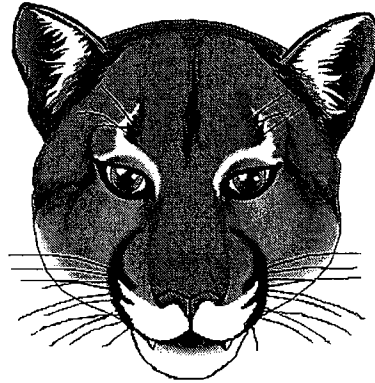


Parent/Student Handbook 2015-2016



COBBLESTONE ELEMENTARY SCHOOL *A California Distinguished School*

5740 Cobblestone Drive
Rocklin, CA 95765
Office Hours: 7:15 a.m. – 3:45 p.m.

Office (916) 632-0140
Fax (916) 632-9732
Absence Reporting (916) 632-0140 ext. 205
Website: <http://ces.rocklinusd.org/>



MISSION STATEMENT

We provide our students appropriate placement in a caring environment that will foster self-esteem, academic achievement, responsible behavior and an enduring desire to learn.

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PRINCIPAL'S MESSAGE

Welcome to Cobblestone Elementary School for the 2015--2016 school year. I feel extremely fortunate and proud to be working with such an established, dedicated, and professional staff, as well as families who place a high value on the education of their children.

Our goal is to sustain high levels of achievement for all students, maintain a quality educational program and provide a positive and caring school environment that will foster individual excellence and life long learning for our students. Together we can make this happen.

Please know that as a parent, you are always welcome in our school. I commend your participation and support of our school and encourage you to continue playing an active role in your child's education. This is the best guarantee for a successful school year. Regular communication with your child's teacher is essential. If we can be of any assistance, please feel free to contact us.

We look forward to a wonderful year. Together we can make a difference for the children at Cobblestone.

Sincerely,

Kathy Goddard
Principal

UNITY

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher – the tools she used
Were books, music and art.
The other, a parent, worked with a guiding hand,
And a gentle loving heart.
Day after day, the teacher toiled with touch
That was deft and sure.
While the parent labored by her side
And polished and smoothed it o'er.
And when at last, their task was done
They were proud of what they had wrought.
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed they would have failed
If each had worked alone.
For behind the parent stood the school
And behind the teacher, the home.

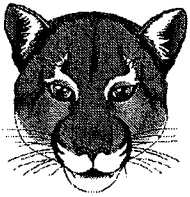
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COBBLESTONE ELEMENTARY SCHOOL MISSION STATEMENT

We provide our students appropriate placement in a caring environment that will foster self-esteem, academic achievement, responsible behavior and an enduring desire to learn.

PARENT GOALS FOR 2015-2016

- Read with your child every day.
- Volunteer at your child's school for a total of 10 hours during the school year.
- Attend Back to School Night, both parent conferences, and one other school program or event.
- Write a positive note to your child's teacher at least once during the school year.
- Volunteer at one PTC activity or event.
- Drive safely, responsibly and patiently at all times.



2015-2016
Cobblestone Elementary School
SCHOOL-PARENT PLEDGE



It is important that families and school work together to help students achieve high academic standards. Through a process that includes teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality instruction.
- Endeavor to motivate and encourage my students to learn.
- Foster creativity in students
- Have high expectations and help every child develop a love for learning.
- Provide a supportive, safe, and caring learning environment.
- Communicate regularly with families about student progress, successes and any concerns.
- Participate in professional development opportunities that improve teaching, learning and support the formation of partnership with families and the community.
- Provide meaningful, daily homework assignments to reinforce and extend learning (typically 10 minutes per grade level).
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

Family/Parent Pledges:

I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my child attends school every day when healthy, gets adequate sleep, regular medical attention and proper nutrition.
- Communicate the importance of education and learning to my child.
- Read with my child and encourage my child to read daily.
- Limit and monitor TV/computer/other electronic media.
- Encourage physical activity as part of well rounded development.

