

August 2018

Dear Cirby Families,

Welcome to the 2018-2019 school year! I am very excited about starting a new school year with the Cirby School community!

Cirby School has a variety of exceptional programs that make it a school full of rich learning experiences. We will continue to place a large emphasis on holding high academic and behavior standards for Cirby students. With this philosophy embedded in our school culture, our children will gain the maximum benefits from their education.

This handbook is for your use. It contains important information about our school and is designed with all students in mind. We will constantly strive to create an emotionally and physically safe environment for all. You and your child are an integral part of that goal. Through a partnership between home and school, students have the best chance for success!

Please carefully review this handbook with your child. If you are unclear about the reasoning behind any information, please call us to inquire. All questions are important when it comes to the well being of our students! We hope this handbook is helpful to you.

Once again, I look forward to a rewarding, productive year at Cirby School and encourage you to become involved in your child's education in any capacity you can.

Sincerely,

*Karen Quinlan*

Karen Quinlan Principal

## **COMMUNICATION**

Making sure your children do well in school is important to us all, and communication is a key part of that process. Please check your child's backpack each day. School-to-home communications will be sent with your child on a regular basis.

Please watch for school news in the newsletter, which is published once a month. Announcements of all special events, school calendar, school news, and meetings are in the newsletter. Extra copies are available in the office.

Information will also be sent via email, website updates and messages sent to your phone via School Messenger, our automated calling system. Certain announcements will also be on our marquee in front of the school. Please also check out our Facebook page, RCSD Cirby – be sure to “Like” us.

## **PARENT INVOLVEMENT**

Your support of the philosophy, goals, procedures and standards of the Cirby program is absolutely essential. Please let the staff know if you have questions or concerns.

There are many opportunities to be involved at Cirby School. Volunteers are always needed in the classroom, in our Parent Teacher Club (PTC), and on School Site Council (SSC) and English Learner Advisory Committee (ELAC).

Cirby School PTC serves as a setting to bring parents together, and as a liaison between the staff and the school community to ensure open communication and understanding of the school program.

Like PTC, the School Site Council also depends upon parent participation. It consists of parents, elected at large, and members of the Cirby School staff, including the principal. The Site Council is responsible for administering the School Improvement Program (SIP), a state program whereby schools are given funds to be used as determined on site, and Title I. The Site Council shares in decision-making regarding school programs and goals. SIP and Title I funds, emphasize direct support of the academic program through providing instructional materials, new equipment, and program support.

Teachers coordinate support for each classroom by asking for volunteer sign-ups at Back- to-School Night and throughout the year.

## **PARENTAL SUPPORT AT HOME**

Parents are expected to:

1. Read the Cirby School Handbook with their child.
2. Provide a time and place for homework that is quiet and free from distractions.
3. Understand school rules and policies and ensure that children know and understand school expectations.
4. Assure regular and punctual attendance of children and notify the school promptly regarding children's absence.
5. Sign and return all school-related papers requiring parental response.

Medical, dental or orthodontic appointments, mandatory court appearances or illness are the only acceptable reasons for excused tardies. Students must bring a note from their parent, doctor or dentist stating one of these reasons in order for their tardiness to be excused.

Students who are tardy to school not only miss important instruction but also disrupt other students who arrive on time ready to learn. Cirby School stresses the importance of being at school on time everyday and encourages parents to make student appointments after school or during breaks if at all possible.

**Excessive excused absences or tardies will require a meeting with the Principal to devise a plan of correction.**

### **SCHOOL PROFILE AND INSTRUCTIONAL PROGRAM**

Cirby School puts primary emphasis on a core curriculum, stressing basic academic skills and good study habits. The school seeks to build within each child a sense of responsibility, confidence, pride in accomplishment, and a positive self-image through proven academic achievement.

The curriculum follows a definite progression, building on skills and abilities acquired at each level. Priority is given to the fundamental tools of learning and broad areas of knowledge, using the California State Standards. These are available online at the CA Dept. of Education website.

### **STUDENT RECOGNITION/HONORS**

Students in grades K-5 receive special recognition certificates for academic achievement, citizenship and attendance.

