

Parent/Student Handbook 2018 - 2019



Home of the Bears

Roseville City School District

BLUE OAKS ELEMENTARY SCHOOL

8150 HORNCastle AVE.
ROSEVILLE, CA 95747

Phone: 916-771-1700

Fax: 916-772-7839

School Office Hours: 7:30 AM – 4:00 PM

RCSD Website:

<http://www.rcsdk8.org>

Check us out on Facebook: RCSD Blue Oaks

School Opened - August 2004

Principal – Erin Peterson

School Colors – Blue and Gold

School Mascot – Bears

Dear Parents and Guardians,

Welcome to the 2018 - 2019 school year at Blue Oaks!

As we begin the school year at Blue Oaks, each member of our school staff looks forward to working with you to maximize your child's educational experiences here. We will devote all of our expertise and energy to establishing a safe, nurturing and academically challenging learning environment for each and every student at Blue Oaks Elementary – a California Distinguished School!

As educators, we firmly believe that a strong family school partnership is essential to student success and achievement. Clear communication between school and home 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 you can get updates via the school website, Facebook, and newsletters. Communications will also be sent home via email and school messenger.

Blue Oaks values active parent participation 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), Art Docent, School Site Council, English Learner Advisory Committee, Classroom Events, Field Trips, and general volunteer help around the school.

Welcome students and family members of the Blue Oaks community. We hope that you and your child have an outstanding year!

Sincerely,

Erin Peterson, Principal

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DAILY BELL SCHEDULES

2018 - 2019

*** Grades TK– 5 ***

TK – (AM) 8:20 – 11:40 (M - F)
(PM) 8:40 - 12:00 (M)
11:35 - 2:55 (T - F)

Kindergarten Regular Day (T, W, Th)

AM K

Instruction 8:40 – 11:40
Lunch 11:40 – 12:20
Instruction 12:20 – 1:40

PM K

9:50 – 11:40
11:40 – 12:20
12:20 – 2:50

PLC Monday/Friday – ALL K Students

Instruction 8:40 – 11:40
Lunch 11:40 – 12:20
Instruction 12:20 – 1:40

Regular Day (8:40 - 2:56)

1st Grade

8:40 – 10:25
10:25 – 10:40 Recess
10:40 – 11:40
11:40 -12:20 Lunch
12:20 – 2:56

2nd/3rd Grade

8:40 - 10:25
10:25 - 10:40 Recess
10:40 - 12:05
12:05 - 12:45 Lunch
12:45 - 2:56

4th/5th Grade

8:40 – 10:25
10:25 – 10:40 Recess
10:40 – 12:30
12:30 - 1:10 Lunch
1:10 – 2:56

PLC Monday (8:40 - 1:43)

1st Grade

8:40 – 10:25
10:25 – 10:40 Recess
10:40 – 11:40
11:40 -12:20 Lunch
12:20 – 1:43

2nd/3rd Grade

8:40 - 10:25
10:25 - 10:40 Recess
10:40 - 12:05
12:05 - 12:45 Lunch
12:45 - 1:43

4th/5th Grade

8:40 – 10:25
10:25 – 10:40 Recess
10:40 – 12:30
12:30 - 1:10 Lunch
1:10 – 1:43

PLEASE NOTE: Since there is no supervision for students before the first bell at **8:25 A.M.** It is important that parents/guardians plan the day so first through fifth graders **do not arrive at school before the 8:25 bell.** Gates will be opened at 8:25 A.M.

Children may not remain on the school grounds after dismissal times unless specific arrangements have been made for them to participate in a school-sponsored, adult-supervised activity. Gates will be locked at 3:05 P.M. Tuesday – Friday. On Mondays, gates will be locked at 1:50 P.M. Also, please do not have your children wait to be picked up at Blue Oaks Park. There is NO supervision in that area before or after school.

