



**VENCIL BROWN ELEMENTARY SCHOOL  
HOME OF THE GRIZZLIES!**

August, 2019

Dear Students and Families,

Welcome to Vencil Brown Elementary School! As we embark upon our twenty-third year here at Vencil Brown Elementary School, each member of our school staff welcomes you and looks forward to working with you. We will devote all of our expertise and energies to establishing a safe, nurturing and academically challenging learning environment for each and every child at Vencil Brown Elementary School.

As educators, we firmly believe that a strong community-school partnership is essential to student success and achievement. This Family Handbook is designed as a tool to help guide that process. Its purpose is to inform you about Vencil Brown Elementary School and the Roseville City School District's programs and policies, and to inform you about your responsibilities as they relate to safety, participation and the expectations of your child's school.

In an effort to conserve paper, the District is asking that you keep a copy of this Handbook saved to your computer so you may refer to it often. As we continue to go forward with digital communications and further attempts to "Go Green", most of our communications will be sent home via e-mail, text or our school messenger phone system. You can also like us on Facebook or follow us on Twitter, at #RCSDBrown.

The Vencil Brown Elementary School staff looks forward to working with each student and parent/guardian to insure an appropriately challenging, productive and enjoyable learning experience for all. Thank you for taking the time to read through and discuss this Family Handbook with your child.

We hope that you and your child have an outstanding school year.

Sincerely,

Pam Kissick, Principal

VENCIL BROWN SCHOOL  
250 TRESTLE DR.  
ROSEVILLE, CA 95678  
916-771-1710  
FAX 916-773-1808

School Website: <http://www.rcsdk8.org/buildings/brown/Index.html>  
District Website: [www.rcsdk8.org](http://www.rcsdk8.org)

School Opened - 1996

Principal – Pam Kissick  
Email: [PKissick@rcsdk8.org](mailto:PKissick@rcsdk8.org)

School Colors – Blue and Gold

School Mascot – The Grizzly

School Office Hours - 7:30 AM - 4:00 PM, M-F

## Vencil Brown Elementary School Mission Statement

The mission of Vencil Brown Elementary is to provide a safe and effective learning environment for all students, while addressing their unique academic, social and emotional needs.

### Vision

Vencil Brown School's vision is to be a collaborative community of staff, students, and parents who are:

Focused on lifelong learning  
Goal oriented and success driven  
Committed to high standards of academic achievement

## **MR. VENCIL BROWN**

Vencil Brown Elementary School was built by the Roseville City School District in 1993, and opened in 1996. It is named after Mr. Vencil Brown, who retired at the end of the 1998-99 school year. Mr. Brown taught in the Roseville City School District for 41 years.

Vencil Brown was born in Booneville, Missouri in 1936, and came to Roseville in 1941. He attended grades kindergarten through eight at Dry Creek School and grades nine through twelve at Roseville High School. Mr. Brown graduated from California State University, Sacramento, and began teaching at Roseville City School District's Woodbridge Elementary School in 1958. Mr. Brown also taught at Cirby Elementary and Eich Intermediate schools before moving to Buljan Intermediate, currently known as Buljan Middle School, in 1994.

In addition to teaching, Mr. Vencil Brown worked for the City of Roseville's Recreation Department for more than forty years in youth and adult sports. He has also been actively involved, and a leader, in Roseville Little League since 1958.

Whether through education or youth sports, we thank Mr. Vencil Brown for his dedicated service to the children of Roseville and strive to carry on in his tradition of spirited service to our community.