- Provide a quiet time and place for homework.
- Support use of the homework planner (4th-6th grades only).
- Regularly monitor my child's progress in school including periodic grade checks and checking homework as well as discussing with my child how he/she is doing in school.
- Review Tuesday Folder and/or the school's website regularly for news and events.
- Communicate with the teacher or the school when I have a concern.
- Communicate regularly with school staff about student progress.
- Participate at school in activities such as school decision making, volunteering and/or attending Back to School Night, parent-teacher conferences and Open House.

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Come to school on time and be ready to learn.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Be respectful and use good manners towards adults and my fellow students.
- Ask for help when I need it.
- Work hard and put forth my best effort.

Parent/Guardian

Student

Parent/Guardian

Teacher

ROCKLIN UNIFIED SCHOOL DISTRICT DIRECTORY

Board of Trustees

Greg Daley, Vice President	gdaley@rocklin.k12.ca.us
Susan Halldin, Member	shalldin@rocklin.k12.ca.us
Wendy Lang, Member	wlang@rocklin.k12.ca.us
Todd Lowell, President	tlowell@rocklin.k12.ca.us
Camille Maben, Clerk	cmaben@rocklin.k12.ca.us

Rocklin Unified School District Administration

Roger Stock	Superintendent	630-2230	rstock@rocklin.k12.ca.us
TBD	Deputy Superintendent	630-2227	@rocklin.k12.ca.us
Barbara Patterson	Deputy Superintendent, Business and Operations	630-2234	bpatterson@rocklin.k12.ca.us
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Tammy Forrest	Director of Special Education/Support Programs	630-2232	tforrest@rocklin.k12.ca.us
Karen Huffines	Director of Elementary Programs & School Leadership	630-3187	khuffines@rocklin.k12.ca.us
Martin Flowers	Director of Secondary Programs & School Leadership	630-3318	mflowers@rocklin.k12.ca.us
TBD	Director of Fiscal Services and Purchasing	630-2236	@rocklin.k12.ca.us
Juanita Fahnestock	Director of Food Services	624-1112	jfahnestock@rocklin.k12.ca.us
Matt Sanchez	Director of Transportation	624-9106	msanchez@rocklin.k12.ca.us

COBBLESTONE ELEMENTARY SCHOOL 2015-2016

(916) 632-0140 (Revised 7/29/15)

PRINCIPAL: Kathy Goddard kgoddard@rocklin.k12.ca.us
Secretary: Diane Prince dprince@rocklin.k12.ca.us
Clerk: Joy Gladden jgladden@rocklin.k12.ca.us

