additionally, in order to minimize the disruption that visitations cause, observations/visitations are limited to one 30-minute session and will be accompanied by a principal, the Director of Special Education, or an administrative designee.

## Chaperone Procedures

Due to the demanding nature of this responsibility, please adhere to the following guidelines:

- Field trip chaperones are considered school volunteers and must go through the volunteer application process and be cleared to volunteer before they are able to chaperone (or attend) a field trip. Please be advised that this process takes time, particularly if a new TB test is needed, so it is best to do it well in advance of volunteering to chaperone a field trip.
- Parent drivers must complete the Private Vehicle Transportation Form yearly. They must provide a current insurance declaration page showing the amount of coverage – the coverage must meet District requirements. Please submit all paperwork a minimum of TWO WEEKS before a scheduled trip. The form is available in the office. If any paperwork is incomplete, the field trip may be canceled a week prior to the scheduled trip.
- Parent volunteers must abide by the California hands-free law. This law prohibits all drivers from using a handheld wireless device while operating a motor vehicle.
- Parents of children who require car seats must provide a suitable car seat for field trips.
- Field trip chaperones cannot bring siblings (younger or school age but not in the same class) on field trips. The job of the chaperone is to supervise the field trip and it is not possible to have undivided attention on your assigned group if you are also taking care of siblings.
- No additional parents/family members are permitted to join a class at the field trip location. Field trip chaperones are cleared volunteers and the only ones expected to attend the trip.
- Field trip chaperones are expected to be in professional and appropriate dress. The chaperone is acting in the role of another teacher and should be dressed accordingly.
- Arrive promptly to the classroom at the designated time so that the teacher can give you your assigned "group" and can give you information about the specifics of your responsibilities on the trip.
- If driving, ensure that students use safety belts properly (over the shoulder, not under the armpit) and that they are respectful passengers that allow you to focus on careful driving.
- Once there, help students participate in the field trip program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.
- Please ensure that your students stay with you at all times.
- Chaperones are responsible for the behavior of the students in their group. This means that the students are a polite audience, respect property, clean up after themselves, follow the "rules" of the place they are visiting, and never run around or act in an unruly way.
- If it is a trip where students need to walk from place to place, please ensure that you stay with your group – do not allow students to go from one place to another unsupervised.
- If a student needs to use a restroom, please send the student with a buddy (unless a group is in the facility at the same time).

- It is important to have a cell phone on you at all times in the event of an emergency or to locate your group, but please do not use it to engage in business or personal matters while supervising children. Please do not take phone calls or text while driving.
- Please do not take students into gift shops.
- Please do not purchase any food or gift shop items for your child or for your group.
- Meet promptly at the area designated by the teacher for lunch or departure.
- All chaperones must return promptly to school. They cannot take extra time at the field trip destination or make stops on the way back to school.

*We appreciate parent supervision on field trips. Without your help, we would not be able to provide these enriching extensions of the curriculum.*

### **Media Consent**

Rancho Santa Fe School District and Rancho Santa Fe Education Foundation love to recognize our students for their accomplishments such as Honor Roll, Contest Winners, Student Leadership, Community Service, etc., by posting content on our website/ParentSquare. The local newspapers also generally want to include a photograph of the student(s) with the article. Most newspapers now have online versions, which means that your child's photo would also be posted on the newspaper's website. Depending on the newsworthiness of the story, broadcast media may also be interested in doing a story. When we have such an event, we will check in advance for the students who have permission to be photographed/named/posted and will only include those students with media consent in the photo. Make sure to pay close attention to this section on the "Signature Form" that comes in your Registration Packet. Thank you for understanding our responsibility to protect your child's privacy.

### **Pets**

Due to the unpredictability of animals and potential allergic reactions, we do not allow student or staff pets on campus at any time, with the exception of service dogs. If a teacher allows a child to bring his/her pet for a "Show and Tell" or similar experience, the pet must be secured at all times and removed immediately from campus after the experience.

### **Birthdays/Parties**

Children enjoy celebrating their birthdays and milestones at school. Please check with your child's teacher regarding classroom practice in this area. We encourage you to keep celebrations simple and healthy and to consider classroom allergies before providing treats. We appreciate your cooperation regarding this matter.

# Student Policies and Procedures

## Academic Honesty

We believe that academic honesty and personal integrity are fundamental components of a student's educational experience. We expect that students will demonstrate academic honesty at all times by:

- Completing their own homework
- Writing their own essays and research reports
- Citing the source of information when they use the words, ideas, and/or opinions of another person or Artificial Intelligence bots
- Relying on their own preparation and knowledge when taking tests

We expect students will not participate in the following:

- Cheating on tests
- Fabrication/falsification
- Forgery (including parents' signatures on notes or forms)
- Unauthorized collaboration
- Plagiarism of any form
- Theft/alteration of materials or equipment

In addition, we expect students using the District's computing and network resources will use such resources responsibly, ethically, and in compliance with usage agreements outlined in District policy. Disciplinary actions for violations of the rules may range in severity and will be appropriate to the situation. Disciplinary actions may include, but are not limited to, the following:

- Parent-student conference with teacher
- "0" on the assignment or test
- "Unsatisfactory" grade in citizenship for the remainder of the progress report or reporting period
- Referral to the office
- In-School Suspension/Suspension
- Prohibited from co-curricular/extra-curricular activities (i.e., sports, dances, field trips)
- Removal from any and all elected or appointed leadership positions
- Parent-teacher-student conference with principal or assistant principal

## Homework Policy

As part of the instructional program, classroom teachers will assign meaningful homework daily (Monday - Thursday) for students to complete. Students are also expected to read each day.

Your support and encouragement are important to your child's success. Please help him/her establish a routine for homework and provide a good workspace in which to complete the work (a well-lit table or desk away from distractions).

### **Homework should:**

- Be based on the core objectives of the curriculum
- Be done at a time when the student can practice what was learned in class independently
- Have a clear purpose
- Be structured
- Be within the capability of the student without adult assistance
- Be meaningful and worthwhile
- Be reasonable in length and of high quality

- Be assigned Monday through Thursday, and include long-term projects and nightly reading (Grades 6–8 will be assigned homework for classes that meet on Fridays to be handed in the following week.)