**\*Note: Mr. Brown loves to visit school – He especially enjoys visiting with the Kindergarten students, attending after-school functions like the school musical and concerts, and visiting with children during lunch and recess. You will also find Mr. Brown as the centerpiece in our annual school-wide photo.**

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Vencil Brown Elementary  
REGULAR DAILY BELL SCHEDULE  
2019-2020

\*\*\* *Times Other Than **Start** and **Dismissal** May Be Subject To Change*

**Kindergarten and Transitional Kindergarten ( TK)**

8:00 A.M.	Students may come on the school grounds, waiting with their class.
8:10 A.M.	Instruction Begins – <i>AM Kindergarten</i>
9:30 A.M.	Instruction Begins – <i>PM Kindergarten and TK</i>
11:01 – 11:45	Lunch/ Recess ( <i>A.M. and P.M. Kindergarten</i> )
12:50	Dismissal, Transitional Kindergarten
1:15 P.M.	Dismissal – <i>AM Kindergarten</i>
2:35 P.M.	Dismissal – <i>PM Kindergarten</i>

**Grades 1<sup>st</sup> – 5<sup>th</sup>**

8:00 A.M.	Students may come on the school grounds, recess.
8:07 A.M.	Line-Up Bell
8:10 A.M.	Instruction Begins (Tardy Bell)
9:55 – 10:05	A.M. Snack Recess ( <i>4<sup>th</sup>, 5<sup>th</sup></i> )
10:10 – 10:20	A.M. Snack Recess ( <i>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></i> )
11:30 – 12:14	Lunch/Recess ( <i>1<sup>st</sup>, 2<sup>nd</sup></i> )
11:45 – 12:29	Lunch/Recess ( <i>3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup></i> )
1:30 – 1:39	P.M. Recess ( <i>1<sup>st</sup> – 5<sup>th</sup></i> )
2:35 P.M.	Dismissal ( <i>1<sup>st</sup> – 5<sup>th</sup></i> )

**PLEASE NOTE:** Since *there is no supervision for students before the first bell at 8:00 A.M. for Kindergarten – 5<sup>th</sup> grades, it is important that parents plan their child's day so she/he does not arrive at school before the first bell.*

*Also, because no supervision is provided, 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, supervised activity.*

MINIMUM DAYS/PLC Mondays  
2019-20

\*\*\* *Dates Subject to Change*

**MINIMUM DAYS: K, 1<sup>st</sup> – 5<sup>th</sup>: 8:10 AM – 1:15 PM**

\*\*\***Kindergarten will use the following minimum day times every Monday but may use a different schedule for other scheduled minimum days--- please check with the teacher.**

\*\*\***AM Transitional Kindergarten’s schedule remains the same, 9:30 to 12:50 every day.**

\*\*\***PLC Mondays, all Kindergarten students attend 8:10 – 1:15, while all Transitional Kindergarten Student schedules remain the same**

**Minimum days are currently scheduled for the following dates during 2019-2020 school year:**

Every Monday beginning 8/12/19  
8/15/19 (*Back to School Night Preparation*)  
12/20/2019 (*Winter Break Preparation*)  
2/26/2020 (*Spring Meetings for Selected Students*)  
5/26, 5/27, and 5/28/2020 (*Last Days of School*)

.....  
**PARENT  
CONFERENCE  
WEEK:**

**K – 5<sup>th</sup> Grades: 8:10 AM – 12:00 PM**

**Parent Conference Week or “Mini Days” are scheduled for the following dates to enable staff to provide time for parent-teacher conferences:**

11/4/19	11/5/19	11/6/19	11/7/19	11/8/19
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\*\*\* **P.M. Kindergarten may also attend and be included in A.M. Kindergarten activities on additional dates.**

## VENCIL BROWN SCHOOL BEHAVIOR POLICY

There are three basic core beliefs governing student behavior at Brown:

- I. Be safe.
- II. Be respectful.
- III. Be responsible.

These core beliefs are called “The Grizzly Way”. These beliefs are in effect on campus during school hours, at all school-sponsored activities, and while students are in-route to and from school. While discussing these basic core beliefs, students and teachers in each class brainstorm specifics and define natural consequences for poor choices. Every attempt is made to respect students’ abilities to choose their behavior and to honor those choices with pre-defined consequences which are then respectfully assigned.