<u>GRADE LEVEL</u>	<u>STAFF</u>	<u>RM. #</u>	<u>EMAIL ADDRESS</u>
Transitional Kindergarten	Allison Moores	4	amoores@rocklin.k12.ca.us
	Kim White	3	
Kindergarten	Karen Hogans	1	khogans@rocklin.k12.ca.us
	April Rainey	2	arainey@rocklin.k12.ca.us
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Grade 2	Toni Jasinski	8	tjasinski@rocklin.k12.ca.us
	Chris Moore	7	cmoore@rocklin.k12.ca.us
Grade 3	Brenda Parr	10	bparr@rocklin.k12.ca.us
	Barb Sunde	9	bsunde@rocklin.k12.ca.us
Grade 4	Jennifer Dendall	15	jdendall@rocklin.k12.ca.us
	Debbie Prekeges	14	dprekeges@rocklin.k12.ca.us
Grade 5	Tara Hammond	12	thammond@rocklin.k12.ca.us
	Tyler May	13	tmay@rocklin.k12.ca.us
Grade 6	Britton Brown	17	bbrown@rocklin.k12.ca.us
	Ericka Schallmo	18	eschallmo@rocklin.k12.ca.us
RSP	Linda Jelcich	20	jelcich@rocklin.k12.ca.us
RSP Aides	Alicia Appleby	20	aappleby@rocklin.k12.ca.us
	Andrea Springsteen		aspringsteen@rocklin.k12.ca.us
	Lynn Hansen	23	lhansen@rocklin.k12.ca.us
SDC Grades K-3	Grace Price	23	gprice@rocklin.k12.ca.us
SDC Grades K-3 Aide	Patty Seyfried	11	pseyfried@rocklin.k12.ca.us
SDC Grades 4-6	Chris Jenkins,	11	cjenkins@rocklin.k12.ca.us
SDC Grades 4-6 Aides	Linda Donohue	26	ladonohue@rocklin.k12.ca.us
VAPA	Robin Richie	22	r-richie@rocklin.k12.ca.us
MUSIC	Dave Lacoste	27	dlacoste@rocklin.k12.ca.us
PE	Denise DeLucchi	27	d-deluchhi@rocklin.k12.ca.us
PE Aide			
SPECIAL SERVICES:			
CUSTODIANS	Lina Espley – Lead, Don Sangsland, Night		lespley@rocklin.k12.ca.us
CASHIER/CAFETERIA	Shannon Sanderson, Cashier & Melini Manibusan, Cook		ssanderson@rocklin.k12.ca.us
COMPUTER TECH	Helen Olafsen		holafsen@rocklin.k12.ca.us
ELD	Marby Brown & Tina Price, Aide		mzbrown@rocklin.k12.ca.us
LIBRARIAN	TBD		
LIBRARY AIDE	TBD		
NURSE	Melissa Locketz		mlocketz@rocklin.k12.ca.us
LVN	Emily Ford		eford@rocklin.k12.ca.us
HEALTH AIDE	Stephanie Sparrow		skinnesparrow@rocklin.k12.ca.us
PSYCHOLOGIST	Rebecca Smith		rsmith@rocklin.k12.ca.us
SPEECH	Chris Sinclair		csinclair@rocklin.k12.ca.us
O.T.	Diane Francis		ktrockels@rocklin.k12.ca.us
A.P.E.	Chris Purdy		cpurdy@rocklin.k12.ca.us
PTC BOARD:			
PRESIDENT	Brianne Amos		cobblestoneptcpresident@gmail.com
VICE PRESIDENT	TBD		briamos1@gmail.com
SECRETARY	Lisa Nelson		littleluln@sbcglobal.net
TREASURER	Alice McGarvey		wonderland987@yahoo.com

INSTRUCTIONAL AIDES/Crossing and Yard Duty: Susan Bliss, Tamara Henry, Toody Lawrence, Patricia McElhinney, TBD

SCHOOL HOURS/OFFICE HOURS

Transitional Kindergarten

M-F: 7:50 a.m. – 1:20 p.m.

Kindergarten – 6th

M: 7:50 a.m. – 1:20 p.m.

T-F: 7:50 a.m. – 2:20 p.m.

Office Hours

M-F: 7:15 a.m. – 3:45 p.m.

SCHOOL CALENDAR 2015-2016

*** School Not in Session**

August 18	First Day of School
September 7	*Labor Day
October 12	*Staff Development Day
November 11	*Veteran's Day, Local Holiday
November 23-27	*Thanksgiving Break
December 21-31, Jan 1	*Winter Break
January 18	*Martin Luther King, Jr. Day
February 12, 15	*President's Days
March 21-25	*Spring Break
March 28	*Staff Development Day
May 30	*Memorial Day

MINIMUM DAYS

Grades TK-6 7:50 a.m. – 12:20 p.m.

November 9	Conference/Grade Preparation
November 16-20	Parent/Teacher Conference Week
December 18	Winter Break
February 29	Conference/Grade Preparation
March 7-11	Parent/Teacher Conference Week
May 19	Open House
May 23	Conference/Grade Preparation
June 2	Last Day of School

TRIMESTERS

November 6	End of 1 st Trimester
February 26	End of 2 nd Trimester
June 2	End of 3 rd Trimester

STATE TESTING DATES

April-May 2016

ATTENDANCE INFORMATION

Absences – Daily school attendance is essential for student success. By law, parents are required to send their child to school daily. **Parents are strongly encouraged to schedule medical appointments during non-school hours.** Whenever possible, a student who is absent for a reason other than illness should attend at least part of the school day.