CONFERENCE WEEK BELL SCHEDULE

November 5th - 9th

TK

(AM) 8:20 – 11:40

(PM) 8:40 - 12:00

K

8:40 – 11:00

11:00 – 11:35 Lunch

11:35 – 12:21

1st Grade

8:40 – 10:25

10:25 – 10:40 Recess

10:40 – 11:00

11:00 -11:35 Lunch

11:35 – 12:36

2nd/3rd Grade

8:40 - 10:25

10:25 - 10:40 Recess

10:40 - 11:25

11:25 - 12:00 Lunch

12:00 - 12:36

4th/5th Grade

8:40 – 10:25

10:25 – 10:40 Recess

10:40 – 11:50

11:50 - 12:25 Lunch

12:25 - 12:36

ATTENDANCE/TARDIES

Absences and tardies affect the learning of all students on campus. Please do your best to ensure students are at school on time each and every day. When your child is absent, a parent or guardian is required to call the Absence Hotline (771-1700) 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 school personnel to verify the absence. If the absence is still not verified, it will be considered an unexcused absence.

Children who arrive at their classrooms after the official start time will be regarded as tardy. Tardy students must report to the office for a tardy pass before going to class. Tardy students disrupt instruction for their classmates, in addition to creating a hardship for themselves and their teachers.

The number one determinant of success in school is regular and timely attendance. **Please make every effort to schedule trips and vacations – and medical appointments – before or after school hours.**

Make-Up Work For Absentees

Requests for make-up work when children are absent must be made with office personnel prior to 10:00 A.M. on the day of absence. This allows teachers ample time to prepare appropriate assignments. Assignments and materials may be picked up in the office after 3:00 PM.

Perfect / Outstanding Attendance Awards

Perfect Attendance: Those students who are in attendance for every full instructional day are eligible for Perfect Attendance at the end of the year and each trimester. Students who are absent or tardy, or who leave school early for any reason are not eligible. *This includes students who leave early and come back to school to complete the remainder of the school day.* Students who participate in the Vacation-Independent Study Program are not eligible for perfect attendance or outstanding attendance awards.

Outstanding Attendance: Those students who have one absence, one tardy **or** need to leave early one time for any reason are eligible for Outstanding Attendance at the end of the year and each trimester.

BLUE OAKS SCHOOL BEHAVIOR/DISCIPLINE

POLICY

At Blue Oaks 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 we expect all of our students to follow. These are known as the **Bear Necessities**:

- Be Safe
- Be Respectful
- Be Responsible

Expectations for these rules are defined for all areas on campus and explicitly taught to every student. These rules are in effect while on campus, during all school and PTC sponsored activities, and on school buses.

Positive Recognition

It is the belief of the Blue Oaks staff that students perform the best when they are positively recognized and connected to school. Based on this belief, Blue Oaks implements the following systems to actively provide students positive recognition and positive connections to school:

- Classrooms: every grade level employs different ways to recognize positive student behavior and achievement.
- School Wide Recognition:
 - “Bear Hugs”
 - School Sings - Character Education Recognition
- Clubs: a variety of clubs are offered over the course of the year to provide more positive connections for our students.
- School Musical

Students are acknowledged for their positive behavior with Bear Hugs that are handed out by staff members. Bear Hugs are used for weekly and monthly drawings in order to acknowledge students for their positive choices.

Students are also acknowledged for exemplifying the Six Pillars of Character (Respect, Responsibility, Caring, Fairness, Citizenship, and Trustworthiness) At least one student per class will be recognized each month over the course of the year to celebrate positive choices that embody our Six Pillar Character Education Program. These programs are in place to recognize the everyday choices through which our students make Blue Oaks School a great place to learn and contribute.

When students violate the expectations, behavior is managed by yard duty supervisors, teachers 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.

More serious misbehaviors will be referred to the office and the student will conference with the principal. If your child is sent to the office, you will be notified by the school principal.

Blue Oaks Progressive Discipline System

It is the intent of the Blue Oaks staff to address negative student behavior at the lowest level of severity. The Blue Oaks discipline system will be carried out in levels:

Level 1 – Incidental Violations

- Incidental Violations after being retaught behavior expectations (i.e. off task, out of seat, name calling, dishonesty, playing in restrooms, etc.)
- Staff handled with warning and/or bench slip

Level 2 – Minor Violations

- Repeated Level 1 Offenses (i.e. multiple bench slips for same offense, inappropriate language, spitting, lying, misuse of technology, etc.)
- Office Discipline Referral with parent contact and appropriate consequence (i.e. bench slip or disciplinary follow up form)

Level 3 – Major Violations

- Violations have progressed through levels 1 and 2 and the behavior continues or the student engages in serious behavior, such as (but not limited to) fighting, bullying, disrespectful to adults, cheating, or destruction of property
- Student referred to principal with an Office Discipline Referral and parent contact
- Appropriate consequences could include (but not limited to) lunch detention, benched at recess, suspension, or expulsion.