Bus drivers and the Principal assign bus misconduct citations that may result in loss of bus riding privileges and/or further consequences. Playground and lunch supervisors may assign “time outs” and report to teachers, via “Referral forms,” infractions on the playground and in the cafeteria during recesses and lunch. Teachers assign natural consequences for poor choices in classrooms, playground, multi-purpose room, on field trips, etc. Consequences may include, but are not limited to: loss of recess privileges, detention, “time out” in another classroom, work service, loss of field trip privileges, in-school suspension, and/or suspension/expulsion from school.

**Per Title V of the Ed Code, detention may be assigned after school when appropriate. Parents will be notified and transportation home will be the responsibility of parents/guardians.**

Students will be referred to the Principal for:

Violence and/or Fighting, Weapons, Destruction of Property, Drugs, Alcohol or Tobacco, Theft, Chronic Disobedience/Disrespect, Harassment of any kind, and any other serious Infraction. Bullying, either done face to face or through an electronic device (cyber bullying) will not be tolerated. Cyber bullying has been defined as:  
.... bullying via an electronic act, (or "cyber bullying") has been expanded to include "burn pages," "credible impersonations," and "false profiles." This new law builds upon existing law related to cyber bullying by acknowledging that use of the internet to bully others has evolved over time...

For further clarification please refer to the RCSD Board Policy.

If referred to the Principal, parents will be notified and consequences may include, but are not limited to, one or more of the following:

Detention, Loss of recess privileges, Loss of field trip privileges, Work service, In-school suspension, suspension from school, and/or Expulsion.

***\*\*\*Suspension may also occur if a student receives numerous “Office Disciplinary Referrals” within the school year.***

We care too much for our students to let their good behavior go unnoticed and their unacceptable behavior cause them to fail or disrupt others. Each classroom teacher consistently rewards students for choices that enhance the learning process.

Students who choose to be cooperative, obey the school rules (The Grizzly Way), and respect others, will receive recognition and praise. “Positive Choice” assemblies and drawings are held each trimester for 4<sup>th</sup> and 5<sup>th</sup> graders to recognize good citizenship and positive contributions to the Brown School learning environment. “Bear Hugs” can be awarded daily with monthly drawings in each Kindergarten through Fifth grade classroom to reward “Bear Hug” recipients with prizes. In addition, once a month, two students from each class are recognized during our “Lifeskill” assemblies as “Grizzlies of the month”. These students show exemplary behavior and use of the Lifelong Guidelines and Lifeskills, or character traits. Brown has a School Bear Hug container, and when it is filled, the whole school earns a “celebration” recess as well.

## SAFE ROUTES TO AND FROM SCHOOL

Parents, please instruct your children about the expectations of safety to be used when walking to and from bus stops, waiting at bus stops, and when walking or biking to and from Brown School.

***\*\*\*Any student not following these expectations may be subject to behavioral consequences.***

### At Bus Stops

Students must arrive at their assigned bus stop 5 minutes prior to their bus’s scheduled arrival each day. Students are to line up in an orderly fashion and remain out of the street while waiting. Roughhousing or playing is prohibited while waiting for the bus because of the dangers associated with this. Students are to remain off of cars, lawns and private property while waiting for the bus. Noise must also be kept to a minimum so as not to disturb the neighborhood.

### Going To and From School and Bus

Students are directed to use sidewalks where possible. Caution should be used when crossing streets. **Stop before crossing and look both ways.** Use crosswalks and signals where available. Please use the crosswalks at the corner of Hallissy and Trestle and at Bettencourt and Trestle. There are also crosswalks for student use at Anacapa and Trestle, directly opposite Brown School. **Do not cross streets or parking lots except in painted crosswalks.** When there are no crossing guards on duty please: **Look Both Ways - Be Careful - Be Safe!**

### Parking Lots at School

All first through fifth grade students transported to and from school by private vehicle are to be dropped off and picked up in the North parking lot - nearest the Grizzly Den & Adventure Club. Students must use the crosswalk, or have an adult escort to cross the north parking lot at all times.

**Only TK, Kindergarten, ASD students and those from licensed day care providers are to drop off and pick up students in the south parking lot which is located in front of the Kindergarten and School Office. Drivers are required to have a Kindergarten Parking**



**Permit showing at all times.** Drivers must pull into a marked parking space, or along yellow curb, before letting students out of the car or picking them up.