When students are absent from school, it is important that their absences be cleared on their first day back to school. If the student does not have a note, it will be necessary to call the parent at home or at work in order to clear the absence. Any absence not cleared within 5 days will be marked as truant. According to California law, there are **NO** legally recognized absences. A student may be excused from school for justifiable personal reasons, including but not limited to illness or injury, medical or dental appointments, bereavement, funeral/memorial services, court appearances, or religious holidays, or an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the principal or designee. A student shall be excused when he/she is the custodial parent of a student who is ill or has a medical appointment during school hours.

Parents will be asked to conference about continual non-illness absences and to improve their child's attendance. Failure to do so may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

Missed Work - A student absent from school shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a student is absent shall determine what assignments the student shall make up and what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent.

Request for Homework – If your child is ill two days or more, parents may request homework. Call the office at least one day before the day you wish to pick up the assignments. The teacher(s) will have the work ready to pick up in the office after school or the next day.

Notes from Parents – Please use **both the first and last name** on all correspondence from home. This is especially important when the parent and the student do not have the same last name.

Notes are still required to satisfy the compulsory education law. Please call the school to report an absence or leave a message. Please state your child's first and last name, reason for absence, and dates of the absence.

Tardies – An emphasis is placed on students arriving to school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, please check into the office before going to class. Parents will be notified if a student has continual tardies and will be asked to follow through with a program to increase punctuality. Repeated tardiness can be grounds for revocation of intra or inter district transfer requests. Repeated tardies may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

Independent Study – When a student knows he will be away from school **for at least 5 days**, the school can assign work through an Independent Study Program. If the work is completed and the Independent Study Contract is fulfilled, the student will receive credit for being in school. Parents must inform the office at least one week in advance to receive their child's work unless it is an emergency.

Appointments – If your child needs to leave school for an appointment, please send a note with the student in the morning. Sign your child out at the school office before taking him/her out of class.

PARENT COMMUNICATION / PARTICIPATION

Tuesday Folder

Each student is given a plastic clear folder which serves as a “mailbox” to send important communication to and from school. Each Tuesday, the folder is sent home with school notices, classroom information and student work. Please empty the folder, review its contents, respond to items as needed and returned to school! All notices will be posted on the school web based Tuesday folder. Notices will only be sent home to those families who wish a paper copy.

School Messenger

Throughout the year important messages and reminders will be sent to you through our School Messenger automatic dialing, email system and texting. With this system we can get you timely information quickly and efficiently. Your help in keeping your email and phone numbers current will ensure you receive regular communication from us. **(In addition, this is the primary system we will use to inform you of any emergency situation that may occur at school.)**

Website

Cobblestone has a school website that can be accessed at <http://www.rocklinusd.org>. It serves as another great resource for students and parents with education links, school information, parent resources, as well as the cafeteria menu and the parent/student handbook! You can access teacher email addresses and class web-pages as well! We encourage you to bookmark this page to make access a breeze!

School Visitations / Visitor Registration – (Reference Board Policy/ Administrative Regulation 1250)

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be arranged with the teacher during non-instructional time.

To ensure the safety of the students and staff and avoid potential disruptions, all visitors shall register in the school administration office immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the school may design a visible means of identification for visitors while on the school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (*Education Code* Section 51512).

Parent/ Teacher Conferences – Parent/teacher conferences are scheduled twice during the year for all students. In the fall they are held at the end of the first trimester and again in the spring at the end of the second trimester. The Rocklin Unified School District schedules minimum days during conference week so teachers may have sufficient time to meet with parents. The average length of a conference is 20 minutes and involves reporting progress and creating goals for students. Parents and teachers are encouraged to set up additional conferences as the need arises during the year.

Student Records – The Rocklin Unified School District maintains cumulative records for each student as required by law, and any additional records that would be helpful in providing maximum educational opportunities for students. These records are available for parents to review. Please call the school office to set up an appointment with the principal to review your child's cumulative record.

