

PARENT/STUDENT HANDBOOK

2018 – 2019



ROSEVILLE CITY SCHOOL DISTRICT

Sargeant School

1200 Ridgecrest Way

Roseville, CA 95661

(916) 771-1800

School Opened - 1986

Principal	Boyce A. Baldwin	1986 – 1990
Principal	Christine M. Kelly	1990 – 1993
Principal	Peter L. Clark	1993 – 1996
Principal	Suzanne King	1996 – 1998
Principal	Sandee Barrett	1998 – 200
Principal	Teri Seaman	2002 – 2014
Principal	Rachael Peck	2014 -

School Colors - Blue and White

School Mascot - Bulldog

Sargeant School was named after two Roseville educators, George and Mable Sargeant.

George Sargeant began his career in Roseville in 1951 as a sixth grade teacher at Woodbridge School. He taught four years before coming Principal of Woodbridge School in 1956. He served as Principal of Woodbridge School for 16 years. The last year of service, before his untimely death in March of 1972 due to a heart attack, he was serving as Supervising Principal of Woodbridge School and Kaseberg School. Mr. Sargeant held General Life Elementary and General Administrative Credentials. He was well thought of in the community and worked very hard for the betterment of the educational program for the children at Woodbridge School.

Mrs. Mable Sargeant began her career in Roseville as a fifth grade teacher at the Atlantic Street School in the fall of 1953. Mrs. Sargeant taught at the Atlantic Street School until 1962. She taught two years at Cirby School and was one of the teachers who helped open the Eich School in September of 1964. Mrs. Sargeant continued as a teacher at Eich School until 1968 when she assumed the responsibility of teacher/librarian at the school. She held that position until the spring of 1970. In the fall of 1970, Mrs. Sargeant became a full-time librarian for the district. She ended her career in 1974. She held a Life Junior High Credential and a Standard Life Credential, with a specialist as a librarian. She was an outstanding teacher held in high regard by her colleagues and the community. Mrs. Sargeant passed away in 1997.

We thank the Sargeants for their dedicated service to the children of Roseville and strive to carry on in their tradition.

Dear Sargeant Families,

Welcome to the 2018-2019 school year at Sargeant Elementary School! We are excited to start another year with all of you.

As educators, we believe that a strong family-school partnership is essential to student success and achievement. Clear communication between home and school makes such partnership possible. This handbook was designed to inform you about the policies and procedures of our school and the behavior expected from our students. Feel free to contact us regarding any questions you have about the information provided. As we continue through the school year we will also be send home weekly communication via the Sargeant Community Blog. You can also get updates via the school website, Facebook, and Twitter.

As part of the family-school partnership, you are invited to actively participate in your child's education. This can be accomplished by being involved with your child's learning at home and on campus. We invite you to participate in the Parent Teacher Club (PTC), School Site Council, English Learner Advisory Committee, Watch DOGS, and general volunteer help around the school. It takes a village to raise a child and we definitely appreciate your support.

We are excited about the upcoming school year and the great educational opportunities for the Sargeant School Community.

We hope that you and your child have an outstanding school year! If you ever have any questions or concerns, please feel free to contact me.

Sincerely,

Rachael Peck
Principal
Sargeant Elementary

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**Daily School Schedule
2018-2019**

8:30 a.m.	TK Begins (dismissed at 11:50)
8:35 a.m.	K- 5 th children allowed on school grounds
8:50 a.m.	School Begins K – 5 th
10:15 a.m.	2 nd Session Kindergarten begins
10:40 – 10:57	Snack Recess for 1 st – 5 th Grade
11:45 - 12:30	Lunch/Recess for Kindergarten/1 st Grade
12:15 – 12:59	Lunch/Recess for 2 nd -5 th Grade
1:50 p.m.	1 st Session Kindergarten dismissed
3:15 p.m.	School dismissed (2nd Session Kindergarten)

PLEASE NOTE: Since there is no supervision for students before 8:35 a.m., it is important that parents plan their child’s day so he/she arrives at the assigned time. Children are to leave the school grounds upon dismissal. Students are not allowed to be in the park before or after school.