**While each grade level has unique homework expectations designed with the developmental needs of students in mind, a general timeframe for nightly homework is listed below:**

- Kindergarten... 15 minutes per night PLUS nightly expected reading
- Grade 1..... 15 minutes per night PLUS nightly expected reading
- Grade 2..... 20 minutes per night PLUS nightly expected reading
- Grade 3..... 30 minutes per night PLUS nightly expected reading\*
- Grade 4..... 40 minutes per night PLUS nightly expected reading\*
- Grade 5..... 50 minutes per night PLUS nightly expected reading\*
- Grade 6..... 60 minutes per night PLUS nightly expected reading\*
- Grades 7/8..... 70-80 minutes per night PLUS nightly expected reading\*

\*Advanced/Accelerated/Honors Math & Reading classes may require more time.

***Please contact your child's teachers with any questions or concerns regarding your child's learning progress. For 5th - 8th grade students, you may also log onto our Learning Management System (Schoology) to see class-specific homework information.***

## **Dress Code**

The Rancho Santa Fe School dress code guidelines are based on the district Board of Education policy. These guidelines apply to all students at all times and are designed so that students are in comfortable attire for learning and that the attire is not distracting to themselves and/or others. There are no exceptions.

**The standards for student attire are:**

1. Appropriate footwear must be worn at all times and must not limit participation in school activities. For example, footwear must be appropriate for physical education and playground/recess activities. Elevated heels and backless shoes will not be permitted for these activities.
2. Pupils must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety or welfare or present a substantial threat of disrupting the educational process.
3. Students with pierced portions of their bodies may be required to remove jewelry during activities in which the wearing of such jewelry may endanger their safety.
4. Clothing must reasonably fit the pupil. Undergarments should not be exposed at any time.
5. Pupils must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
6. Hair shall not be disruptive to the learning environment.
7. Makeup should not be brought to school, and if worn, should be applied at home. Students should refrain from wearing excessive make-up at school.
8. Pupils shall not dress in an obscene manner or display obscene material on clothing or on personal items such as backpacks, fanny packs, gym bags, water bottles, etc.
9. Extremely brief garments, such as very short skirts or shorts, and too-revealing garments, such as plunging necklines, see-through shirts or blouses, halter tops, clothing which reveal underclothing, breasts, buttocks, or midriffs is prohibited.

10. Pupils must not wear clothing that is too revealing or skin tight over parts of the body that should not be exposed in an educational environment.
11. Pupils shall not display any material on clothing or personal belongings which advertises or promotes an unlawful act such as the consumption of alcoholic beverages by minors, the possession, sale or use of controlled drugs or substances, violence, or discrimination on any grounds prohibited by state or federal law.
12. Pupils shall not display any material which is libelous or slanderous.
13. Pupils shall not display any material which so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of District policies or rules.
14. Pupils shall not display any material which so incites pupils as to create a clear and present danger of a substantial disruption of the orderly operation of the school or the educational process.
15. Pupils may wear sun-protective clothing, including but not limited to plain baseball caps or hats of any color, and sunglasses for outdoor use only. Caps with bills must be worn with the bill forward. Sunglasses must be removed immediately when asked to do so by a staff member.
16. Gang apparel and gang-related apparel is hazardous to the health and safety of the school environment. The Superintendent is authorized to meet with law enforcement and other knowledgeable persons in the community to identify gang activity, gang and gang-related apparel, and to provide notice to parents, guardians and pupils of such prohibited items if gang activity is present. Pupils wearing or carrying overt gang paraphernalia/clothing shall be referred to the Superintendent or designee. If necessary, the pupil's parent or guardian shall be contacted and the pupil sent home to change clothes.

Students who come to school in attire that is not in alignment with the Board Policy 5018 will be sent to the office. Parents will be called and asked to provide the student with a change of clothing that is appropriate to a productive learning environment. If a parent is unable to come to school to provide more appropriate clothing, students may be asked to wear clothing available through the Health Office.

### Cell Phone and Electronic Signaling Devices

Research is clear that students are more engaged socially and academically when they don't have easy access to their phones at school. To increase the focus on academics, to reduce unnecessary distractions, and to promote interpersonal connections, the Rancho Santa Fe School District will be administering the following practice:

#### Policy Overview:

- **Electronic signaling devices (including but not limited to: smartphones, cell phones, smartwatches, airpods etc.) must be turned off** and stored in a backpack/bag (not in clothing pockets) during the school day.
- Students are **not permitted** to use electronic devices during instructional time, break, lunch or passing periods except for **limited exceptions** as outlined in BP 6027.
- Students with medical needs or those whose IEP specifies the use of technology for academic or health reasons must **contact administration** to create an individualized plan to support their needs.
- **Electronic signaling devices are prohibited in bathrooms.** Taking photos or videos in these areas will result in an **escalation of consequences**.



- Students may use their cell phones and smartwatches prior to the start of school **before entering the school gates** and after dismissal at 3:00 pm **upon exiting campus**. Students may use their phones after school to contact parents during activities such as robotics, athletics, and performances.

### **Consequences for Non-Compliance:**

There will be a **grace period** during the first week of school in January 2025 for staff to review expectations and remind students of the policy. Beginning January 13, 2025, the following consequences will be applied:

#### **1. First Offense:**

- Device will be collected by staff and held in the office.
- Front office contacts parents via phone.
- Parent, guardian, or caregiver may pick up the device at the end of the school day.

#### **2. Second Offense:**

- Device will be collected by staff and held in the office.
- Assistant to the principals or principal contacts parents via phone.
- Parent, guardian, or caregiver will pick up the device and meet with administration to discuss and develop a written plan to support the student.

#### **3. Third Offense:**

- Device will be collected by staff and held in the office.
- Assistant to the principals or principal contacts parents via phone.
- Device is dropped off at the office in the morning and picked up in the afternoon.

### **Urgent Calls:**

In the event a student needs to make an urgent call during the school day, they may do so from the **front office**. Parents or guardians who need to contact their student during the school day should do so through the **front office** or by messaging the teacher via **ParentSquare**. To minimize the need for messages and further classroom disruptions, we recommend discussing pick-up locations or after-school arrangements with your student in advance.

### **Recess**

Students are scheduled for a fifteen-minute recess period each day in grades K-8. Recess takes place outdoors. Only under adverse weather conditions do we keep the children indoors.

### **Lunch Procedures**

It is imperative that your child eat lunch during the lunch period. Each grade K-8 is offered a **40-minute lunch period**. Students have half of their lunch period for recess play and half of the period for eating lunch. All children, whether they bring their own lunch to school or receive lunch from a catering service, are seated at designated lunch areas during the eating portion of the lunch period.