Complaint Procedures – The school follows the procedures outlined below to address parent concerns and complaints. Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

The District assures that students, employees, parents or guardians of its students, school and district advisory committees will not be discriminated against. Unlawful discrimination complaints may be filed using the Uniform Complaint Procedure (UCP). A brief description of the UCP is in the appendix of this handbook. Also, see the appendix for the Annual Notification of Title IX / Gender Equity. A copy of the UCP is available at the District Office from the Human Resources Department.

Volunteers

We strongly encourage and wholeheartedly welcome parents at Cobblestone! In addition to Back to School Night, Fall Conferences, Spring Conferences and Open House, we hope that each parent would strive to volunteer 10 hours assisting in the classroom or with school programs. Our PTC is an active organization that sponsors activities and raises money to support student field trips and assemblies. They are always in need of assistance. In addition, parents are needed to serve as Art Docents, Science Docents, Site Council members, Library Aides, Classroom Assistants and Office Volunteers as well as to help with special activities such as fundraisers, award assemblies, Red Ribbon Week, Mini Olympics, lunch time clubs and a host of other events.

For the safety of all our students, all volunteers must be fingerprinted. The procedures are described in the Appendix – Use of Volunteer Services (Board Policy / Administrative Regulation 1240)

Parent Teacher Council (PTC)

The Cobblestone PTC is a fundraising and activity oriented organization that works to better the educational experiences of our children, support the teaching staff, and be active in community service. Through out the school year, fundraisers are held to help support many area dos needs, such as literacy, educational assemblies, and social sciences. In addition to raising money, the PTC is also active in community service by hosting coat and book drives, recycling, and participating in the Adopt-a-Family program. It is vital for the students or our community to have an example of how to help others in need of assistance. Our PTC also facilitates our Art Docent and Science Docent programs providing parent volunteers an opportunity to teach in the classrooms.

PTC meetings are held monthly, and there is always a need for volunteers to help with the many activities planned. Come when you can, sign up for events you will enjoy, and become an active participant in your child's educational experience!

SAFETY

Student Safety (Reference Board Policy/Administrative Regulation 5142) – The Board of Trustees places high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides, and volunteers who supervise students receiving training in safety practices and in supervisory techniques which will help them to forestall problems and resolve conflicts.

The following visitor regulations shall be in place at each school site:

- All visitors, including parents, must sign in at the office.
- All unknown visitors will show proof of identity.
- Uniform identification badges will be used throughout the district.
- Picture identification badges will be used by District employees who visit campuses (i.e. superintendents, maintenance, and transportation/cafeteria supervisors).
- A "buddy system" will be in effect for grades K-3; students will have a companion when leaving the classroom (this is recommended for students in grades 4-6, but is not mandatory).

Emergency Cards – Student emergency cards must be kept current. If a student becomes ill or is injured at school, we must have a phone number where we can reach the parent, guardian, or a designated substitute. Your child will not be released to an adult unless the adult is on the emergency card.

Accidents – If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. It is critical that parents/guardians keep the emergency card up to date. If the accident is serious the school will call 911 and notify the parents immediately.

Emergency Situations – The Rocklin Unified School District has plans and preparations for major emergency situations. Our staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

Please inform your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards. Personnel are trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.

Please instruct your children to obey the directions of their teachers and follow the directions of the bus driver if they are on the bus. If walking or riding a bicycle, your child should continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency:

- Please avoid calling the school. Telephone lines will be needed for emergency situations.
- Please avoid driving to school. Streets should be as open as possible for emergency vehicles.
- Turn your radio to any of the local Placer/Sacramento County radio stations. Information and instructions for picking up students during or after an emergency will be given over the radio. AM – KAH1 95, KFBK 1530; FM – KHYL 101, KAER 92.5.

