

**Handbook for Students and Families
2022-2023**



ROSEVILLE CITY SCHOOL DISTRICT

Ferris Spanger Elementary School

699 Shasta Way

Roseville, CA 95678

(916) 771-1820

Kenneth Kikosicki

Principal

BE SAFE! BE RESPECTFUL! BE RESPONSIBLE!



SPANGER ELEMENTARY SCHOOL

699 Shasta St., Roseville, CA 95678
(916) 771-1820

Dear Parents and/or Guardians,

It is my distinct pleasure to be the next principal of Ferris Spanger Elementary School! On behalf of our school community, I want to personally welcome you to the 2022-2023 academic year!

To support you in understanding the curriculum, expectations, policies and procedures of Spanger Elementary, and those of the Roseville City School District, we provide this handbook and request that you read it carefully and keep it on-hand as an ongoing reference.

We are honored that you are entrusting us with your children's education, safety and well-being. I am genuinely inspired and excited for the start of our new school year! I look forward to strong partnerships with you all, and wish you all an excellent year.

In partnership,

Kenneth Kikosicki
Principal
Ferris Spanger Elementary School

General Information:

School Colors: Blue and Orange

School Mascot: Spartan

School Hours

OFFICE HOURS:

- The office is open 7:15 a.m. to 3:30 p.m. daily.
- **All school visitors must sign in first at the front office** and receive an I.D. badge before entering the playground, cafeteria, or classroom. Please call the office at (916)771-1820 if you have any questions.
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SCHOOL DAY (Monday, Tuesday, Thursday and Friday):

- First Through Fifth Grade: 7:45-2:02
- Early Kindergarten: 7:45-12:47
- Late Kindergarten: 9:00-2:02

EVERY WEDNESDAY WILL BE AN ADJUSTED DAY:

- Kindergarten through Fifth Grade: 7:45-12:47 (All kindergarten students report at the same time)

MINIMUM DAYS (CONFERENCE WEEK):

- Kindergarten through Fifth Grade: 7:45-11:32 (All kindergarten students report at the same time)

Transitional Kindergarten (Monday - Friday)

- Transitional Kindergarten: 7:45-11:07

PLEASE NOTE:

Since there is no supervision for students before 7:27 a.m., it is important that parents plan their child's day so he/she arrives and leaves at the assigned time. **Students are not allowed to be on the campus before or after school.**

Arrival and Dismissal Procedures

Morning Drop Off

Students will not be allowed on campus before 7:27 am. Please do not drop your child off or allow them to arrive at school before 7:27 as there is no supervision present.

If your child will be eating breakfast on campus they may enter the cafeteria starting at 7:20. Only students eating breakfast may be in the cafeteria before school

A staff member will be on duty at both front and back gates to monitor entry at 7:27am. Students can be walked to gates and say their goodbyes before entering the campus or they can be dropped off from the vehicle in the drop-off area. **PLEASE DO NOT PARK IN OUR LOT IN THE MORNING BEFORE SCHOOL.** All families driving their students to school **MUST** utilize our car line. The line is efficient and safe. Students should exit the car **ONLY** on the passenger side. School staff will assist in opening doors for students and escort them to their assigned gates.

No parents, guardians, or guests are allowed inside of our gates campus during arrival and departure.

If you are volunteering in the classroom on any given day, please wait until 7:45 to sign in in the office.

All TK drop offs and pick ups will be at the main entrance. Late start kindergarten drop off and early start kindergarten pick up also take place at our main entrance.

If your child attends Adventure Club in the morning, you will be allowed to walk them to Adventure Club.

Assigned Gates:

Students in grades K-5 may utilize the back gate for morning arrival. Students arriving at the front of the school should utilize their assigned entry gate. Students In grades K-2 enter/exit at the main gate and students in 3-5 enter at the side gate between the MPR and library.

Pick-up:

Students in grades 3-5 that walk home may depart through the rear gate or the gate between the MPR and library. Students in K-2 may exit through the rear gate or the main gate. **Students in grades K-2 are NOT permitted to walk home alone. They must be accompanied by an adult or older sibling/neighbor. Our staff will not release a student in K-2 without supervision. We have designated sibling/neighbor meeting areas on our campus to ensure that children walk home together.** Vehicles are not allowed to drop off or pick up students at the back gate. That is only reserved for pedestrians and bicycles.