### **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, scooters, and skateboards should be locked securely to the bike racks by the school office while students are on campus.

For the safety of the students, please walk your **bicycles, skateboards, and/or scooters** in the school parking lot and on school grounds at all times.

*Per 11.18.040*, use of **skates, skateboards, and roller blades** is against the law in Roseville and may never be ridden on campus. Skateboards must be kept in the bike rack while on campus. We ask that students do not bring skateboards to school due to the storage problem associated with having them in the classrooms. **Roller Shoes (Heelys or Heelies) are not allowed on campus.**

## GENERAL INFORMATION

### **AVID ELEMENTARY**

Vencil Brown School is an AVID Elementary School. AVID (Advancement Via Individual Determination) is a national program which focuses on preparing students from an early age for college and career readiness. The school staff has participated in numerous AVID trainings to create a school with best practices that will help prepare students for success in middle school, high school, college and life. Information meetings for AVID specifics are held twice yearly for parents to learn more and to ask questions.

### **Absences/Tardies**

Children who are absent are required to bring a **written** excuse from home stating the cause of the absence **OR** parents may call the Information Hotline at Brown, 771-1710, and press 1 for verbal absence reporting. By law, accurate attendance records must be maintained by the school. Vencil Brown School is financed by State funding that is based on daily student attendance.

**Children who arrive at their classroom after the 8:10 A.M. start bell are tardy.** They must report to the office for a tardy pass before going to class. Tardy students disrupt instruction for all of their classmates in addition to creating a hardship for themselves and their teacher.

See Independent Study Procedures in the District Policies, Procedures section of this Handbook for absence due to vacations which are 5 days or longer.

Only those students with zero absences, zero tardies, and who never leave school early for each trimester or the entire school year are eligible for Perfect Attendance awards. **Students who participate in the Independent Study Program are not eligible for perfect attendance awards.**

## **Make-Up Work for Absences**

Requests for make-up work for children who are absent must be made with office personnel prior to 10:00 A.M. on the day desired to allow ample preparation time. Assignments and materials may be picked up in the office fifteen minutes after school ends.

## **Bear Hugs - Positive Behavior Programs**

Any student in grades Kindergarten through fifth may receive a **BEAR HUG** ticket for respecting school/classroom expectations or being helpful and conscientious. Tickets received by students go into a basket or jar in their home classroom. The principal will then visit each Kindergarten through Fifth grade room monthly and draw Bear Hug certificates so students may win school supplies or some other form of prizes provided by the Parent-Teacher Club.

In addition, prize drawings are held once each trimester for 4<sup>th</sup> & 5<sup>th</sup> grades and at the end of the last trimester for 3<sup>rd</sup> grade students who have demonstrated good citizenship, active participation and solid attendance during the 12-week grading period. This is our way of recognizing the everyday choices through which students make Brown School a great place to learn. All students, kindergarten through fifth grade are eligible to be recognized as a “Grizzly of the Month” during our monthly Lifeskill assemblies. These students receive a certificate and have a special lunch with the principal.

## **Campus Hours**

The school office is open from 7:30 A.M. to 4:00 P.M. daily while school is in session. Students may come on campus at 8:00 A.M. for Kindergarten – 5<sup>th</sup> grades, and must leave immediately after dismissal unless specific arrangements have been made for them to remain on campus and be supervised.

## **Classroom Volunteers**

Classroom volunteers are welcome and are encouraged to help in classrooms and to accompany their children on field trips. Parents who volunteer need to coordinate with the classroom teacher and make childcare arrangements for siblings. **Siblings are not allowed in classrooms or on field trips.** Volunteers are required to sign in at the office and wear a visitor’s badge on campus.

In accordance with RCSD Policy, all parent volunteers need to be live scanned and fingerprinted for student safety. For full information regarding fingerprinting, please click on the following links, or go to RCSDK8.org web page and look under “Parents”.