Level 4 – Illegal Violations

- Student referred to principal with an Office Discipline Referral and parent contact
- Principal appropriately addresses behavior and assigns an appropriate consequence

Please note the following expectations about personal items and behavior:

1. Blue Oaks 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 Cyberbullying: 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 game devices, radios, MP3s, trading cards, balls (smaller than footballs) etc. are disruptive to the learning environment and are not allowed at school or on the bus unless specifically authorized by classroom teacher. If brought to school, these will be confiscated and held in the school office for parent pick-up.
4. Cell phones are allowed at school but must remain off and in your child's backpack during school hours. Cell phones may be used outside of the school gates after school. *Note: If cell phones are used during school hours, they will be confiscated and held in the office for parent pick up.
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.

Dress Code

Certain dress apparel is not allowed on campus because of the distractions it causes or because of safety reasons. Students will be expected to dress in an appropriate manner at all times at Blue Oaks. 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.

- Shoes must be worn at all times. Sandals must have straps on the back (No flip flops or high heels).
- Clothing should be free of writing, pictures, or any other insignia, which are crude, vulgar, profane, or deemed inappropriate for school attire.
- Clothing must conceal undergarments at all times. See through shirts, tank tops, halter-tops, spaghetti strap shirts (straps must be at least two fingers wide), 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.
- No make up for any students
- Hair shall be clean and neatly groomed. Hair may not be sprayed with any color that would drip when wet. Students arriving at school with colored hair will be reviewed on a case-by-case basis. If the hair is a distraction to the learning environment, then the student will be referred home to remove the color from the hair.

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 up your child. The administration reserves the right to address dress code issues which may not specifically be listed above when they interrupt the learning for all students.

SAFE ROUTES TO SCHOOL

Parents, please instruct your children about the rules of safety to be used when walking to and from bus stops, waiting at bus stops, and when walking or biking to and from Blue Oaks School. Always use marked crosswalks when crossing streets. It is recommended that adults walk with their children to and from school whenever possible.

Bus Stop

Students must arrive at their assigned bus stop 5 minutes prior to their bus's scheduled arrival each day. Noise must be kept to a minimum so as not to disturb the residents. Always respect the rights of residents and fellow students at the bus stop. School rules are in effect.

Walking to and from School and Bus

Caution should be used when crossing streets. Do not cross streets or parking lots except in painted crosswalks. Stop before crossing and look both ways – be careful, be safe! **It is against school rules for students to cross Horncastle or Halesworth – or the parking lots at school unless they are in a marked crosswalk - or accompanied by an adult.**

Bikes, Skateboards, Roller Blades and Scooters

Students riding bicycles are reminded that the rules and regulations of the California Vehicle Code must be followed. Bicycle helmets are required. Bicycles should be locked securely in bike racks whenever students are on campus. For safety sake, always **walk your bicycle** on school grounds.

Use of **skates, skateboards and roller blades on school property is against the law in the City of Roseville.** Skateboards must be locked in bike racks while on campus.

Scooters must be walked on school grounds at all times and locked in bike racks when brought on campus.

Property Owners Near Our School

When picking up or dropping off children, please do not block or turn around in the driveways of our neighbors. Allow extra time to drop off or pick up – streets and parking lots will be congested! Observe posted speed limits throughout the Blue Oaks community – drive extra slow and be alert - especially during drop off and pick up times.

Pick Up/Drop Off

Traffic in and around Blue Oaks School presents the number one safety hazard to children and adults! We request your cooperation. **DO NOT** stop or park at curbs painted red on Halesworth or Horncastle - this presents visibility problems and endangers the safety of children who are crossing. Please park in designated parking places only in school parking lots. Always pull to the yellow curb to load or unload passengers. Move ahead to open curb space. Exit immediately. Always limit your speed to 5 mph when driving on or near school grounds and remain alert for children. If all parking spaces are taken, please park on Halesworth or Horncastle – making sure not to block the driveways of our neighbors. The highest volume of traffic occurs within 1-5 minutes prior to the start of school. We strongly suggest arriving between 8:25-8:30 to avoid traffic delays.