The school does not have a cafeteria, but offers an alternative to packing a lunch every day. Ki's School Lunch Program offers a flexible catered lunch option for students. Ki's provides the district's Universal Meal Program Option (lunch offered free of charge) as well as a paid option.

For the paid option, Ki's offers over 25 selections each day using all natural and healthy ingredients. In addition, your child can choose two favorites each day from a choice of fresh fruits and veggies. Parents can purchase by the day, week, or month. Normal orders must be submitted by noon the day

before the school lunch is needed. Late orders (with a late fee) are accepted on the website up through 8:00 a.m. the day of lunch. Cancellations can also be done online for full in-store credit up through 8:00 a.m. the day of lunch. The lunch program begins on the first full day of school.

Visit Ki's School Lunches at [www.kisschoollunches.com](http://www.kisschoollunches.com) to set up your account and download the *Ki's School Lunches* Mobile App.

### **Jersey Mikes (Middle School Only)**

Jersey Mike's in Solana Beach will be offering lunch orders for purchase **only on Mondays** until the end of the school year! This applies exclusively to Mondays—no other days. This is a convenient and tasty lunch option for our students. Here's how to place your order:

1. **Place your order online before 8:00 AM** at the following link: [Jersey Mike's Solana Beach](#).
2. **Choose "In Store Pick Up" when placing your order**
3. **In the 'Notes' section of your order**, be sure to include the following details:
  - Student's Name
  - Grade
  - R. Roger Rowe School
4. **Avoid delivery fees:** Choose "in store pick-up" when completing your order, but be sure to still list the student's name, grade, and R. Roger Rowe School in the notes section. This will ensure that your order is delivered directly to our school without an extra charge.

Please note that the school **will not be responsible** for any order or delivery issues, including late lunches, and we will not be able to follow up with Jersey Mike's if an order is missed or incorrect. We ask that you work directly with Jersey Mike's Solana Beach if you need assistance regarding an order. If there are any issues with a student's order, they will be given the option to receive an emergency meal from Ki's School Lunch program.

**Please note:** *We do not allow deliveries from Uber Eats, DoorDash, etc. Forgotten lunches may be dropped off at the front office.*

### **Lunch Table Rules**

- Sit in one spot while eating lunch, keep lunch trash, recyclables, and compostables with you until you are finished.
- All food is to be eaten at the lunch tables.
- When lunch is over and your ENTIRE table is clean, you will be dismissed by an adult.
- Dispose of your food waste, recyclables and trash in the appropriate receptacles.

### **Playground and Student Conduct Standards**

The purpose of our playground conduct standards is to create an environment that encourages students to interact in a respectful and positive manner. These expectations will provide the guidelines for students to resolve their own conflicts, support one another, and assist in creating a physically and emotionally safe environment.

- I will wait patiently before going to the playground areas until adult supervision is visible.
- I will walk to and from the playground.

- I will participate in all activities in a respectful and safe manner, while keeping in mind the consequences of inappropriate behaviors.
- I will use respectful language.
- I will resolve my problems using good character.
- I will only use equipment provided by the school.
- I will use all playground equipment and materials appropriately.
- I will include all students in playground games and activities.
- I will only eat food in the designated areas and I will be responsible for throwing away trash even if it is not mine.
- One of my responsibilities during recess time is to use the bathroom and get a drink.

## Playground Equipment Use Standards

### PLAY STRUCTURES:

- Use the play structure appropriately. Climbing on top of the play structure or monkey bars, or jumping off the play structure or slide can result in serious injuries and are not allowed. Slide down the slide one at a time, feet first in a seated position, and make sure that the bottom of the slide area is clear. Only one person at a time may be on the monkey bars or rings, traveling one bar at a time.

### SWINGS:

- Take turns on the swings and be respectful to those who are waiting.
- Once a peer has counted 30 swings (back and forth), you must remove yourself and wait your turn.
- When waiting for a turn, stand to the side of the swings. Standing in front, behind, or laying underneath a moving swing or jumping off the swings can cause serious injury and are not allowed.

### FIELD RULES:

- No food or drink (except water) is allowed on the field.
- Play in the designated areas without climbing on the retaining walls or fences.
- Tackling is not allowed in any field sport.

## Student Behavior

### School Rules and Expectations

Behavioral expectations are established to ensure the safety of all students and to create an atmosphere where all students can effectively learn. A Positive School Culture Plan (PSCP) is the framework utilized at Rowe to teach and reinforce positive behavior expectations and guide staff on the process to address unexpected behaviors. This framework will support educators, adapt practices to meet student needs, and use data to ensure student success. It will continue to enhance a positive school climate.

### Common Language

<u>Terminology</u>	<u>Definition</u>
Prevention	To prevent unexpected behaviors

<b>Corrective Action</b>	What we are going to do to "retrain, reteach, practice" the desired behavior
<b>Consequences</b>	What privileges we get (when exhibiting expected behaviors) and what privileges we lose (when exhibiting unexpected behaviors) and the why behind this
<b>Restorative Practices</b>	What we will do to repair relationships, hurt feelings, etc. when unexpected behaviors have impacted others
<b>Behavior</b>	Form of communication and does not define a person. It is Included in a single or series of incidents. <i>How do we ensure that a student's past behavior or current behavior does not define them?</i>
<b>Unexpected Behavior</b>	Unexpected Behavior is defined as a form of communication and does not define an individual. It is included in a single or series of incidents. Unexpected behaviors are categorized into 4 levels based on severity.

### ***Defining Schoolwide Positive Behavior Expectations***

Positive behavior expectations are defined for all students and reinforced throughout the school day. These matrices define behavior expectations across school settings: classroom, restrooms, hallways, assemblies, playground, etc.

### ***Teaching, Re-teaching and Reinforcing Positive Behavior Expectations***

Students will learn positive behavior expectations by explicit instruction and through the *Leader in Me* curriculum. Rowe has reinforcement systems in place to promote and reinforce expected behaviors. For example, encouragement, tickets, incentives, and awards are utilized to continuously keep students motivated, and reinforce those expected behaviors year round. Teaching, re-teaching and reinforcing positive behavior expectations are done continuously and consistently throughout the school year.