- [Fingerprint \(LiveScan\) Locations 12.9.2016](#)
- [RCSD Volunteer Policy and Procedures](#)
- [Request for Live Scan Form - Volunteer](#)
- [Volunteer Application - Category I - Fillable](#)
- [Volunteer Application - Category II - Fillable.](#)
- [Volunteer Application - Category II - SPANISH - Fillable.](#)
- [Volunteer Application - Category I - SPANISH - Fillable](#)

## Communication

Vencil Brown School has made, and will continue to make, every effort to communicate on a consistent basis through the use of announcements, bulletins, and emails by utilizing our school messenger phone and email system. **Therefore, to make sure up-to-date and detailed information is received in a timely manner, it is extremely important that we have all parents'/guardians' current phone numbers and email addresses on file.** Also, be sure to check your child's backpack on a weekly basis for classroom and school information not sent home electronically.

## Computers and Internet Use

All students have access to technology as a part of their education at Brown. The use of computers, I-Pads or chrome books is integrated with reading, writing, math, science and social studies. Under supervision, the internet is accessible via all computers at Brown School. **Students may access the Internet after a signed Roseville City School District *Internet Use Agreement* is filed with the classroom teacher.**

## Dress Code

Students are expected to dress in an appropriate manner at all times at Brown School. 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.

1. Shoes must be worn at all times. Sandals must have straps and toes need to be covered, no flip flops.
2. Clothing should be free of writing, pictures or any other insignia, which are crude, vulgar, profane or deemed inappropriate for school attire.
3. Clothing must conceal undergarment at all times. See through shirts, halter tops, spaghetti strap shirts, low cut tops, bare midriffs, tight or very short skirts or shorts are not allowed. Pants must be worn around the waist and not hanging below the mid-section.
4. Hair shall be clean and neatly groomed. Hair may not be sprayed with any color that would drop when wet.

If your child 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 for you to pick your child up.

## Field Trips

Field trips are an important part of the curriculum at Brown. They enhance and bring to life classroom studies. Prior to a field trip, parents will be informed of all details. All students going on a field trip must have a completed *Parent Permission Form* prior to departure. As per our ***School Behavior Policy***, students may lose the privilege of participating in field trips for violating school/classroom rules and expectations. Parents who wish to chaperone field trips may do so with the teacher's permission. Field trip chaperones may be asked to ride the bus to and from the field trip destination. **Siblings may not participate in field trips.**

## Lost and Found

Please make sure that jackets, sweaters, lunch boxes, etc. are clearly marked with your child's name and phone number. We accumulate a vast assortment of misplaced property during the school year. The Lost and Found box is located in the multi-use room. You are welcome to check it during school office hours. Items left in the Lost and Found are donated to charitable organizations throughout the school year.

## Homework

Teachers at Brown School assign homework on a regular basis to reinforce basic skills through independent practice and to develop sound, independent study habits. At some grade levels homework is assigned nightly, at others a weekly packet is assigned. Teachers will explain policies in more detail at Back to School Night.

**Time spent on homework assignments 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. Students are held accountable for all homework assignments. Students may be assigned to the bench to finish incomplete homework at recess time.

## School Visitation

Parents and guardians are invited to visit their children's classrooms at any time during the year. **At least 24 hours notice is required** with your child's teacher and or the Brown principal so you may communicate your specific area of interest. This will also enable you to plan your visit to coincide with the learning activities you wish to observe.

## Sign In at Office

- **PER PENAL CODE 627, ALL VISITORS TO SCHOOL MUST IMMEDIATELY REPORT TO THE OFFICE TO SIGN IN WHEN COMING ON CAMPUS.**
- **VISITOR BADGES ARE MANDATORY.**
- **VISITORS ARE TO SIGN OUT AND RETURN BADGES UPON LEAVING.**

## Parent-Teacher Conferences

At the end of the first trimester, parents/guardians of each child will be invited to attend an individual conference with the teacher to discuss the progress of their student. Standards Based Report Cards will be given to parents/guardians at this time. At the end of the second trimester, individual conferences may be arranged as determined by the teacher or requested by the parent. In addition, staff members may request parent/teacher conferences at other times during the year, if necessary. Parents are also invited to request conferences at any time to discuss the progress of their child/children. Please call the school office, leave a message on your child's teacher's phone extension, or email your child's teacher to schedule a conference.