The WEST PARKING LOT - in front of the Kindergarten wing - is designated for drop-off and pick-up of transitional kindergarten, kindergarten, first and second grade students by private vehicle, **only**. Watch for children! Children may **not** go into parking lots unless they are with an adult. All students entering the west side parking lot must use the crosswalk on Halesworth.

The DROP-OFF/PICK-UP AREA in front of the Multi-Use Room is for school buses and daycare agencies **only**. Please do not drop off or pick up students on Horncastle Ave. There is no supervision.

The EAST PARKING LOT – in front of the Adventure Club and the upper grades playground is designated for drop-off and pick-up of third, fourth and fifth grade students by private vehicle, **only**. There is no crosswalk in this parking lot. Children may not cross or enter the parking lot unless accompanied by an adult. **DO NOT** stop or park your vehicle except in a designated parking spot. Remain in your car when at yellow curb.

Please **NEVER LEAVE YOUR VEHICLE UNATTENDED IN THE DROP-OFF/PICK-UP ZONES**. If you wish to park your car, kindly pull into a designated parking space.

Thank you for respecting the privacy and property rights of residents on streets adjacent to school.

We request that you walk your child/children to school whenever possible to cut down on traffic and pollution, promote healthy life habits and enhance the safety of all.

Library/Text Book Privileges

Library Book Borrowing Privileges

All children are encouraged to check out and take home books from the Blue Oaks 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, library checkout privileges, and yearbooks may be withheld pending return/replacement of lost or damaged library books and classroom materials.**

Textbook Rental Policy

All Blue Oaks 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.

- WRITE YOUR NAME AND THE 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.
- SHOW YOUR LIBRARIAN ANY MAJOR DAMAGE to your textbooks before it was checked out to you no later than September 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 textbook.
- DO NOT LOAN YOUR TEXTBOOKS TO OTHER STUDENTS. *You are responsible for the care and return of all textbooks checked out to you during the school year.* Remember, textbooks are tracked by barcode, not by a name written in the front of the book. Returning a textbook checked out to another student will not clear your name.
- ALL LOST OR DAMAGED TEXTBOOKS MUST 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.

GENERAL INFORMATION

Campus Hours

The school office is open from 7:30 A.M. to 4:00 P.M. daily when school is in session. Students may not come on campus before 8:25 and must leave immediately after dismissal unless specific arrangements have been made for them to be supervised by school staff. Blue Oaks School assumes no responsibility for students who arrive early or remain after the dismissal bell.

Visiting or Leaving School Grounds

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

All visitors to school must report to the office and sign in immediately upon coming on campus (Penal Code 627). **Visitor badges are mandatory.** After checking in, visitors must wear their RCSD identification badges 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. Visitors must sign out and return their visitor's badge upon leaving campus.

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, including 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/guardian 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. Please contact the teacher to communicate your specific area of interest at least 24 hours in advance so that your visit can be scheduled to coincide with the presentation of that lesson.

Classroom/School Volunteers

Classroom volunteers are welcome and encouraged to help in classrooms and to accompany their children on field trips. If you are interested in volunteering at Blue Oaks contact the front office, your child's teacher, or PTC directly in order to obtain information regarding volunteer opportunities available. Roseville City School District policy requires that all volunteers who are on campus on a regularly scheduled basis and those who attend any field trips must be fingerprinted through RCSD. Current TB clearance, (good for four years from the date issued), can be submitted to the school site. Volunteers must be cleared by the school and/or District prior to participating in school activities. Parents who volunteer must coordinate times and duties with the classroom teacher and make child care arrangements for siblings. Siblings and non-enrolled children are not allowed in classrooms, in the office workroom or on field trips.

Computers and Internet Use

All students have access to technology as it is integrated throughout the curriculum. Internet use, under supervision, is available to all students at Blue Oaks. Students may access the Internet only after a signed *District Internet Use Agreement* is filed during the online registration process.

Bring Your Own Device (BYOD) is an initiative that enables students of the Roseville City School District to bring their own device from home to enhance their educational experience. This initiative allows for more of our students at Blue Oaks to have a device to use during classroom instruction. Second - fifth graders are invited to bring their devices to class each day (chromebooks and laptops preferred). Students will be given access to the district's wifi once a signed BYOD Policy is on file.