If your child is picked up via a vehicle this must be done via our carline. Our carline is orderly, efficient, and safe. Most families are in line less than three minutes once they arrive on campus. We provide each family with a QR code. Upon arriving in our carline our staff will scan your code. This will notify your child to exit to the carline. This ensures an orderly and safe process while also providing us with a record of which children were picked up.

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Please DO NOT...

1. Leave your vehicle unattended in the drop off/pick up lines.
2. Park your vehicle in the lot during pick up and drop off
3. Traverse our parking lots in any locations other than crosswalks
4. Park in the red bus loading zones.

Closed Campus

For the safety of our students, volunteers and staff, Spanger is a closed campus. Students must be dropped off at the gate. Any volunteers must complete a volunteer application and sign in in the office.

SAFE ROUTES TO SCHOOL

Parents, please instruct your children about the rules of safety to be used when walking or biking to and from school.

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

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

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

Student Discipline and Problem Solving

Part of everyone’s education is learning how to behave responsibly in society. We have developed a problem solving and discipline plan knowing all students have rights to learn and play in a peaceful, safe environment.

PBIS: Positive Behavior Intervention Support is fully implemented this year at Spanger. This is a nationwide program that promotes positive behavior expectations in and out.

Spanger Rules:

Be safe! Be respectful! Be responsible!

Bullying and Cyber-bullying

The Board of Education strictly prohibits intimidation, harassment, hazing, ridicule, extortion or any other verbal, written, or physical conduct that threatens an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or has the effect of substantially disrupting the orderly operation of the school. This type of conduct is prohibited in person, or through the use of electronic information and communication devices, to include but not limited, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings and defamatory websites. Examples include direct physical contact, personal verbal assault, sending mean or threatening messages, spreading rumors about a classmate, creating a website that targets another student, sharing fake or embarrassing photos or videos,

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stealing a login or password to send messages on another individual'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. (Board Policy 5131 (a)) Education Code section 48900 (r) now identifies bullying via an electronic act to include: (1) a "burn page," (an internet website created for the purpose of having one or more effects of bullying); (2) a "credible impersonation of a pupil," (knowingly and without consent impersonating a pupil for the purpose of bullying that pupil and such that another pupil would or has reasonably believed that the pupil was or is the pupil who is being impersonated); and/or (3) a "false profile," (creating a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile).

FAMILY-SCHOOL PARTNERSHIP

What parents and students can expect from Spanger Elementary School:

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

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

- Develop in your child an attitude that school is **IMPORTANT** and that education is to be **VALUED**.
- Focus on the positive when dealing with your child and the school.
- Communicate with the teacher when you have a question, or at the first sign of a problem.
- Support the school and follow up on behavior problems your child may experience.
- Encourage your child to bring home his/her papers and the communications from school. Check your child's backpack nightly.
- Attend parent conferences, become knowledgeable about your child's progress.
- Develop good attendance patterns so children attend school **EVERY DAY, ALL DAY** (arrange vacations, doctor's appointments, etc. outside of school hours).
- Be sure your child is at school **ON TIME**.
- Provide a quiet place for your child to study without interruptions.
- Be sure your child is prepared for success at school—good night's sleep, good breakfast, books, homework, backpack, dressed and groomed appropriately, proper shoes for running, coat, etc.
- Keep your child's emergency card up-to-date.

ATTENDANCE

Absences

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

immediate family member's funeral, court appearance, or religious holidays. Any other reason (i.e. vacation, out of town, etc.) is considered unexcused.

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

Tardies:

Students must arrive at school on time. Please check your child's arrival time and help him/her to be at school on time. Students who arrive late lose instructional time, disturb the instruction of other students when they enter the room and also develop the habit of not being on time. If your child arrives late to school for any reason, please come into the school office for a tardy slip.

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

Releasing Students from School

If you need to pick up your child during the school day, you must check them out through the office. Parents/guardians or other adults picking students up will be asked to show photo identification and this will be checked against names filled out on the students' emergency cards. If at all possible, a note should be sent to the school informing the classroom teacher that the student will leave before the end of the school day. Requests to release students early from class disrupt instruction and should be avoided when possible. Please schedule medical and other appointments after school hours so that children do not miss important instruction.