## Lunch Procedures

All students will eat lunch in the "Grizzly Den" multi-use room between 11:30 and 12:30 on a regular daily schedule. Students may bring a lunch or any student may purchase a lunch provided by the school district. All lunches must be ordered by each school in advance, on a daily basis. Lunch menus are published monthly and updated weekly on the Information Hotline.

Because the office must call in the lunch count by 8:30 A.M. daily, it is important that students order their lunches at the time attendance is taken in their classrooms. **Failure to do so may result in no lunch being available that day.**

Students' lunches cost **\$3.00 per day (subject to change)** and may be paid for on a daily basis as they go through the lunch line, although prepaid lunch passes are preferable. Prepaid lunch passes are available in denominations of \$10 or \$20. Milk, juice, or water may be purchased a la carte for

25 cents. A trip through the “Garden Bar” may be purchased for \$1.00. **The school district lunch policy states that “students are allowed to charge one lunch only. If a student does not bring payment after the first charge, they will be given a plate and a carton of milk and will be allowed to fill that plate with items from the Garden Bar.”**

All students are required to remain in the cafeteria for a minimum of 25 minutes to eat prior to exiting for recess. However, students are welcome to use up to 40 minutes for their lunch if desired.

### **Medication at School**

**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 District form, available in the school office, specifying dosage and administration time. Office staff will administer the medicine.

### **Parent-Teacher Club**

Vencil Brown School has an active Parent-Teacher Club that supports our students in a variety of ways. We hope you will join the Vencil Brown PTC and play an active role in making this your child’s best school year ever! PTC meetings are usually scheduled for the second Tuesday of each month from 6:00 – 7:30 P.M. in the front office Staff Room. Watch the school bulletins for meeting dates and times and for PTC sponsored events.

### **Parking At School**

We request your cooperation in **NOT** parking at the red curbs or in the striped areas of the parking lot as these are reserved for student loading and unloading and for emergency vehicle access. **PLEASE DO NOT LEAVE CARS UNATTENDED AT YELLOW CURBS AND PARK IN DESIGNATED PARKING PLACES ONLY.** Double parking is dangerous and illegal. Please limit your speed to **5 mph** in the parking lots and remain alert for children. Take extra care pulling into and out of parking spaces. **Remember that “Safety” is our #1 priority at Vencil Brown Elementary School!**

**The parking lot in front of the school office and the Kindergarten wing is designated for kindergartner, ASD student and private day care agencies only. *Parking in the Kindergarten parking lot before school and after school requires a parking pass which is distributed to Kindergarten parents/guardians.* Watch for children! There is no crosswalk in this parking lot. Children may not go into the parking lot without an adult escort.**

The **North parking lot** (nearest the Grizzly Den & Adventure Club) is designated for drop-off and pick-up of first through fifth grade students by private vehicle only. **Two lanes are clearly marked for cars to use. Drivers must pull parallel to the curb and come to a complete stop before loading or unloading passengers. The left lane is for passing other vehicles and is not to be utilized for drop off. Parents may pull in to parking spaces facing Trestle. Children dropped off in this manner must use the crosswalk when crossing the north lot. If you plan**

**on parking and exiting your vehicle to drop off or pick up a child, you must park in a designated slot, not parallel to the curb.**

### **Parking lot Drop off procedure: The Kiss & Go lane**

The Kiss and go lane is designated as the driving lane that starts at the entrance of the parking lot in front of the Grizzly Den, entering from Trestle. The Kiss and Go Lane is similar to the airport unloading zone. It is strictly a drop off area for you to say a quick farewell to your child and go on about your day.