- In the event your child's school must be evacuated, your child will be transported to another school. The school of choice will be determined by the nature of the emergency. Specific information will be broadcast on the local radio stations listed above.
- **The school will utilize mass email/texting calling systems to update you with key information regarding the situation.**

Food Safety – As can be expected at a school with over 400 children, we have students with various dietary needs. Some students have food allergies so serious that even the slightest exposure on their skin can trigger a life-threatening reaction. As a result of this and **as part of our desire to ensure the safety of all students, we are asking our families to refrain from bringing in classroom treats for birthdays or parties that contain peanuts or peanut products.** Staff will help remind families of this when organizing classroom parties or other celebrations and PTC is joining our school-wide effort to be sensitive to the serious health concerns some of our students unfortunately face. Please be aware that we understand some families may still wish to provide their child food that contains peanut products at lunch time. While we would hope that families could find alternatives, we also recognize that peanut butter and jelly sandwiches are a staple for many children. We urge you to consider trying other types of nut butters (sunflower or “sunbutter”, almond and cashew are quite tasty!), however in the case that this is not possible, we have put in place a seating arrangement in the cafeteria that minimizes the risk of peanut exposure to our students with lethal allergies. We see this as an opportunity to help teach our students about being understanding, empathetic and compassionate regarding the needs of others and appreciate your support. If you have questions or concerns, please feel free to contact the school principal. **In addition, if your child has a lethal food allergy, please contact the office so that necessary steps can be taken to ensure your child's safety.**

Office Telephone – The office telephone is for **emergency** use only. Please make after school arrangements with your child in advance. Office staff are not permitted to interrupt classroom instruction to relay messages to students. Emergency situations should be communicated to the principal and necessary actions will be taken to ensure appropriate communication occurs.

Safety Drills – In accordance with state law, an emergency evacuation is conducted every month. Students are expected to respond quickly and safely as directed by their teacher. If you are in your child's classroom during a fire drill or a lock-down drill, please stay with your child until the drill is over.

Safe Arrival and Departures – The Rocklin Police Department and our school officials work closely to plan for the safe arrival and departure of students. We are asking for your support and help in the safe loading and unloading of children.

- Assist us in teaching your child to use the crosswalks when coming to school and leaving school.
- Do not stop your vehicle in the crosswalk or in front of the driveway to deliver or pick up your child. California State law prohibits stopping in a designated crosswalk. This constitutes a moving violation.
- Teach your child to walk, not run, in the crosswalk.
- Do not leave your vehicle unattended in the loading and unloading zones.
- The bus lane is for buses only. Do not use it for drop off or pick up.

PLEASE ADVISE ANY DRIVER WHO MAY TRANSPORT YOUR CHILD OF THESE REGULATIONS.

Dogs on Campus – Due to health reasons, dogs are prohibited from being on the school campus during, before, or after school hours. The only exception is when a pet is part of an arranged presentation. In that situation, the pet must arrive shortly before the scheduled time and be removed immediately after the presentation ends.

CAFETERIA

Lunch / National School Lunch Program - A quality, nutritionally balanced hot lunch is available in the cafeteria daily. Menus are sent home with the student at the beginning of each month or can be viewed on the school web site. One entrée or a choice between two entrees which include a protein and a bread/grain serving is offered along with a selection of vegetables and fruits. Students must choose at least three out of the five components offered to meet the standards for a healthy meal. One percent milk or one percent chocolate milk is also provided with the hot lunch.

Milk is also available for \$.50 for students who bring lunches from home. Items and prices are subject to change.

Applications for the free and reduced-priced meals are mailed to each family prior to the beginning of the school year. They are also available at the school office any time throughout the year, or by phone request at the Nutrition Services main office at 624-1112. Applications may be submitted at any time during the school day, or mailed to:

Rocklin Unified Nutrition Services Dept.
4090 Del Mar Ave. Suite A
Rocklin, CA 95765

The applications will be processed in a timely manner but until an eligibility determination is made and a letter is sent to the parent/guardians, the student is required to pay full price. Children participating in the National School Lunch Program will not be overtly identified by the use of any special means.