### ***Unexpected Behavior, Consequences, Corrective Actions, Restorative Practices and Communication***

When a student engages in any level of unexpected behaviors, first a consequence will be developed and implemented. A consequence is defined as: what privileges we lose when exhibiting unexpected behaviors. Next, a replacement behavior or skill will be identified for the student to learn through corrective actions. Corrective actions are defined as: what we are going to do to retrain/reteach/practice the desired behavior. Restorative Practices will also be identified and implemented. Restorative Practices are defined as action steps to repair/restore the relationship(s) that have been impacted because of the unexpected behavior(s). Communication is another important component of the PSCP. Depending on the level of severity, communication methods, frequency and members involved will be identified.

**Please note that each situation the administrative team handles is specific to the individual and the incident. For this reason, the charts above are only a guideline and the administrative team reserves the right to determine the appropriate consequences for each situation.**

## Suspensions and Expulsions

More information on suspensions and expulsions can be found in Board Policy 5012 ([link](#)). If you have specific questions, please contact the principal.

## Other Important Information

### Spirit Days

On Fridays, your child is encouraged to wear an RSF School shirt or school colors (red, white and blue). The Middle School Student Leadership Team plans spirit days and activities throughout the school year. These are announced through communications to parents and school messaging to students.

### Labeling Supplies/Lost and Found

Please label all clothing items, book bags, lunchboxes, and supplies with your child's name. By doing so, most "lost" items can be returned to their owners promptly. If an item has been misplaced, please encourage your child to check the lost and found located by Room 503 under the stairs. All unclaimed items are donated to charities throughout the year.

### Forgotten Items

R. Roger Rowe School encourages students to be prepared and responsible for their school experience. Students are responsible for their homework, lunches, athletic gear, along with remembering to ask what the plans are for after-school activities before they leave home. If necessary, late lunches, assignments, or equipment can be dropped off at the office. Please mark the item with your child's name and grade and leave it in the reception area. All teachers will instruct students to visit the office to check for forgotten items at recess/break or lunch to avoid interrupting instructional time. If it is lunchtime and students still do not have lunch from home, Ki's School Lunches will supply them with an emergency lunch through our Universal Meal Program.

## R. Roger Rowe School Library Media Center Services

The R. Roger Rowe School Library Media Center program supports learners by encouraging all students to use our electronic and print resources to:

- Investigate research projects that support classroom learning
- Cultivate curiosity and learn about our world
- Create new ideas and projects
- Develop a lifetime love of literature

### Library Book Checkout:

It is the intent of the R. Roger Rowe School to allow all students the opportunity to check books out of our wonderful school library as follows:

- Students may check out up to two books at a time and may keep them for up to two weeks.
- Books must be returned or renewed before checking out new books.

We invite your cooperation in the care of all library and school books. Please help your child to understand and practice the following:



- Keep books clean.
- Do not bend or tear the pages.
- Turn pages from the top.
- Do not treat books roughly.
- Protect books from weather, animals, babies, etc.

Students are responsible for taking care of the books that they borrow from the school or classroom library. If your child damages or loses a book, you will be asked to compensate the library for the lost item.

## Yearbooks

The yearbook contains fun-filled memories for all students and may be ordered through the front office or through ParentSquare. Parents may also submit dedications on the backside of the yearbook form. Dedications will be due by the end of March each year. Yearbook order forms are included in the “Registration Packet” and available at the front office or through ParentSquare. You may purchase yearbooks with cash/check or online through ParentSquare. Please keep the canceled check or emailed receipt as a form of your receipt of purchase. Yearbooks are distributed the last week of school.

## Complaint Procedure

- It is our intent to work collaboratively with parents to support our students in achieving their potential.
- From time to time, questions and concerns arise. It has been our experience that when we work together in a student-centered approach, issues are resolved quickly.
- **It is always our intent to resolve concerns by working directly with those closest to the situation, who have the most insight and ability to effect positive change.** If a parent has a classroom concern, it is important to try to resolve the concern with the classroom teacher.
- If the concern is an urgent matter related to the physical or emotional safety of a student or students, please call the office regarding the matter so that it can be expedited. If the concern is not resolved, please contact the principal and she/he will set up a meeting between the parties involved in an effort to resolve the issue.
- All school-wide concerns should be directed to the principal, who will meet with the parent(s), email, or call to address the issue.
- Please contact the principals’ administrative assistant to schedule an appointment.
- Every effort will be made to respond to parents within 24-48 hours.

## 2025-26 Library & Text Book Replacement Costs

The district will request replacement costs for any books or textbooks not returned or willfully damaged by the student:

- Science (\$25 replacement)
- Spanish (\$50 replacement)
- Library (\$10 replacement)

# Technology Policies, Procedures, and Services

The Rancho Santa School District is committed to fostering an educational technology initiative that empowers students for lifelong learning success. This initiative integrates technology into the curriculum, fostering personalized learning, creativity, collaboration, and digital literacy skills.

## Device Distribution and Use

- Kindergarten through Second grade: Students have access to iPads within the classroom environment to support personalized learning experiences.
- Grades 3-8: A one-to-one iPad program equips each student with a device for both in school and at home use.

## Technology Integration in the Classroom

Our classrooms are equipped with hardware and software to facilitate dynamic learning experiences.

- Instructional Technology: Teachers leverage technology to personalize instruction, enhance creativity, and promote collaboration among students.
- Digital Literacy Skills: The curriculum integrates the development of digital literacy skills at every grade level. This includes keyboarding, word processing, online safety, multimedia authoring, and project-based learning experiences.

## Internet Access and Responsible Use

The internet serves as a valuable research tool within our educational program.

- **Technology Use Agreement:** A signed form is required before students can access the internet on school devices. This is completed during student registration. To access the details of this form, [click here](#)
- **Security and Filtering:** Secure access is maintained, and student use is restricted to district-subscribed educational databases.
  - [Annual parental consent for educational software/apps](#). This is completed during student registration.
- **Student Responsibility:** Students are expected to adhere to the district's "Acceptable Use Policy for Technology" which outlines responsible online behavior.
  - [Board Policy 5028](#) - Student Use of District's Electronic Resources

## Technology Resources for Parents

We encourage parents to participate in their child's educational journey. The following resources provide valuable information and support:

- **District Website:** Access information on technology policies, FAQs, and usage agreements.
- **PowerSchool:** This student information system allows parents to monitor schedules, attendance, and report cards.

- **Schoology:** Grades 5-8 utilize Schoology as a learning management system for accessing class announcements, homework assignments, and online learning resources. Parents can receive updates via email, text message, or the Schoology app.
- **ParentSquare:** Parents can use ParentSquare to receive announcements, updates, and messages directly from teachers and school administrators.