#### **What should you do when dropping your child off in the Kiss and Go Lane?**

1. DO have your child and their belongings ready to exit the car.
2. DO give your child their farewell kisses and hugs BEFORE it is your turn to exit.
3. DO remind your child to stay to the side of the parking lot and proceed straight to the sidewalk. After your child has exited the car, DO remain alert while pulling out.
4. DO park in an appropriate assigned spot and escort your child to the sidewalk if they are unable to exit the car independently.
5. DO yield to pedestrians walking in the parking lot.

#### **What shouldn't you do when dropping off your child in the Kiss and Go Lane?**

1. Do not park or get out of your car in the Kiss and Go Lane.
2. The bell rings at 8:07 and seat time is 8:10. If you are after that time period, your child will need to go to the office for a late pass to class even if the gates are still open.

**Please - Never leave your car unattended at any marked curbs.**

Please pay strict attention to signs, arrows, student safety members, and staff personnel that direct traffic flow through parking areas at school.

### **Private Party Invitations**

Private party invitations are **not** allowed to be distributed on the school grounds during the school day to prevent excluded children's feelings from being hurt. Balloons, flowers, etc. sent to the school to celebrate a child's birthday, etc., will be kept in the office until the end of the day.

### **Rainy Day Arrangements**

Please make permanent plans for the school year with your children so they will know what to do about coming home on rainy days; i.e., should they expect you to pick them up at the bus stop or are they to walk home in the rain? Use of the office phone by students for such calls home can be challenging and frustrating for children and office staff. Please help us, and your child, by planning in advance.

### **Animals on Campus**

For the safety of our students, no pets are allowed on campus between the hours of 7:30 A.M. and 4:00 P.M. and during any after-school events.

## **Releasing Students From School**

Children will **only** be released from school to their parent/guardian or to an adult specifically designated by the parent on the child's emergency card. These precautions are taken to insure the safety and well being of our students. During school hours all students must be checked out through the school office before leaving the campus.

**Please schedule all appointments with doctors, dentists, etc., after school hours so that children do not miss instruction.**

Requests to release students early from class disrupt instruction and should be avoided. Please help us protect the integrity of instructional time at school.

## **Requesting Teachers**

Prior to the beginning of each school year, the staff at Brown 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 sent home via email a few days before instruction begins.

## **Room Parties**

Classrooms may have room parties on specific days, for example, Valentine's Day, the last day of school, and in conjunction with specific units of instruction. Room parents may be contacting you to assist. Siblings and other guests are not invited to room parties. Our district wellness policy stresses the serving of healthy snacks and limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party.

## **School Site Council**

The School Site Council is comprised of five parents/community members and five school employees, including the principal and three teachers. The Site Council meets monthly to plan and oversee defined School Improvement Programs. The Council allocates and authorizes expenditure of School Improvement Program funds received from the State of California. When a member's term has expired, elections of new Site Council members will then take place during the Fall. Members serve two-year terms.

## **Telephone Calls**

The student telephone in the office may be used for notifying parents of the need to stay after school for any reason, or in the event of missing the bus, illness or accident, or other unforeseeable situation.

## **Toys, Games, Trading Cards, Make-up, Electronic Games, Balls, Etc.**

We ask that students leave **ALL** games, mp3 players (iPods), trading cards, toys, stuffed animals, live animals, balls (smaller than a football), all makeup, and any personal items at home unless specifically authorized by the classroom teacher to bring them for sharing, etc. When authorized, these are to remain in classroom. **Cell phones may not be used during school hours and will be confiscated by an adult, when used, and kept in the office until the end of the school day. Repeated infractions of cell phone use may result in disciplinary action.**

### **District Wellness Policy**

Our District has adopted a Board Policy on Healthy Foods in the Schools. This RCSD policy is based on the California Healthy Schools Bill SB12 which has been passed by state lawmakers. This Healthy Foods Policy focuses on serving healthy foods at school, both in the cafeteria and in the classrooms. **The intent is to educate students to make healthy food choices.**

We have implemented the following procedures concerning distribution of foods in the classroom, both by teachers and the students. Teachers will limit the use of non nutritious foods (candies, cookies, etc.) as a reward for students' academic performance or classroom behavior. If you would still like to honor your child's birthday, we encourage you to check with your child's teacher on suggestions for healthy food choices and/or nonfood items (pencils, stickers, erasers, etc.) that could be shared with the class.