1st – 5th Grades— Minimum PLC Days – Every Monday 2:00 dismissal
1st and 2nd Session Kindergarten - All Mondays and Fridays – 8:50 a.m. – 1:50 p.m.

1st – 5th Grades—Minimum Days 8:50 a.m. – 2:00 p.m

Family-School Partnership

School Expectations – What parents and students can expect from Sargeant Elementary School:

- A professional staff with positive attitudes and a respect for students.
- For each student, the best educational program possible with the available resources.
- A safe, friendly environment in which students can learn.
- Timely communication about your child's progress.
- An environment in which all individuals are treated fairly and with respect.

Parent Expectations – What parents can do to help their child succeed in school:

- Develop in your child an attitude that school is important and that education is to be valued.
- Focus on the positive when dealing with your child and the school.
- Communicate with the teacher when you have a question, or at the first sign of a problem.
- Support the school and follow up on behavior problems your child may experience.
- Encourage your child to bring home his/her papers and the communications from school. Check your child's backpack nightly and especially on Wednesdays. Discuss student work and school communications with your student.
- Attend parent conferences, become knowledgeable about your child's progress.
- Develop good attendance patterns so your child attends school *every day, all day*. (arrange vacations, doctor's appointments, etc. outside of school hours).
- Be sure your child is at school on time. Being on time ensures your child doesn't miss any instruction.
- Provide a quiet place for your child to study without interruptions.
- Be sure your child is prepared for success at school—good night's sleep, good breakfast, books, homework, backpack, dressed and groomed appropriately, proper shoes for running, coat, etc.
- Keep your child's emergency contact information up-to-date.

Attendance and Tardies

When your child is absent, parents are required to call the Absence Hotline in the morning of the absence stating the reason for the absence. If we do not receive a note, email, or voicemail, you will receive a call from the school personnel to verify the absence. We will call 3 times as a courtesy. If still not verified, it will be considered an unexcused absence.

Absences are only excused for health reasons, attendance at an immediate family member's funeral, court appearance, or religious holidays. Any other reason (i.e. vacation, out of town, etc.) is considered unexcused.

If a student is absent more than 10% of the number of days enrolled for the current school year for illness, further absences will need to be verified by a physician. Three or more unexcused absences and/or tardies over 30 minutes will result in a truancy letter and a report to the Roseville Police Department and/or Student Attendance Review Board (SARB).

Students must arrive to school on time. Students who arrive late lose instructional time, disturb the instruction of other students when they enter the room and also develop the habit of not being on time. If your child arrives late to school for any reason, please come into the school office for a tardy slip.

The number one factor of success in school is regular and timely attendance. Please make every effort to avoid scheduling trips and vacations – and medical appointments during school hours. Thank you!

Parents, please instruct your children about the rules of safety to be used when walking or biking to and from school. **Students may not play or wait in the park before or after school.**

All students walking to school are directed to use the sidewalks whenever possible. Caution should be used in crossing streets, and the use of crosswalks and signals is required where available.

Students riding bicycles are reminded that the rules and regulations of the California Vehicle Code are in force.

Please park and lock your bike or scooter in the bike rack on North Cirby. Please use caution when crossing the parking lot entrance and exit. ***(Skateboards, rollerblades, and “Shoe Skates” are not allowed on campus.)***

Drop Off and Pick Up of Students

Drop off and pick up time are very busy at all schools. Please follow all rules of the road and use extra caution when driving around our school. We want to make sure all kids stay safe.

Drop off:

Children in grades 1-5 may be dropped off in front of the school or on North Cirby Way. They must walk to the South gate by the Multi-Purpose Building.

Children can also enter the back gate by the park.

Students may enter the gates at 8:35 a.m.

Bus riders are dropped off in the front parking lot.

Pick-up:

Students may be picked up along N. Cirby Way or in front of the school. Please follow the single cone lane in the front parking lot and drive to the curb to pick-up your child. Children will not be allowed to run to cars and are instructed to sit and wait for their parents' car to pull up to the curb and stop before they walk to the car.