## Social Networking Sites

The district adheres to age restrictions set forth by social networking platforms. We encourage parents to educate their children on safe and responsible online behavior when they reach the appropriate age.

## 2025-26 Technology Replacement Costs

The district will request replacement costs for any equipment not returned or damaged by the student:

- iPad: \$329
- iPad Case: \$30
- iPad Charging Block: \$20
- iPad Data Cable: \$20

## Additional Resources

- [Common Sense Media](#) offers advice and tips for parents navigating the digital age with their children.

## Health Office Information

The school health office is staffed with a registered nurse each day to assist students. The Health Office provides the following services:

- First aid and appropriate referrals for sick and injured students
- Referrals for students to appropriate community resources for necessary services
- Monitoring all students' immunization status to assure that they are in compliance by notifying parents and doing the appropriate follow-up

## Guidelines for Absences

- Children too ill to participate in normal school activities whether or not a fever is present should not attend school.
- Children must have a normal temperature (less than 100.4°) without use of fever-reducing medications for a minimum of 24 hours before returning to school after an illness.
- Children with persistent vomiting or diarrhea should not attend school until the vomiting or diarrhea has dissipated for at least 24 hours.
- Children should not attend school if they could have a **contagious disease** (e.g., COVID, strep throat, conjunctivitis). If this is the case, children should be seen by a doctor immediately and obtain the appropriate medication. Generally, doctors recommend returning to school after a 24-hour period free of fever reducing medication. **Please make the school aware of any contagious illness (e.g., strep throat, chicken pox, hepatitis) so that we may alert the parents of children in your child's class of possible warning signs. Individual names are never mentioned in the correspondence sent home.**

- Children with a rash of undetermined origin should not attend school until the rash is gone or it has been determined not to be contagious by a physician.
- Children requiring specialized health care procedures must work with the school district to provide orientation/support on the specific procedure being requested and to work with the health office in developing a health plan.
- **Please contact Nurse Helen ([hgalvin@rsf.k12.ca.us](mailto:hgalvin@rsf.k12.ca.us)) if you have any questions.**

## Medication Policy

- The “Physician’s Recommendation for Medication Form” must be renewed yearly for any student who needs medication or a treatment administered at school on either a routine or as-needed basis. This form is completed by your physician and requires a parent’s/guardian’s signature. Medication cannot be dispensed or a treatment of any kind given without this authorization on file. The medication and the form need to be brought to the office by the parent/guardian.
- Short-term medication forms may be completed by a parent if a student requires a prescribed medication for 10 days or less (e.g., antibiotics).
- Prescriptions or instructions must be in English.
- Medications may only be dispensed by the health office and cannot be dispensed by the classroom teacher or other staff.
- Students may not bring medications to school to administer to themselves.

## Immunizations

Up-to-date immunizations are required and must be submitted to the office.

## Good Hygiene

Illness prevention and personal hygiene education begins at home, but good hygiene practices are consistently reinforced in school. Please talk with your child to remind him or her that it is his/her responsibility to be clean and to follow the following recommendations:

- Remember to wash your hands after using the bathroom, before meals, after sneezing or blowing your nose (if possible), and any other time your hands become visibly dirty or may have germs on them.
- Sneezing and coughing into your arm area will avoid droplets from getting into the air or onto your hands, which can pass germs to others or surfaces.

## School Safety

### Fire and Disaster Drills

Fire drills and disaster preparedness drills are conducted monthly to practice the safe and efficient egress from classrooms and our site. Please make sure that all of the emergency contact information is correct and up to date on PowerSchool for parents/guardians as well as secondary emergency contacts in the event that a parent and/or guardian cannot be reached during an emergency. If a disaster occurs and circumstances allow, students will be kept on campus until picked up by parents or their designees, as indicated on their registration and/or disaster cards. Parents will be contacted by phone or email regarding the status of the school during an emergency.

### Lockdown Drills

Lockdown drills are conducted periodically in the school year to ensure that students and staff are familiar with this important emergency procedure. The school may be placed under lockdown if an

emergency situation, occurring at the school or in the vicinity of the school, endangers student safety. During a lockdown, school personnel will take several security measures: all school doors and windows are locked; all students and staff remain in their classrooms or offices; no one is permitted to leave; and no visitors, including parents, are allowed on campus. Parents may be asked to pick up students from school or another designated location when it is determined safe to do so. Parents will be contacted by phone or email regarding the status of the school during a lockdown.

## Educational Programs

As a public school in the state of California, our curriculum and instruction is designed to meet or exceed the California Common Core Standards in English Language Arts, Mathematics and the Next Generation Science Standards. In addition, our students are consistently exposed to extensions of this curriculum and enrichment experiences. This handbook presents a brief description of some of the unique experiences offered at R. Roger Rowe.

### District Music Programs

The Rancho Santa Fe School District offers many opportunities for students in grades 3-8 to grow as an instrumental musician. Students may participate in beginning instrumental music classes in the morning. We also offer a band program two times per week for all 4th grade students.

#### **We offer:**

- Band
- Beginning Strings
- Intermediate Strings
- Orchestra
- Percussion

#### **Students will learn:**

- Music theory
- Read music
- Perform in various concerts

### Drums and Percussion

We offer an early morning school program, one time per week, where the participants will learn about musical drumming techniques in a relaxed, friendly environment. As various percussion instruments are introduced and played, students will also learn about the cultures and time periods from where they originated. Instruction includes practical warm-ups, rhythm studies, rudiments of drumming, and musicianship. Additionally, students develop more self-confidence, teamwork, individual discipline, and focused concentration while playing. Classes are taught by percussion specialist, John Hall. Students in grades 3-8 with no experience are invited to join. Class size will be limited to 14 students.

### Choral Music/Choir

All grades K-5 students receive choral music instruction with a certificated music teacher. Middle school students beginning or intermediate rock band as one of their electives.

### Art Program

Students in Grades K-5 will have art as part of their elective rotation taught by a certificated art teacher. They will learn a variety of art media. Middle school students may select art, ceramics, or craft and design as one of their two electives.



## Drama Program

Students in Grades K-5 will have drama as part of their elective rotation where they will learn about role-playing, body movement, characterization, and scriptwriting. Middle School students have the option to choose a drama elective as follows:

Drama 6 (semester based) or

Advanced Drama for 7th-8th grade (yearlong)

Through theater, students:

- Develop the knowledge and skills needed to express their ideas in a positive and creative way
- Develop their ability to communicate their thoughts and feelings
- Gain an understanding of the world around them
- Relate confidently with others in collaborative drama activities
- Build the confidence to perform and speak in front of audiences.

