SARGEANT BULLDOG BASICS

Parent/ Student Guidelines

ROSEVILLE CITY SCHOOL DISTRICT

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Sargeant School

1200 Ridgecrest Way

Roseville, CA 95661

(916) 771-1800

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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 - 2021
Principal	Julie Murdaugh	2021- 2022
Principal	Krista Barker	2022-2024
Principal	Rachael Conway	2024-

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 becoming 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.

Sargeant Elementary Bell Schedule
2026-2027
***Office Hours 7:15 am - 3:15 pm**

Breakfast: Monday - Friday
7:25 A.M - 7:40 A.M. Parents of TK-K students remain with their students until teacher transition at 7:40 AM

TK - 5th Grades				
Days of the Week		Mon., Tues., Thurs., & Fri.	Wednesdays (PLC)	Conference Week
Start Time:	TK-5th	7:45 AM	7:45 AM	7:45 AM
Recess:	TK	9:00-9:15 AM	9:00-9:15 AM	9:00-9:15 AM
Recess:	K	9:45-10:00 AM	9:15-9:32 AM	9:15-9:25 AM
Recess:	1st-5th	9:40-9:55 AM	9:40-9:57 AM	9:40-9:50 AM
Lunch:	TK-K	11:50 - 12:10 PM (Eat) 12:10-12:30 PM (Play)	11:50-12:10 PM (Eat) 12:10-12:30 PM (Play)	10:00-10:30 AM
Lunch:	1st-3rd	11:25 AM - 12:05 PM (Eat/Play)	11:25 AM -12:05 PM (Eat/Play)	10:20-10:50 AM
Lunch:	4th-5th	11:00 AM - 11:40 AM (Eat/Play)	11:00 AM - 11:40 AM (Eat/Play)	10:40-11:10 AM
Dismissal:	TK	12:47 PM	12:47 PM	11:23
Dismissal:	K	1:53 (Parent/Student connections begin)	12:42 (Parent/Student connections begin)	11:23 (Parent/Student connections begin)
Dismissal:	1st-5th	2:03 PM	12:52 PM	11:33 AM

PLEASE NOTE: There is NO supervision for students before 7:25 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.

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 academic or behavior challenges 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 at 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 to check your child in for the school day.

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!

Safe Routes to School

Parents, please instruct your children about the rules of safety to be used when walking or biking to and from 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 then walk to the playground entrance or front of school to enter campus.
Please use caution when crossing the parking lot entrance and exit. ***(Skateboards, rollerblades, and "Shoe Skates" are not allowed on campus.)***

The park gate is closed on rainy days. Please use the front gate to go directly to class.

Drop Off and Pick Up of Students

Drop-off and pick-up times 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 at Dietrich Park, where they can walk through the park to enter campus through the playground gate.

Morning Gate Schedule:

- 7:25–7:40 a.m.: The South gate by the Multi-Purpose Room (MPR) and the playground gate at Dietrich Park are open for student entry.
- 7:40 a.m.: The first bell rings, and both the MPR and park gates close. The gate next to the front office opens.
- 7:40–7:45 a.m.: Students must enter through the gate next to the front office.
- After 7:45 a.m.: The office gate closes. Students arriving after this time must enter through the front office to check in before going to class.

Bus riders are dropped off in the front parking lot.

Student supervision begins at 7:25 a.m. Please do not drop off students before this time.

Parking Lot Safety:

If walking your child to the front of the school, please use the designated crosswalk in the parking lot by the MPR or cross in front of the drop-off/pick-up line near the kindergarten playground.

Please do not walk between cars in the drop-off/pick-up line.

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. If walking your child to the front of the school, please use the crosswalk in the parking lot by the multi

or cross in front of the drop off/pick up line by the kinder playground. **Please do not walk in between cars that are parked in the line.**

Students must use the crosswalk to cross either Ridgecrest Way or N. Cirby Way at all times. Please do not park (**leave the 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. Please continue moving forward to keep the front of the school drop off/pick up moving.

In an effort to keep kids safe at the crosswalk of N. Cirby and Ridgecrest, please do not park in the intersection along the sidewalk.

TK/Kindergarten Drop Off and Release

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

Regular Day TK **Monday- Friday** 7:45 a.m-12:47 p.m

Kindergarten students must be dropped off to their class line, outside the kindergarten playground. Teachers request that a parent or guardian wait at the gate while their child is in line until they transition to their classroom at 7:40am. They will be released at the gate located on the kindergarten playground.