Students in 4th and 5th grades receiving all “3’s” in the basic skills areas of math, reading, language arts, social studies, and science receive a President’s Award for excellent achievement. Those who display excellent citizenship in the classroom and on the playground receive a Citizenship Award. These students are also treated to a roller skating party at the end of the school year. There are no exceptions to this policy. Please do not call the principal if your child is excluded. Students who display excellent effort or significant improvement in a particular area receive Most Improved honors and/or President’s Award for academic achievement.

**The school is established for the benefit of all students. The educational purpose of the school is accomplished best in a climate of student behavior that is socially acceptable and conducive to the learning and teaching process. Student behavior that disrupts this process or which infringes upon the rights of other students will not be tolerated.**

## **FIELD TRIPS**

Field trips within our area or nearby points of interest are scheduled by teachers throughout the school year. When a field trip is to be taken, your child will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Students who fail to return signed permission forms will not be allowed to go on the trip, nor will they be permitted to call parents on the phone for verbal permission. Students who have developed a behavior pattern that causes concern for the safety of any student or who may be a disruption to the success of the trip may be excluded from the trip. Parents will be notified and an alternate educational day will be planned.

### **SPECIAL NOTE:**

**Students may go on a field trip with their class only. Siblings may not accompany parents on field trips.**

## **HOMEWORK**

Homework is assigned to students grades K-5 on a regular basis. It is intended to:

1. Encourage independent work and good study habits.
2. Provide reinforcement and practice of skills and concepts.
3. Provide enrichment opportunities for students as an important supplement to classroom activities.

## **INFORMATION/HOMEWORK HOTLINE TELEPHONE SYSTEM**

To access our Information/Homework hotline telephone system – Dial 771-1735. You will hear an opening message and the following menu:

9 If extension is known 1 Report Absences 2 Teacher/Classroom Messages

Press the corresponding menu number to hear the recorded message. During the recording, if you wish to leave a message, press the # key.

If you wish to report your child's absence, follow the directions given (child's name, date of absence, teacher's name, your name, and specific reason for absence, ie. "Mary had the flu", not "Mary was ill").

## **TELEPHONE CALLS AND STUDENT MESSAGES**

The telephone in the office is a business phone and may be used by students with permission only. Students will not be permitted to use the phone for personal business or non-school related telephone calls.

The school office will make every attempt but cannot guarantee and cannot take responsibility for the delivery of messages to students during the day. Messages given to students interrupt the academic learning time of other students. We request that you make all necessary arrangements with your student before sending him or her to school.

The school is for business calls only. Necessary plans should be made with children before they leave home in the morning. Children are called to the telephone only in the case of an emergency. Office telephones are not to be used to arrange social activities after school or phone parents for forgotten items.

## **DEPARTURES**

When the school day ends, there is no supervision provided by the office staff. All students are to go straight home or to the bus waiting area when dismissed. Walkers are to walk to and from school in the sidewalks using crosswalks. They are not to take short cuts through fields, yards, or private property.

Students with disruptive behavior on the way to or from school will conference with the Principal and the Cirby Community Officer from the Roseville Police Department.

## **EMERGENCY CARD INFORMATION**

Every student is required to have a current emergency card on file in the school office. These cards are updated on a yearly basis. If any information changes during the course of the school year, please contact the office so that your student's card can be updated. Your child cannot receive adequate care in an emergency if we have out-of-date information.

## **RELEASING STUDENTS FROM SCHOOL**

Students are released from school during the school day through the school office only. An authorized adult (only those adults listed on the student's emergency card) must sign the student out of school and accompany the student from school. A student will not be released to anyone not listed on his or her card, or birth certificate, nor be allowed to walk home without an adult.

The adult should report to the office where the student will be waiting or called from class. The adult must be prepared to show photo identification if asked by the office staff.

As a courtesy to the teacher, a student who has an appointment during the school day should bring a note from home. Students being picked up during the school day for appointments or early departure will be called out of class upon the arrival of the authorized adult picking them up. This will minimize the amount of valuable instructional time the student would miss while waiting in the office to be picked up.