Emergency Cards and Updates

It is essential that the information you have provided in your child's *Parent Portal* remains current at **all** times. Please come to the school office so we can make necessary changes as they occur. The more phone numbers you provide us with, the quicker we can contact you in case of an emergency. Remember, only adults specifically designated by the parent or guardian on the Emergency Card will be allowed to sign out or transport a student from school.

School Website

The Blue Oaks School Website provides family members with 24-hour access to a wide variety of information about our School. Please visit the Blue Oaks School Website at: <http://www.rcsdk8.org/>. Choose Blue Oaks Elementary from the school link. Like us or view us on Facebook on our Facebook page, RCSD Blue Oaks. Even if you are not a Facebook member, you can click on the Facebook icon on our website to view our page.

Lost And Found

Please make sure that all clothing, playground balls, lunch boxes and other items brought to school are clearly marked with your child's name. We accumulate a vast assortment of misplaced property during the school year. The Lost and Found is located in and behind the rear, west door to the multi-use room. You are welcome to check it during school hours. All abandoned items in the Lost and Found are donated to charitable organizations at various times during the school year.

Lunch Procedures

Kindergarten through fifth grade students will eat lunch in the "Bears' Lair" multi-use room. Students may bring a lunch or purchase a school lunch. Students may pay for their lunches on a daily basis as they go through the lunch line. However, prepaid lunch passes are preferable. Students whose accounts are severely overdrawn may result in that student only being allowed to obtain food from salad bar until the balance is paid.

When visiting to eat lunch with your child, please only bring food for you and your child. Students are not allowed to eat food provided by adults other than their parent/guardian unless written permission has been provided. **Upon written permission being provided from each child, a maximum of two students may eat outside of the cafeteria as a guest of a parent.**

Medication

Students may not have medication of any kind (including over-the-counter medicines) in their possession on school grounds, or during any school-sponsored event. District Policy requires that all medications be stored in the school office and that both parent and physician sign a form specifying dosage and administration time. Office staff administers all medicine. Forms are available in the school office.

Parent-Teacher Conferences

At the end of the first trimester, the parents/guardians of each child will be invited to attend an individual conference with the teacher to discuss their student's progress. Standards Based Report Cards will be given to parents/guardians at this time. At the end of the second and third trimesters, report cards are sent home with each student. Individual conferences may be arranged by the parent/guardian or teacher, as desired. Parents are invited to request conferences at any time to discuss the progress of their child/children. Please call the school office or your student's teacher's extension to schedule a conference.

Parent-Teacher Club

Blue Oaks School has a FANTASTIC Parent-Teacher Club (PTC) that supports our students in a variety of ways. We hope you will join the PTC and play an active role in making this your child's best school year ever! PTC meetings are held monthly and last approximately 60 minutes. Meetings are scheduled on Thursday nights. Child Care is provided free of charge during PTC meetings. Watch the school and PTC bulletins for meeting dates and times and for information about exciting, PTC sponsored events.

Requesting Teachers

Prior to the beginning of each school year, the staff at Blue Oaks School spends a great deal of time and consideration in placing each student with a specific teacher and classmates for the new year. Care is taken to consider each child's academic and emotional well being when making her/his classroom assignment. Class rosters are designed heterogeneously, with equity for all being the main goal. For these reasons, **parent requests for specific teachers cannot be honored.** Your trust and understanding are appreciated. Class lists are posted on the office windows prior to the first day of instruction.

Private Party Invitations

Private party invitations may not be distributed on the school grounds by students or adults (to prevent excluded children's feelings from being hurt and detracting from instructional time). Distribution of flyers or advertisements of any kind is strictly prohibited. Balloons, flowers and other items sent to the school to celebrate a child's birthday, etc., will be kept in the office until the end of the day.

Telephone Calls

School telephones may be used by students to notify parents of the need to stay after school to complete missed work, in the event of missing the bus, illness, accident, or other unforeseeable situation. Phone messages for students from parents/guardians will be emailed to the teacher and relayed to the student. **Please note: except in case of legitimate emergency, classroom instruction will not be interrupted to get messages to students.**