## Middle School Spanish

Students may select Spanish as a year-long elective course.

Grade	Option
Grade 6	Spanish 1
Grade 7	Spanish 1 or Spanish 1.5
Grade 8	Spanish 1, Spanish 1.5, or Spanish 2

## Technology Electives

Students in grades 6-8 have the opportunity to explore their creativity and technical skills through a range of elective courses, including:

- Green Architecture
- Rocket Science
- Medical Detectives
- Tech Exploration (6th: Innovators in Tech, 7th: Next Gen. tech, 8th: Yearbook & Photography)

## Middle School Student Leadership through Leader in Me

Middle school students have the opportunity to participate in leadership development through Leader in Me. Students apply at the end of their 5th, 6th and 7th grade year for the following roles:

- **Co-Coordinator:** Acts as “president,” co-coordinating the team with Ms. Marquez. Runs meetings, acts as liaison for contact with admin, foundation, board, alumni, elementary, and community. Manages the calendar and ensures everyone makes their deadlines. Does morning announcements. Host of Eagle News.
- **Finance Chair:** Handles all financial matters, including snack cart and spirit store funds. Reports to the team regularly. Reports on finances on Eagle News.

- **Events Coordinator:** Handles the administration duties behind running events. Reports on events in Eagle News.
- **Athletics Coordinator:** Plans all sporting events, reports on scores and teams in Eagle News.
- **Academics Coordinator:** Manages school-wide academic data and statistics to create goals for the student body. Creates ideas and events that help students succeed academically. Reports on Eagle News.
- **Eagle News Director:** Creates the script and manages the filming process for Eagle News.
- **Eagle News Editor:** Edits Eagle News weekly. Works closely with the director before, during, and after filming.
- **Research and Reflection Leader:** Creates school-wide surveys to collect evidence about student voice and choice. Conducts research for events and ideas. Reflects on previous events and creates an action plan for the next event. Manages advisory team points. Reports on Eagle News.
- **Spirit Squad:** Creates new and exciting ideas for positivity at R. Roger Rowe. Greets students in the mornings with music, cheers at sporting events, designs spirit wear/posters/fliers, brings school spirit to R. Roger Rowe. Reports on Eagle News.
- **Care/Green Team:** Celebrates birthdays, teachers, and staff. For trash and school property. Creates and runs philanthropy events. Creates ideas to be leaders for Elementary students.

## Physical Education

All students in grades K-5 participate in an outstanding physical education program taught by certificated teachers. Our P.E. teachers use resources and equipment to provide instruction in the California State Standards for Physical Education. Students learn and practice new physical skills, game etiquette, cooperation, and sportsmanlike behaviors. All students receive direct P.E. instruction for two fifty minute periods each week. Our Kindergarten students participate three times per week for thirty minutes where they focus on gross motor skills such as balance, body awareness, and hand-eye coordination.

Sixth, seventh, and eighth graders may participate in the general Physical Education program taught by a certificated P.E. teacher or may opt to participate in the below mentioned sports each trimester. All current students should complete their registration process prior to summer. If your child did not sign up and/or you would like more information on our programs, please contact our Athletic Director. Our website is also another good source of information.

## Athletics

Rancho Santa Fe Athletics has been a source of great success and pride for both our students and community. The goal of the athletic program is to promote exceptional educational instruction, emphasizing participation, sportsmanship, teamwork, leadership, self-confidence, and respect. We also hope to prepare students for a life-long appreciation of sports and physical fitness. Please see the athletic portion of the school website for more information.

<b>1st Trimester (Mid-August-November)</b> <ul style="list-style-type: none"> <li>• Flag Football (Co-ed) (6-8)</li> <li>• Volleyball (Girls) (6-8)</li> <li>• Cross Country (Co-ed) (6-8)</li> <li>• Golf (Co-ed) (6-8)</li> </ul>	<b>2nd Trimester (November-Mid-February)</b> <ul style="list-style-type: none"> <li>• Soccer (Boys) (6-8)</li> <li>• Soccer (Girls) (6-8)</li> <li>• Basketball (Boys) (6-8)</li> </ul>	<b>3rd Trimester (Mid-February-May)</b> <ul style="list-style-type: none"> <li>• Volleyball (Boys) (6-8)</li> <li>• Basketball (Girls) (6-8)</li> <li>• Track &amp; Field (Co-ed) (6-8)</li> </ul>
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#### **ATHLETIC PARENTS' AND PLAYERS' CODE OF CONDUCT:**

Athletes and their parents represent our school and community and demonstrate pride by honoring the Athletic Code of Conduct. If an athlete breaks the Athletic Code of Conduct, corrective or disciplinary action will be taken. Consequences may include loss of playing time, suspension from practice and/or games, and dismissal from the team. Parents who are not conducting themselves in an appropriate manner may be asked to leave or not to attend practices and/or games.

#### **SPORTSMANSHIP:**

1. Players and parents will demonstrate exemplary sportsmanship by:
  - Showing respect for self, opponents, officials, coaches, teammates, and spectators.
  - Showing respect for the rules of the contest and judgment of game officials.
  - Exercising self-control at all times.
  - Refraining from the use of foul and/or abusive language at all times.
  - Winning with character; losing with dignity.
2. Rancho Santa Fe students/athletes are expected to successfully manage their academic and social responsibilities:
  - Players must maintain good academic standing with a minimum 2.5 Grade Point
  - Average a minimum grade of "S" in citizenship.
  - The Athletic Director will notify students and parents of the student's ineligibility status.
3. Display good character at school:
  - Players will display good character in class, on the playground, and at practices and games.
  - Players may be removed from practice and/or games due to improper conduct as determined by coaches, teachers and/or administrators.
4. Practice and Game Attendance:
  - In order to participate in practices and games, players must be at school for the majority of the school day.
  - Absences must be reported to the coach and Athletic Director before noon on game days. Coaches will use their discretion to determine if the student can play.
  - Student athletes are expected to attend all practices and games unless sick or injured, putting forth their greatest effort.
  - **Take your child's after-school schedule into account when signing up for an RSF Athletic team** (contact the Athletic Director via email if your child will be missing practice or a game).
  - Players should arrive on time to practice, games, and study halls.
  - Utilize Schoology for all scheduling and up-to-date information.