## **VISITORS**

Parents are encouraged to visit the school, by appointment, at any time during the regular school day. Since the class may be having a test or be involved in some other school routine that should not be interrupted, an appointment must be made with the Principal before any classroom visit. Classroom observations will be limited to 30 minutes and must be prearranged.

Visitors coming to school while school is in session are required by law to check in through the office so that we know who is on the school grounds at all times. Visitors will sign in and be given a pass to wear while on campus. Any visitor not wearing a pass or badge will be asked to report to the school office. This is a protective measure for all of the students.

**Parents who pick up their child(ren) after school, are requested to wait at the front of school behind the gates until the dismissal bell has rung. Parents waiting outside classrooms are a distraction to student learning.**

## **LUNCHES**

Students may bring a lunch from home or purchase a hot lunch from the school cafeteria each day. A hot lunch count will be taken with attendance each morning in the classroom. Monthly menus will be sent home with students. Extra copies are available in the school office. Please do not bring canned or bottled drinks, or sodas to school.

If you have a lunch to drop off for your child please stop in the office. If you choose to take your child off campus for lunch, please help your child to not miss valuable instruction by taking them during their lunchtime by making sure they are back to begin class on time. You must sign your child out for lunch. Please inform your child of this plan ahead of time and have them meet you in the office when the lunch bell rings. Parents may not eat in the cafeteria with their child. They are welcome to eat

outside at the picnic benches. Students must remain seated until they finish their lunch. When their table is dismissed by a Meal Duty Supervisor, they may throw out their trash. Care is to be taken in discarding food and trash into the proper receptacles. Each student will be responsible for keeping clean the area in which they eat.

Your child may bring money for a hot lunch, or you may purchase lunches in advance to be credited for future use. You may also prepay your child(ren)'s lunches at [www.ezschoollpay.com](http://www.ezschoollpay.com).

Applications for free lunch are included in the first-day packet sent home with your student, and are available throughout the year in the school office.

Per District policy, students will not be served a hot lunch after they have been provided one unpaid hot lunch. Instead, they will be provided milk and salad bar.

Milk And Juice Purchases — Milk or juice for cold lunches may be purchased daily for 25¢ a carton.

Kindergarten students may purchase milk for \$1.25 per week. Because our District participates in the free and reduced price lunch program, we are not able to offer free milk to Kindergarten students.

**Parents who would like to have lunch with their child will be encouraged to take them off campus for the lunch period. The multi-purpose room is set aside for students.**

#### **DROPPING OFF ITEMS FOR STUDENTS**

All items, including lunches that need to be delivered to students should be dropped off in the school office. All items should be labeled with the student's name and room number and left on the office counter. Lunch money should be put into a labeled envelope. Please inform your child in the morning that you will be dropping off their lunch or other items so they may come to the office to pick them up without disrupting the classroom.

Balloons and / or flowers for students' birthdays or other occasions will not be permitted in the classroom, but will be held in the office until dismissal.

#### **ABSENCES, HOMEWORK REQUESTS AND INDEPENDENT STUDY CONTRACTS**

Education Code Section 48260 requires that a pupil who is absent from school without a valid excuse three (3) or more days in one school year, or tardy in excess of thirty (30) minutes on three (3) or more days in one school year is truant, be so reported. In keeping with that policy Cirby School will begin the SARB (School Attendance Review Board) process on any student who violates this policy.

In addition, the Roseville City School District Policies, Regulations and Bylaws AR 5113 state "When a student has had 14 absences in the school year for illness (verified by written note, conversation with parent, or visit to student's home), any

further absences for illness must be verified by a physician.”

In keeping with this policy, Cirby School will request an original doctor’s note (photocopies or fax copies will not be accepted) when a student’s absences reach 14 or more. If a doctor’s note is not supplied, the absences will be treated as unexcused, and the SARB process will be started.

Homework requests must be received by 10:00 am to allow teachers ample preparation time. Assignments and materials may be picked up in the school office after school.

If you know in advance that your student will be absent from school five (5) or more days, you may request an Independent Study contract from the teacher. Please give the teacher as much advance notice as possible. The teacher will provide materials and assignments to be completed during the period of absence. Absences between 5 and 15 school days will be excused provided the terms of the contract are met.