**\*\*\*All signs posted on school grounds must be followed.**

**PLEASE SEE DISTRICT POLICIES WHICH APPLY TO ALL ELEMENTARY SCHOOLS IN THE ROSEVILLE CITY SCHOOL DISTRICT ON THE DISTRICT WEBSITE AT [www.rcsdk8.org](http://www.rcsdk8.org)**



## Character Development at Vencil Brown

Each room has the following information on a poster:

### The Grizzly Way

Be

Responsible

Respectful

Safe

These three school rules exemplify behavior we expect and encourage from all students, staff and visitors. These three rules may have specific expectations depending on the location (i.e. the Den/cafeteria, library, playground or classrooms) at school. All students are taught the specific behaviors, which are also practiced and modeled by staff members.

These rules go hand in hand with the other portion of our school character program based on Susan Kovalik's Lifelong guidelines and Lifeskills program.

Teachers spend time each year stressing the importance of developing positive social skills by stressing the six Lifelong guidelines of Trustworthiness, Truthfulness, Active Listening, Personal Best, No Put-Downs and Manners. In addition to these expectations, selected character traits are also presented during the school year. Teachers introduce literature to help reinforce the chosen trait. Lessons are presented and students are recognized for exhibiting these traits at our Monthly Lifeskill Assemblies.

The Lifeskills come from Susan Kovalik's ITI program and are part of encouraging students to always do their "Personal Best."

"The purpose of the list of Lifeskills is to provide parameters that help students evaluate their own performances - to guide them, individually & in groups, to an understanding of which social behaviors will enhance their success...We hope that [the Lifeskills] become a part of students' persona - who they are and how they act upon the world," Susan Kovalik

## **The Lifeskills: defined**

**INTEGRITY:** To act according to a sense of what's right & wrong

**INITIATIVE:** To do something because it needs to be done

**FLEXIBILITY:** To be willing to change plans when necessary

**PERSEVERANCE:** To keep at it

**ORGANIZATION:** To plan, arrange, & implement in an orderly way

**SENSE OF HUMOR:** To laugh & be playful without harming others

**EFFORT:** To do your best

**COMMON SENSE:** To use good judgment

**PROBLEM-SOLVING:** To create solutions in difficult situations & everyday problems

**RESPONSIBILITY:** To respond when appropriate, to be accountable for your actions

**PATIENCE:** To wait calmly for someone or something

**FRIENDSHIP:** To make & keep a friend through mutual trust & caring

**CURIOSITY:** A desire to investigate & seek understanding of one's world

**COOPERATION:** To work together toward a common goal or purpose

**CARING:** To feel and show concern for others

**COURAGE:** To act according to one's beliefs despite fear of adverse consequences

**PRIDE:** Satisfaction from doing one's personal best

**RESOURCEFULNESS:** To respond to challenges and opportunities in innovative and creative ways.

Handbook Policies/Expectations/Procedures and  
Library Borrowing Privileges

All children are encouraged to checkout and take home books from the Brown 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 and library checkout privileges may be withheld pending return or replacement of library books and classroom books and materials.

Please impress upon your child his/her responsibility for library and classroom materials. We also have a collection of educational materials – books, videos, audiotapes – for adult checkout.

If you **do not** wish for your child to have library borrowing privileges, please notify his/her teacher.

**PLEASE SIGN AND RETURN:**

We, the parents/guardians of \_\_\_\_\_  
have read and discussed the Grizzlies’ Family Handbook from Vencil Brown School and the Library Borrowing Privileges notification with our student.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Homeroom Teacher’s Name

\_\_\_\_\_  
Date

**Please return this form to school with your child by Mon. August 12, 2019.**

Contact the school office for clarification or speak with your child’s teacher on anything pertaining to the Family Handbook. Thank you for your support and cooperation with school/district policies, expectations, and procedures.