5. Dressed and Ready to Play:

- Players will be equipped and wear appropriate attire while attending practices and games, or they will not be allowed to participate that day.
  - Required attire includes school appropriate shorts, shirts, and shoes.
  - Game day attire includes Rancho Santa Fe team uniform, appropriate footwear, and a mouth guard (if necessary).

6. Resolving Problems:

- Players should discuss any issues or concerns with their coach after practices and games prior to parental involvement.
- If necessary, parents and players will meet jointly with a coach to resolve problems during a scheduled appointment.
- If a situation is not resolved with the coach, then parents may meet with the Athletic Director and Principal.

**INDEPENDENT STUDY PHYSICAL EDUCATION (I.S.P.E.):**

We support and appreciate after-school activities, and encourage students to participate in them. For the most part, however, these outside sports do not take the place of the regular physical education class, which offers an introduction to diverse sporting activities in the context of a cooperative classroom environment. Students are encouraged to participate in the on-campus physical education program, especially at the 6th-8th grade levels. Only students who compete in athletic activities at a high level of activity and competition will be eligible for I.S.P.E. Students accepted into the I.S.P.E. program will be held responsible for maintaining their programs and keeping up communications between their individual coaches and the Independent Study Coordinator. The I.S.P.E. contract is available on the website or at the school office; it explains the criteria to qualify for the I.S.P.E. program and includes the dates that paperwork must be submitted to the coordinator.

Please note: your child will not be enrolled in the class until the contract has been submitted and approved. Students who have not turned in their contract or made an athletic selection will be assigned to General P.E. until it is submitted, approved, and their schedule changed. The District believes that accountability for meeting agreed-upon objectives is of prime importance. Individuals are selected based upon their ability to handle the individual responsibility.

**Robotics Programs**

**FLL Explore (Grades K-3)**

In First Lego League Explore, teams of students ages 6-10 focus on the fundamentals of engineering as they explore real-world problems, learn to design, code, and create unique solutions made with LEGO bricks and powered by LEGO® Education SPIKE Essential.

**FLL ROBOTICS (Grades 4-8 after school club):**

Grade level teams, with guidance from parent volunteers, enter into the First Lego League Contest where they compete with clubs and schools throughout Southern California in three different disciplines. Teams of up to 6 students program an autonomous robot, using either an EV3 Lego Mindstorm, to score points on a thematic playing surface, create an innovative solution to a problem as part of their Project, all while guided by the FLL Core Values. These three elements - the Robot Game, Project, and FLL Core Values - make up what we call our yearly Challenge.

- Students will program autonomous robots using components from the EV3 kits to accomplish a number of missions on a thematic 4' x 8' game table.

- Students will develop a sense of teamwork and camaraderie as they refine both their robotic and presentation skills to meet a variety of challenges.

### **First Tech Challenge (Grades 7-8)**

Students design and build a metal robot that could weigh 40-50 lbs. and that can navigate a 12'x12' arena to accomplish a number of tasks, while working alongside a similar robot, and in competition against another team of two robots.

- In the past, the FTC league used Robot-C and LabView programming languages, but now they are using Java.
- Students can play any of the multiple roles that consist in a team: designer, programmer, builder, public relations liaison, community outreach liaison, web/ app designer, recorder, and more.
- Three Qualifier competitions take place throughout the winter season. Teams that advance to Regional Championships are among the best teams in San Diego.

### **Ocean Week**

During Ocean Week, students will participate in lessons and activities that focus on Ocean literacy. Each grade level will study a different aquatic habitat that builds on students' understanding from previous years.

- Kindergarten: Ponds
- First Grade: Tide Pools
- Second Grade: Rocky Seashore
- Third Grade: Wetlands
- Fourth Grade: Kelp Forest
- Fifth Grade: Open Ocean
- 6<sup>th</sup> Grade: Ocean & Atmospheric Interactions
- 7<sup>th</sup> Grade Carbon Flow
- 8<sup>th</sup> Grade Cause & Effect of Climate Change

During the week, teachers lead various rotations surrounding their habitat that all students in the grade have the opportunity to participate in. In addition, we have some amazing speakers, artists, and assemblies lined up for our students. Some grade levels will even participate in field trips that are related to their theme.

### **Science Discovery Day**

Science Discovery Day is an entire day dedicated to Science activities for K-7 students! Each grade level has various workshops that students will rotate through during the day. Some of the workshops will include live animals, building and testing glider planes, building marble roller coasters, and even visiting a portable planetarium in our gym! We will have over twenty expert presenters from all over San Diego joining us. In addition, some of our eighth-grade students will be given the opportunity to lead our students around to their various workshops.



# Student Support Services

## EL (English Learner) Support

Students whose parents report that another language is spoken in the home at the time of registration are assessed to determine their English language proficiency. If they are determined to be English language learners, they are clustered according to assessed English language proficiency and placed in regular classrooms. Within their classrooms, teachers provide specialized instruction in English Language development and academic support throughout the day so that students make a year's worth of growth in their language ability and reach proficiency in the California State Standards in all curricular areas each year. If needed, they may also receive specialized language development instruction in a one-on-one or small group setting.

## Education Specialist Support

An Education Specialist is a certificated teacher who assesses and instructs students with learning and/or developmental disabilities through an Individualized Education Program (IEP). The Education Specialist may serve as a member of the Student Study Team (SST), which determines the academic needs of students and provides classroom intervention strategies to meet those needs. If classroom interventions are not successful or minimally successful, additional assessment may be warranted. Students are assessed by an Education Specialist, School Psychologist, and other specialists in any areas that are of specific concern. If a student qualifies for Special Education services, an individualized program is designed to meet his/her needs. The Education Specialist and staff of instructional assistants provide services to students at the school site.

## School Counselor

Our School Counselor provides a comprehensive counseling program. She presents whole group lessons to all classes, runs small group counseling sessions (social skills, grief counseling, divorce and separation), supports teachers with student needs and curriculum and strategy implementation, and provides resources for parents. She also assists in the scheduling of Student Success Team (SST) meetings.

## School Psychologist

Our School Psychologist works with teachers and administrators in assessing and determining students' learning abilities and necessary school supports. The School Psychologist also assists students, parents, and teachers in navigating emotional and behavioral issues. The School Psychologist supports assessment for Special Education eligibility as well as coordinates and manages General Education 504 Accommodation Plans.

## Speech and Language Pathologist

The Speech Language Pathologist helps to identify and assess children who require additional support in developing communication skills appropriate to their ability/age level. If a student qualifies as having a speech or language disorder, the Speech Language Pathologist creates an individualized program for the student and provides the required services.