### **BICYCLES, SCOOTERS, SKATEBOARDS AND ROLLER-BLADES**

Bicycles are parked at the bicycle racks. Students are strongly urged to lock their bicycles in the rack. The area around the bicycle racks is off limits to students during the school day.

**All students riding bicycles, scooters, skateboards or rollerblades are required to wear a helmet, and have the helmet buckled properly.**

Students using any form of transportation to school must abide by all laws i.e., helmet and directional laws, or privileges will be revoked. Students must walk their bicycles and may not ride their scooters, skateboards or roller-blades on school grounds.



## **GENERAL RULES AND STUDENT'S STANDARDS OF BEHAVIOR**

EVERYONE has the right to learn. Behavior that interferes or interrupts the educational process is not acceptable.

Classroom rules and a pre-established warning system and consequences are established and posted in each classroom by the teacher. Individual class rules are sent home at the beginning of the school year. Office Referrals will be issued to those violating these rules.

The following are specific guidelines listed in an effort to indicate to students what can reasonably be expected of them.

1. Respect for other people's feelings, rights and property is expected of everyone.
2. Students are expected to move through the school campus in a safe and orderly manner. Students will walk on sidewalks and play in designated areas. Students will not be in the halls without adult permission.
3. Students are expected to respond to adult authority in a courteous manner.  
Disrespect or defiance to school personnel (teachers, substitutes, instructional aides, yard duty aides, secretaries, custodians, bus drivers, or administrators) will not be tolerated.
4. Obscene, profane, or vulgar language, behavior or gestures will not be permitted at any time at school, including on clothing and personal property.
5. Fighting, teasing, threatening, or verbal/physical abuse of another person, either in anger or in fun, will not be tolerated. Students are encouraged to use Conflict Managers to settle disputes at recesses.
6. Inappropriate gestures of affection are not permitted.
7. Gum, sunflower seeds, candy, canned or bottled drinks or sodas are not to be brought to school.
9. All play equipment is to be used at a reasonable distance from the building. Balls are not to be bounced against the building or along the walkways. There is no ball slamming or ball kicking allowed on the blacktop. On the playground the students will play games according to the school rules and use equipment safely and for the use, which it is intended.
10. Students are not allowed to bring their own playground equipment (such as soccer balls, baseball, footballs, etc.) to school.

Students are also not allowed to bring radio/cassette players, Ipods, computer games, trading cards or any other item, which may cause a disruption to the educational environment.

**Per District policy, cell phones are to be turned off and stored in the student's backpack during school hours.**

11. Bathrooms are for bathroom use ONLY. They are not a play area. Students are expected to keep bathrooms clean by throwing papers away in the trashcan.
  12. Students are not to leave money or valuables in their desks.
  13. Rocks, bark or other objects are not to be thrown at any time at school.  
Slingshots, bean shooters or water pistols are not to be brought to school.
  14. Possession of weapons or dangerous objects of any kind including but not limited to guns of any type, knives, firecrackers, matches, lighters, sharp or pointed objects or anything resembling a weapon, etc., are not permitted on the school grounds. The police will be notified when deemed appropriate by the school administration (Education Code 48900 and 48915). Violation results are mandatory suspension and possible expulsion. (Education code 48900 and 48915).
  15. Students will not bring or use tobacco, alcohol or any controlled substances to school or be under the influence of such controlled substances. Students violating this will be suspended from school.
  16. Cirby School will be a safe place for all students. Gangs and other groups that intimidate or distract students and staff, pose a threat to school safety and disrupt learning. Gang-like behaviors, apparel, grooming, writing or other attributes will not be tolerated at Cirby School. Students who violate this rule will be subject to appropriate disciplinary action including suspension from school and possibly expulsion.
  17. All students are urged when they are unsure of what to do, to ask an adult at school.
- Serious infractions and dangerous acts will be referred immediately to the principal. Phone calls to parents and more serious disciplinary action may be taken. Severe behaviors include, but are not limited to, fighting, threatening or harassing others, bullying, stealing, gambling, disrespect or defiance of school personnel, or possession of dangerous objects. Possession of weapons will be dealt with by the Principal according to the Education Code.
- Disciplinary consequences that may result from referral to the Principal include: Time out, student conference, call home, restricted recess privileges, conference with parents, In-School Suspension, Off-Site Suspension, referral to Law Enforcement and/or Expulsion.
- Teachers have the prerogative to adjust the consequences for individuals who do not respond to the pre-established consequences. Please assist your child in understanding the importance of following the rules. The rules outlined above are designed for the students' safety and success in the classroom and on the playground.