Students must use the crosswalk to cross either Ridgecrest Way or N. Cirby Way at all times.

Please do not park (leave car or stay in one spot) in the red bus loading zones on N. Cirby Way. You may wait in your car in the loading zone on N. Cirby Way, but you may not park and leave your car. This area is used for the pick-up loop and will continue moving.

Transitional Kindergarten students should be dropped-off and picked-up through the gate at the side area where classroom 15 is located.

Kindergarten students may be dropped-off at school in the front parking lot. They line up outside the kindergarten playground. They will be released at the gate located on the kindergarten playground.

Parents need to park their cars in a parking space or on the street, before coming in to pick-up or drop-off TK/ Kindergarten children. Please do not park in the red loading zone in front of the school.

At Sargeant we follow the guidelines of the Positive Behavior Intervention and Supports (PBIS) system. We believe that it is important for children to have clear expectations for their behavior and be acknowledged for their positive behavior.

We have three school rules that we expect all of our students to follow:

Be Safe

Be Responsible

Be Respectful

In addition to the three rules we add that we want everyone to Be Kind.

Expectations for these rules are taught to all the students and defined for all of the school settings. Students are acknowledged for their positive behavior with Bulldog Bucks that are handed out by staff members. The Bulldog Bucks are used to purchase items and activities in the store.

When students violate the expectations, behavior is managed by the yard duty supervisor, teacher and/or administrator. Staff may restrict a student's recess time when he/she believes that this action is an effective way to bring about improved behavior. In lieu of restricting recess time, staff may assign a reflection walk where students lose out on recess but still remain active, work service, or reflection letter.

More serious misbehaviors will be referred to the office and the student will conference with the principal.

Please note the following expectations about personal items and behavior:

1. Sargeant School promotes a positive, safe environment for all children and staff. Issues of reported bullying will be dealt with immediately to support student and staff safety.
2. Bullying and Cyber-bullying: The Board of Education strictly prohibits intimidation, harassment, hazing, ridicule, extortion or any other verbal, written, or physical conduct that threatens an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the school. This type of conduct is prohibited in person, or through the use of electronic information and communication devices, to include but not limited, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings and defamatory websites. Examples include direct physical contact, personal verbal assault, sending mean or threatening messages, spreading rumors about a classmate, creating a website that targets another student, sharing fake or embarrassing photos or videos, stealing a login or password to send messages on another person's account. These actions, whether using district owned or personally owned equipment, on school premises or off campus during non-school hours may result in disciplinary action including suspension and or expulsion and referral to police.
3. Toys, stuffed animals, electronic games and devices, radios, MP3s, trading cards, etc. are disruptive to the learning environment and are not allowed at school or on the bus.
4. Cell phones are allowed at school but must remain off and in your child's backpack.
5. Pocket knives, play guns, lighters, matches, sharp instruments, or dangerous objects that could be deemed as a weapon are not allowed at school. These cases will be referred to the principal.
6. There will be no profanity, fighting, or harassment allowed on the school grounds. This includes the use of sexual terms in humor or jest.

Extra Curricular & Evening Events

To be eligible to attend extra curricular activities & evening events a student MUST attend the entire school day, the day of the activity.

Dress Code

Students will be expected to dress in an appropriate manner at all times at Sargeant School. The dress code is not intended to list all items that are appropriate or inappropriate to wear. Its purpose is to give guidelines for what is appropriate and inappropriate clothing for school.

- o Shoes must be worn at all times. Sandals must have straps and toes need to be covered. (No flip flops).
- o Clothing should be free of writing, pictures, or any other insignia, which are crude, vulgar, profane, or deemed inappropriate for school attire.
- o Clothing must conceal undergarments at all times. See through shirts, tank tops, halter- tops, spaghetti strap shirts, low cut tops, bare midriffs, tight shorts, and very short skirts or shorts are prohibited. Pants must be worn around the waist not hanging below the mid section.
- o Hair shall be clean and neatly groomed. Hair may not be sprayed with any color that would drip when wet.