Lunch prices: Regular \$2.75 / Reduced \$.40 / Free \$.00 / Adults \$3.50

All students have a lunch account which is accessed by telling the cashier their name. Lunches are served on a pre-paid basis and parent/guardians may purchase any number of lunches in advance at the front office before or after school daily. **In the event of forgotten lunch money, students may charge no more than two lunches to their account before payment to bring the account current is expected.** Parents will be contacted when their child has had to charge a lunch and payment must be received the next day. Students may also bring lunches from home and purchase milk for 50 cents.

Lunches from Home and Snacks - We strongly urge parents to incorporate healthy food choices in packed lunches from home. Please save any candy or sodas to be consumed after school at home.

TK and Kindergarten Lunch

TK and Kindergarten students will have a 40 minute lunch each day. On minimum days the lunch period may be reduced to 30 minutes. Students may purchase a lunch or bring a lunch from home. Money can also be put on account.

TRANSPORTATION

Bus Transportation - Applications for bus passes may be downloaded from the District webpage or requested from the Transportation Office (624-9106).

2225 Corp Yard Rd. (next door to UPS, off of Sierra Meadows Drive).
Rocklin, CA 95677

If a student is going home on a different bus, parents must send a note to school stating their approval, bus number, and stop. Buses at full capacity may deny students who do not regularly ride that bus. Temporary bus passes may be purchased at the school office.

Thomas Edward Lanni School Bus Safety Act of 1997 (AB1297)

Prior to the passage of AB1297, school bus drivers were required to activate a buses red flashing signal lights and the stop signal arm only when a student the bus had been carrying was about to cross a public or private roadway. After January 1, 1998, the red flashing signal lights and stop signal arm are required to be operated every time the bus stops for the purpose of loading or unloading students, even if the student does not intend to cross the road.

Vehicle Code 22454 states that the driver of any vehicle, upon meeting or overtaking, from either direction, any school bus displaying a flashing red light signal and stop signal arm, that is stopped for the purpose of loading or unloading students, shall bring the vehicle to a stop immediately before passing the school bus and shall not proceed past the school bus until the flashing red light signal and stop arm signal arm cease operation.

HEALTH SERVICES

Health Office Information - The school health office is staffed by a part-time health aide. Please refer to the Annual Parents' Rights Notice for a complete description of pupil health, safety and medical treatment information. For additional Health Information please reference <http://www.rocklinusd.org/Departments/Health-Services/index.html>.

The school health office provides temporary care to students who are sick or injured at school, until the parent can be contacted to pick up the student. Students cannot be diagnosed by the health office; your child's physician will need to provide a proper diagnosis. Students will only be released to persons age 18 or older with proper I.D. listed on the Emergency Card and 911 will be called if the situation could be life threatening.

Medications (Reference Board Policy 5141.21) - The school health office also supervises students who are required to take medication during the school day. A written authorization from the student's physician and parent or guardian is required before designated school staff can assist the student in taking **any** medication, including medication prescribed by the physician and over-the-counter medications such as Tylenol, Motrin, cough drops, and ointments. These medication forms are available in the school office.

Any medications that will be stored in the Health Office must be signed in by a parent/guardian and staff member. The Health Aide/staff member will verify the medication against the physician's orders, noting the medication's expiration date, quantity, and form (liquid, pills, inhaler, nasal spray, eye drops, etc.)

All medication must be in the original container and placed under lock and key in the health office in the administration building for the safety of all students. ***Students are not allowed to carry any form of medication (prescription or over-the counter) at any time while on campus*** except those medications that a physician requests the pupil be allowed to carry (e.g., inhalant for asthma, Auto-injector Epi-Pen for severe allergies). Doctor's orders are required to be kept on file at the school for student carrying authorized medication. When on a field trip, the medications shall be monitored by and in possession of a teacher at all times.

Prior to the beginning of school, please notify the school health office in writing of any chronic health issues, such as heart problems, diabetes, severe allergies, hearing loss, vision/glasses, chronic pain, asthma, seizure disorders, etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