## **STUDENT DRESS GUIDELINES**

In order to maintain a positive environment for learning, Cirby School has adopted the following guidelines regarding student dress. These guidelines are intended to define appropriate student attire and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, eliminate disturbances among students in attendance, and minimize student distraction so as not to interfere with the educational process. It is also intended to help protect the health, safety and welfare of our entire student body.

Any student wearing clothing that is inappropriate based upon the listed criteria, will be expected to call home for a change of clothing.

Students are expected to wear clean, neat and well-maintained clothing. Students are not allowed to wear clothing that has references to sex, drugs, tobacco, alcohol, violence or gang activity. Sagging pants, short-shorts, short skirts, short dresses, tank tops, strapless tops, halter tops, backless tops, tube tops, spaghetti straps, pajamas, low-cut tops, bare midriffs, visible underwear or other inappropriate items may NOT be worn.

Shoes must be worn on school grounds at all times. Shoes must have back straps (no flip-flops), and the heels must be an appropriate height for playground activities.

Students may not come to school with visible tattoos, or hair that is dyed or colored an unnatural hair color, or hair that is arranged in a distracting fashion.

The wearing of caps / hats indoors is at the discretion of the teacher or adult supervisor.

Wearing makeup, long fingernails (artificial or natural), dangle earrings or large hoop earrings are not permitted at school.

## **CLASSROOM CELEBRATIONS AND WELLNESS POLICY**

Recent studies have pointed to an alarming trend – the rate of childhood obesity has risen significantly over the past few years. Some studies indicate that as many as 50% of children in the United States will be considered obese by 2010. Health professionals are noticing increases in diabetes, blood pressure, and cholesterol levels in children. We are noticing this trend in our students as well.

The passage of the Child Nutrition and WIC Reauthorization Act of 2004 at the Federal level and SB 12 at the State level mandate that districts establish a school wellness policy to address these growing health concerns. Along with districts across the country, the Roseville City School District has adopted a Wellness Policy to comply with these laws. The main areas addressed by the policy are child nutrition, physical education, and health education. District schools will be focusing on key points in these areas. They include ensuring that the food service program meets the nutritional standards required for the National School Lunch and School Breakfast Programs; encouraging parents/guardians to consider nutritional quality and support

the district's nutrition efforts ensure that foods and beverages sold to students during the school day promote student health; developing a comprehensive program that promotes healthy eating and physical activity and teaches personal responsibility for one's own lifelong health; continuing a physical education program that builds interest and proficiency in movement skills and encourages students' lifelong fitness through physical activity.

What are we doing as a district? Some of the activities we are currently promoting include:

- Providing physical education instruction in grades K-8
- Organizing health education workshops for teachers
- Offering a nutritionally sound school lunch program, which includes a variety of fruits and vegetables, and whole grain products
- **Encouraging healthy alternatives for school snacks and celebrations**
- Encouraging the use of non-food rewards
- Modeling healthy choices

**FOOD ITEMS WILL NOT BE ALLOWED FOR CLASSROOM PARTIES.**

It is important to take these steps in order to provide the healthiest environment possible for our students and to begin training them to make responsible choices for themselves, as they get older. To support these efforts at school, it is critically important that students are supported in making good choices at home as well. Their healthy future depends on it!

BUSINESS SOLICITATIONS FOR DONATIONS MUST BE DISCUSSED WITH, AND APPROVED BY THE PRINCIPAL, and are limited to PTC-sponsored events only.

**In keeping with District policy, balloons or flowers are not permitted on campus and must be left in the office for the student to pick up after school.**