## Occupational Therapist

The Occupational Therapist provides supplementary support to students on an IEP, who require specialized support for fine motor and/or sensory needs. The Occupational Therapist also consults with the Special Education Department and classroom teachers to determine appropriate classroom accommodations and accessibility tools.

### **Adapted Physical Education Teacher**

The Adapted Physical Education Teacher provides supplementary support to students on an IEP, who require specialized support for gross motor needs.

## **Testing**

### **State Testing**

Students in grades 3-8 are required to participate annually in the state's standardized testing and reporting program called the California Assessment of Student Performance and Progress (CAASPP) in late spring. These tests assess how well students have attained the knowledge and skills required to meet the California Common Core State Standards at their grade levels. The tests are currently used to assess individual student and school performance in English Language Arts and Mathematics. Tests are performance-based and are entirely administered via technology. Results are shared with parents when they become available. Students in grades 5 and 8 also participate in the California Science Test (CAST) to see how well they have attained the knowledge and skills required to meet the Next Generation Science Standards. Tests are entirely administered via technology. Results are shared with parents when they become available typically during the summer.

### **iReady**

The Rancho Santa Fe School District administers iReady assessments three times in the year in grades K-5 in order to measure progress over time and to create personalized learning programs to target students' needs in reading and mathematics.

### **Advanced Math Testing ([Link to Board Presentation](#))**

The Rancho Santa Fe School District administers several assessments to determine student eligibility for advanced math classes. Students showing advanced math aptitude in second grade are tested at the end of the year. Math acceleration testing begins at the end of grade 3. There are opportunities to test into an accelerated math program at the end of grades 3-4 with an assessment and bridging program in grades 5-7 to demonstrate readiness.



## The Rancho Santa Fe Education Foundation (RSFEF)

Thank you for your support on behalf  
of all R. Roger Rowe School students.

***Together we make the difference.***

The mission of the RSFEF is to provide the leadership  
to engage school parents and the community at-large  
to support the RSF School District through financial  
contributions and volunteering, allowing the delivery  
of an enriched public school experience that is among  
the best in the country.

For more information on the Rancho Santa Fe Education Foundation  
please email [chair@rsfef.org](mailto:chair@rsfef.org) or visit [www.rsfef.org](http://www.rsfef.org).



# 2025-2026 Board of Trustees

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Created by parents with the belief that the Rancho Santa Fe School District should be extraordinary despite declining state funding, the Rancho Santa Fe Education Foundation (RSFEF) is a 501C(3) non-profit community driven organization that provides a means for parents and community members to invest in the District through Annual Giving, parent volunteer efforts, and Endowment campaigns. Funds raised through Annual Giving are essential to the continuation of small class sizes, focused academics, and robust enrichment programs. Due to the generosity of our Community Partners, 100% of the funds donated to the RSEF are given to the Rancho Santa Fe School District. Additionally, the RSF Endowment provides long-term security for the District. Parent volunteers help coordinate activities throughout the school year and new volunteers are always welcome. Please make your contribution to the Annual Giving Campaign and help us reach our \$1 Million/100% participation goal in 2025-2026. A contribution in any amount is greatly appreciated. We are looking forward to another extraordinary year! For more information on RSFEF, please visit [www.rsfef.org](http://www.rsfef.org) or email [admin@rsfef.org](mailto:admin@rsfef.org).

### **K-5 ROOM PARENTS:**

Every K-5 classroom will have a parent who has kindly volunteered his/her time to assist the teacher with class organizational needs. If you have any questions pertaining to your child's classroom needs/activities, please contact your room parent. Room parents will be selected by the classroom teacher at the beginning of the school year. Room Parents support the classroom and RSF Education Foundation by:

- Organizing volunteers for special projects, field trips, and school programs identified by the teacher
- Organize grade-wide coffees the first few weeks of school
- Work with the teacher throughout the year on classroom activities

### **Middle School Grade Level Liaisons (GLL)**

To ensure we maintain the strong home-to-school connection built in the elementary years, each middle school grade is supported by a pair of dedicated parent volunteers. These volunteers serve as a vital link between the school and our parent community, fostering a sense of camaraderie and enhancing communication. By addressing the unique needs of their grade level, they help parents stay engaged throughout the middle school experience.

### **ROOM PARENT SIGN UPS:**

Please watch for the "Welcome to my Class" email from your child's teacher, which will include a request for room parent volunteers. If interested, please let the teacher know by replying to the email. This will be your only opportunity to sign up for a room parent position.

### **Annual Giving Campaign**

In order to support educational programs that enable our children to have the best experience possible at R. Roger Rowe School, we launch an annual giving campaign in the fall. Our goal is 100% participation!

### **Levels of Donation are as follows:**

#### **Multi-year Philanthropic Commitment**

Scholar's Circle:

- Three levels: Cum Laude - \$7,000 annually for a minimum of five years; Magna Cum Laude - \$10,000 annually for a minimum of five years; Summa Cum Laude - \$20,000 annually for a minimum of five years;
- Includes permanent inscription in the Scholars' Circle Giving Tree
- Includes invitations to exclusive Scholars' Circle events

### **Annual Philanthropic Commitment**

Benefactor: \$3,500 and above per enrolled student

Cap & Gown: \$2,500 and above per enrolled student

- Includes public recognition
- Includes invitations to exclusive recognition event

### **Annual Contributor**

Fair Share: \$1,450 and above per enrolled student

Supporter: Any amount below \$1450 per enrolled student

For more information on our annual giving campaign, please contact Ashley Haase at [chair@rsfef.org](mailto:chair@rsfef.org)

### **R. Roger Rowe Annual Gala**

Our annual gala is an evening that celebrates the artistic endeavors of our students while raising much needed funds to help the RSFEF meet its grant obligation to the district. Many creative pieces of student art, along with a variety of donated items are auctioned. This wonderful social event is another evening that parents get to come together for a good cause – our children!

### **Community Partners**

We offer business sponsorship opportunities for greater exposure to our families. We hope that greater visibility in the community and a positive association with R. Roger Rowe will help businesses grow.

### **Student Directory**

The directory, produced by the RSF Education Foundation (RSFEF), is a free resource for enrolled families. Anticipated release of the directory is early November. It is strictly used for informational purposes and shall not be reproduced, distributed or used for business purposes. Several advertising options are available within the directory.