If your child does come to school with items that do not follow the dress code, you will receive a phone call requesting that you bring appropriate attire or asking you to pick your child up.

General Information

Visiting or Leaving the School Grounds

Students may *not* leave the school grounds alone at any time while school is in session.

Parents coming to school during the day for any reason are required to check in at the office before going to the classroom. All volunteers, parents and visitors must check in through the office and wear “visitor” identification during their time on campus. Siblings are not allowed on campus during volunteering. Adults without RCSD identification are NOT allowed on playgrounds; this includes drop off and pick up time.

If you need to pick up your child during the school day, you must check them out through the office. Parents/guardians picking students up will be asked to show photo identification and checked against names filled out on students’ emergency cards. Please be thorough in filling out your information card regarding who can pick up your child. Please include emergency names and contacts, so that we will be able to release your child if there is a family emergency and you allow a neighbor or friend to pick up your child. A parents’ note should be sent to school informing the office that the student will leave before the end of the school day. The student’s classroom will be contacted and the student will come to the school office to meet the parent.

Parents are invited to visit their children’s classrooms any time during the year. It is advisable to contact the teacher to communicate your specific area of interest so that your visit can be scheduled to coincide with the presentation of that lesson.

All visitors to school must report to the office and sign in immediately upon coming on campus (Penal Code 627). **Visitor badges are mandatory.**

Wednesday Communications

The Principal, teachers, and PTC send important communication home to parents via our KSwift Program (phone calls and emails). Be sure to check your child's backpack on Wednesdays for other school notices and student work. The School Blog is sent out every week and the PTC newsletter is sent out every month.

Parking

Parking is very limited in the front school parking lot. We request your cooperation in NOT parking in the striped areas of the lot as these are reserved for loading and unloading. The best place to park is on the north side of North Cirby where crosswalks help ensure student safety. Parking in front of the dumpster and in the striped crosswalk in the front parking lot is strictly prohibited. Please do not enter the exit driveway with your vehicle. This creates a serious safety hazard.

Sargeant Website/Voicemail and Emails

Sargeant School has a Website and voice mail message system we hope you will use. You may also email your child's classroom teacher. Just call 771-1800 and you will be given instructions on leaving absence messages, messages for teachers and the principal. An email directory is located on our school website.

We try to clear absences every day. We need a note or phone call from a parent/guardian. The Sargeant Hotline is an easy way to give us a call as soon as you know your child will be out. DIAL 771-1800.

Sargeant Website

Please visit the Sargeant School Website at: <http://www.rcsdk8.org/>. Choose Sargeant Elementary from the school link. Like us or view us on Facebook on our Facebook page, RCSD Sargeant. Even if you are not a Facebook member, you can click on the Facebook icon on our website to view our page. Follow us on Twitter @rcsdsargeant to see what's going on during the school day.

Change of Address, Telephone Number, Emergency Number, Etc.

To ensure timely school to parent communication, it is imperative that we keep our student emergency cards up-to-date. If you change your address, home telephone number, work number, emergency contact, email or any information on the emergency card, Please notify the school at once.

Room Parties

Classrooms may have room parties on specific days, for example: Halloween, Christmas, Valentine's Day, and the last day of school. Room parents may be contacting you to assist.

Party Invitations

Private party invitations are not to be distributed on the school grounds during the school day. This is to prevent excluded children's feelings from being hurt. Please do not send any food, balloons, flowers, etc. to the school to celebrate a child's birthday. If balloons, flowers, etc. are brought to the school, they will be kept in the office until the end of the day.

Classroom Volunteers/Field Trips

Classroom volunteers are welcome and encouraged to help in their child's classroom and to accompany their child on field trips. Parents who volunteer need to make childcare arrangements for younger siblings. In order to participate in a field trip, each student must have a signed permission form on file before the trip commences.

Healthy Foods Policy

The RCSD Board Policy is based on the California Healthy Schools Bill SB12, which has been passed by the state lawmakers. This Healthy Foods Policy focuses on serving only healthy foods at school, both in the cafeteria and in the classrooms. The intent will be on educating students to make healthy food choices.