Visiting or Leaving the School Grounds

Parents coming to school during the day for any reason must check in the office before going to the classroom. All volunteers, parents and visitors must check in through the office and wear "visitor" identification during their time on campus. These visits should be scheduled in advance. Classroom drop-ins are not permitted without express written permission from the principal and classroom teacher. This helps us identify those who have legitimate business on the school grounds and also enables us to account for everyone in the event of an emergency. Visitors must return and sign out at the office upon leaving the campus. Office hours are 7:15 am to 3:30 pm.

Visitation Policy

This policy is an extension of BP 1250 and AR 1250; To ensure minimum interruption of the instructional program the following will apply to all visitations to all Roseville City School District Classrooms as part of accessing the general curriculum: Visits must be arranged as per BP 1250 and AR 1250 for visitors that are not parents/guardians, visits may be limited to 1 visit per month with a maximum visit of 1 hour. For visitors that are not parents/guardians, visiting groups will be limited to only 2 adults at a time in a classroom. For visitors that are not parents/guardians, visitations will be arranged at least 1 week in advance.

Per Board Policy, visitors who wish to tour the school, observe a student or a classroom must be accompanied by the principal or designee.

Office Etiquette

Ferris Spanger Elementary is fortunate to have many visitors and volunteers each day. With so many people entering and leaving our school office each day, we respectfully ask that you help us maintain a *quiet zone* in our school office to enable the office personnel to conduct business without unnecessary interruptions.

- **Please supervise children that are with you**
- **Please refrain from using cell phones and socializing in the office**

We appreciate your cooperation!

Safety Drills and Evacuations

Staff and students rehearse safety procedures for preparedness in the event of emergencies. In the case of fire or earthquake, each class has an assigned building evacuation destination on the playground. Other situations may call for lockdown and/or shelter in place. Safety procedures will be followed to secure the campus.

Dress Code

Students at Spanger will be expected to dress in an appropriate manner at all times. 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 and toes need to be covered. No flip-flops.
- Clothing should be free of writing, pictures or any other insignia, which are crude, vulgar, profane, or deemed inappropriate for school attire.
- Hats, caps and other head coverings shall not be worn during indoor presentations/assemblies.
- Clothing must conceal undergarments at all times. See through clothing is not permitted. Pants must be worn around the waist.
- Hair shall be clean and neatly groomed. *Hair may not be sprayed with any color that would drip when wet.*
- Students may not wear makeup.

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 that you pick your child up, if we are unable to provide an appropriate article of clothing for the student to wear for the day. If we are able to find a 'loaner', please launder the article of clothing and return it to the school as soon as possible. This will allow us to provide the same consideration to another child when necessary. The purpose of the dress code is to protect the health and welfare of each and every child at Spanger. Thank you for your support and understanding in this area.

Nutrition

Health foods help our students stay focused and energized throughout the day. If you pack a meal for your child please do your best to provide a balanced meal. No glass containers please. No cola or full

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size candy bars should be included in lunches. Small snacks/treats, as part of a balanced lunch, are appropriate.

Free/Reduced Lunch Applications: Applications for free/reduced lunches may be obtained in the school office. Online applications are also available at www.ezmealapp.com. After completion, please return application and it will be forwarded to Food Services. If qualified, the applicant will be notified by mail. Please see the Cashier or school office personnel for questions.

There is no cost for school lunch during the 2022-23 school year.

Snack Recess

Please send a healthy snack for your child to enjoy at snack recess, which will be held daily. Students will have the opportunity to eat their snack in a designated area before going to play. Remind your student to properly dispose of their trash. We want to keep our campus clean.

Healthy Choices

Roseville City School District has a Board Policy on Healthy Foods in the Schools. This RCSD Board Policy is based on the California Healthy Schools Bill SB12, which has been passed by the state lawmakers.

This policy focuses on serving only healthy foods at school, both in the cafeteria and in the classrooms. The intent is to educate students to make healthy food choices.

Birthdays Celebrations

We look forward to recognizing your child on their birthday! We ask that you refrain from sending in sweet treats and instead identify a non-food treat (pencils, small puzzles, etc) if you wish to send in something for your child's classmates.