Regular Day K **Monday - Friday**
Start 7:45 A.M. Dismissal 1:53 P.M.

PLC Wednesday/Minimum Days **Wednesday / Minimum Days**
Start 7:45 A.M. Dismissal 12:42 P.M

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.

Sargeant Behavior and Discipline Policy

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 B.A.R.K expectations that we expect all of our students to follow:
Be Safe
Act Responsibly
Respect All
Kindness Matters

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 from the Bulldog Cart. These Bulldog Bucks are then added to a large raffle drum in the Multipurpose room. Each week, two Bulldog Bucks are pulled from the raffle drum and students are rewarded with special items that are not available for purchase.

When students violate the expectations, a restorative approach is used with students. This entails an adult speaking with the child directly about his/her behavior error. The student(s) is/are asked to reflect on the behavior choice(s) and are expected to help explain how these behaviors impacted others or the school at large. The adult helps the child to use reflective strategies in order for the child to internalize the behavior and understand the consequences of his/her actions. This restorative approach is also used with students when one student has harmed another, or when two or more students have harmed each other. This conversation is a bit more in depth and children are asked to determine what steps need to be taken to repair any/all harm that was done by the behavior error. These restorative practices can be managed by the yard duty supervisor, teacher, other staff and/or administrator. Typically the adult who sees or is informed about the issue is the one who handles it. All staff are trained in how to have these conversations.

In addition to this restorative conversation and behavior correction, staff may also use a consequence that relates to the behavior error. For example, if a behavior error occurs during recess, a staff member may restrict a student's recess time in combination with a restorative conversation. We use the "Calm Corner" as a place where students go when they need a place to bring their mind, words or body back to a regulated state.

(Typically this is done in 5-minute increments). This acts as a "time-out" and allows for the student to process his/her behavior error as well as discuss the issue with an adult that can help with the restorative conversation and reflection. Once the time has been served and the conversation has occurred, the child is allowed to return to play or to return to class (if this "time-out" occurred at the end of the recess time).

More serious behavior errors are referred to the office/principal and the student will conduct this restorative conference with the principal. The principal will facilitate a more in-depth conversation/conference with students if necessary.

Extra Curricular & Evening Events
To be eligible to attend extra curricular activities & evening events a student MUST attend the entire school day on the day of the activity.

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. Volunteers will be asked to provide a driver's license to run through our Raptor Management System. 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 during registration 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 parent's 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.

Communication

The Principal, teachers, and PTC send important communication home to parents via ParentSquare. 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. Please read the school blog, communication from classroom teachers, and updates on events from the Sargeant PTC.

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 the office at 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.

The school office will need a note or phone call from a parent/guardian to clear student absences. 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 information 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. Please contact the office for volunteer paperwork and requirements. 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. **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, 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 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 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. 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 year parents are provided the opportunity to donate to the PTC Annual Fund. Suggested donation is $25 but any amount is welcomed. Thank you for your support.

Sargeant PTC

sargeantptc@gmail.com

School Library

Library Book Borrowing Privileges

All children are encouraged to check out and take home books from the Sargeant School Library. We ask for 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." 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.

International Baccalaureate (IB)

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

What does PYP mean?

PYP stands for Primary Years Program. Through its inquiry-led, transdisciplinary framework, the PYP challenges students to think for themselves and take responsibility for their learning as they explore local and global issues and opportunities in real-life contexts.

They are taught through the following six themes:

- Who We Are
- How the World Works
- How We Express Ourselves
- Sharing the Planet
- Where We are in Place and Time
- How We Organize Ourselves

The three main components of the PYP are:

Inquiry-based instruction:

Teachers develop trans-disciplinary units based on themes that reflect essential knowledge and that encourage students to ask questions and become architects of their own learning. We want our students to connect what they learn to real-life situations and have opportunities to work together to meet real challenges.

Becoming internationally minded:

Students are given increased opportunities to learn about their own culture and the cultures of people from around the globe. By viewing issues from multiple points of view, students learn the values of tolerance and empathy.

Action:

By going through the three steps of choosing, acting and then reflecting back upon the results of their choice, students are able to grow socially and personally, developing skills such as cooperation, problem solving, conflict resolution and critical thinking. This is an important part of a student's participation in his or her own learning. The action cycle helps develop lifelong learners

Learner Profile

All IB learners strive to be:

Inquirers	Courageous	Caring
Principled	Knowledgeable	Thinkers
Communicators	Balanced	Reflective
Open-Minded		

The attributes above are taught in all classes and reinforced through reading.