To support this policy, we will continue implementing the following procedures at Sargeant School concerning distribution of foods in the classroom, both by the teachers and students. Teachers will not be using non-nutritious foods (candies, cookies, etc.) as a reward for students' academic performance or classroom behavior. **We also will not be allowing students to bring in food items to share with the class on birthdays or other special occasions.** If you would still like to honor your child's birthday, check with your child's teacher on suggestions for non-food items (books, pencils, stickers, erasers, etc.) that could be shared with the class.

Teachers will still hold occasional class parties during the year (Halloween, Valentine's Day, Merit Parties, End of the Year, etc.). This is the time to enjoy those special treats, along with some healthy snacks.

Parent Teacher Club

Sargeant students enjoy the benefits of a very active Parent Teacher Club (PTC). The PTC supports the Art Docent Program, book fairs, library grants and much more. The PTC sponsors family movie nights, dinners, the Harvest Festival and other interactive, fun activities in our school multi-purpose room throughout the year. PTC funds are also used to purchase computer technology, instructional materials for the classrooms, and to bring assemblies and other enrichment programs to Sargeant School.

PTC volunteers coordinate fund-raising activities in support of programs that enhance the learning environment for all students at Sargeant School. In partnership with parents, the PTC supports many educational program enhancements for our students and improvements to our school that would otherwise not be funded by the school district.

PTC meetings are held monthly at 6:30 p.m. in the staff room. All parents are strongly encouraged to attend PTC meetings to share ideas and provide valuable input into the activities and programs of the PTC. Our PTC Board Members value and appreciate the contributions of parents throughout the school year, as their work cannot be done without creative ideas and extra hands to make programs, activities, and events a success.

At the beginning of the school year parents are provided the opportunity to join the PTC through Membership. PTC Membership is organized by levels which include:

- **Bulldog Member (\$125+)** Includes \$25 spirit wear voucher, one yearbook, one ad or message on the PTC website, one Sargeant car magnet, invitations to PTC meetings, regular newsletters and PTC emails
- **Blue Member (\$75)** Includes one yearbook, one ad or message on PTC website and one Sargeant car magnet, invitations to PTC meetings, regular newsletters and PTC emails
- **Sargeant Member (\$25)** Includes one Sargeant car magnet, invitations to PTC meetings, regular newsletters and PTC emails
- **Member (\$10)** Invitations to PTC meetings, regular newsletters and PTC emails

Membership donations are tax deductible. Thank you for your support and active involvement in the Sargeant Parent Teacher Club!

School Library

Library Book Borrowing Privileges

All children are encouraged to check out and take home books from the Sargeant School Library. We ask your cooperation in seeing that your child takes care of these books and returns them by the due date.

Roseville City School District policy #6004 states, “Students will be required to pay for lost or damaged materials.” Report cards and library checkout privileges may be withheld pending return/replacement of lost or damaged library books and classroom materials.

Textbook Rental Policy

All Sargeant students will receive their textbooks on their scheduled check in day at the beginning of each school year. Please follow the following procedures to ensure you will not be charged for damage that has resulted from the previous year.

- 1) Write your name and date in ink in the space provided inside the front cover of the book. Although all textbooks are tracked by barcode, not name, this will help your student keep track of his/her textbooks.

- 2) Show your librarian any damage to your textbooks before it was checked out to you no later than August 30th. Have your librarian initial and date it with a description of the damage in the front of the textbook. Failure to do this at the beginning of the year may result in a charge for the damage to the book..

- 3) *You are responsible for the care and return of all textbooks checked out to you during the school year.* Remember, textbooks are tracked by the barcode, not the name on the front. Returning a textbook checked out to another student will not clear your name.

All Lost or Damaged Books Need to be Paid For

Please remember that your teachers are not responsible for your textbooks, even if they have been left in the classroom.

Bills will be mailed home at the end of the school year for all missing textbooks, as well as those that are returned damaged.