Homework

Teachers at Spanger assign homework regularly to reinforce basic skills through independent practice and to develop sound independent study habits. At some grade levels, homework is assigned nightly. At other grade levels, a weekly packet may be assigned. Time spent on homework will vary according to the student's grade level, diligence and organizational skills. If concerns arise regarding homework assignments, or the time spent on homework, please contact your student's teacher.

Although not all homework assignments are collected and/or graded, students are accountable for doing their best on all homework assigned.

Computers and Internet Use

All students have access to technology as part of their education. Use of computers in the classroom, "pods", library and computer lab is integrated with reading, writing, math, science and social studies instruction. Internet use, under supervision, is available to all students at Spanger.

Independent Study Contracts

Students who are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. Independent Study Contract length is not to exceed fifteen (15)

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school days. There is a specific set of district criteria for independent study. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher, and how the work will be evaluated. An independent student contract must be requested more than three days prior to a planned absence so that teachers can prepare materials for the student. Independent Study forms are available in the school office.

There are specific dates that Independent Study is not available. Those dates are generally the first 3 weeks of school and that last 3 weeks of school. Please call the office for specific dates each year.

Messages and Deliveries

In order to preserve instructional time, no messages or deliveries will be taken to classrooms. You may leave a voicemail for your child's teacher and it will be returned within 24 hours with the exception of Fridays. Messages left on Friday will be returned the next working day.

Balloons, flowers and other items sent to the school to celebrate a child's birthday 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 placed in the child's teacher's box by office staff. Please note: except in the case of a legitimate emergency, the classroom will not be interrupted to get messages to students.

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 student. Please call the school office or your student's teacher to schedule a conference.

Classroom Volunteers

Classroom volunteers are welcome and encouraged to help in classrooms and to accompany their children on field trips. 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.

All classroom volunteers must complete a RCSD School Volunteer Information Form (available in the office or on RCSD Website) prior to entering the campus. This form will be kept on file for the current school year, and requires a copy of the volunteer's photo id. These are required for any parent or family member who will be in the classroom on a regular basis, or for a single event.

Field Trips

Field trips are an important part of the curriculum. They enhance and bring to life classroom studies. Prior to a field trip, parents will be informed about all details. All students going on a field trip must have a completed Parent Permission Form prior to departure. Bag lunches for field trips are available from the school kitchen if ordered in advance. Information regarding lunch orders will be included in the field trip packet. ***The number of Chaperones permitted for each field trip does vary by location. Teachers will work with families to ensure access to as many opportunities to volunteer as possible.*** Field trip chaperones should plan to ride the bus to and from the field trip destination, unless there is no room. Siblings and other guests may not participate in school-sponsored field trips.

Parent-Teacher Club (PTC)

Spanger Elementary has a fantastic 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 1 hour. Watch the school and PTC newsletters for meeting dates, times and for information about exciting PTC sponsored events.

School Improvement Plan

Spanger Elementary has a School Site Council (SSC) consisting of school personnel and parents who help to develop school goals and allocation of funds. This plan is designed to meet the particular needs of our students.

Site monies obtained for our school improvement are used in a multitude of ways, such as purchasing educational materials, student incentives and awards, and or staff development that allows staff members to enhance educational techniques and knowledge.

All parents are encouraged to become involved with the educational process by volunteering to help with special projects, attending meetings, visiting the school, learning more about the school program and assisting your child with studies at home.

Lost and Found

Please make sure that jackets, sweaters, lunch boxes, and other items brought to school are clearly marked with your child's name and phone number. We accumulate a vast assortment of property during the school year. Items left in the Lost and Found will be donated to a charitable organization at the end of each trimester.

Extra Curricular & Evening Events

To be eligible to attend extra curricular activities & evening events such as: a student **MUST** attend the entire school day, the day of the activity. Also, it is at the discretion of the principal that a student may lose the privilege of attending these events if behavior at school warrants such consequences.

Pets on Campus

Many of our students are allergic and/or frightened by them. Dogs, cats, and other animals are not allowed on or around campus, unless they are a service animal, received extensive training and holds the proper certifications, tags and approved by the principal or designee.