



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

August 10, 2023

Dear Students and Families,

Welcome to a new school year at Vencil Brown Elementary that is sure to be filled with great opportunities and exciting learning experiences for our students! This year marks our twenty-seventh school year at Vencil Brown, and each member of our school staff welcomes you and looks forward to partnering 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 so that our students can thrive and reach their highest potential.

We believe educational success for all students cannot be complete without a strong partnership with all our parents. You are the most essential part of your child's education, and it is important that we build a strong relationship in order to best serve their educational needs. This Grizzly Guidebook will provide you critical information you need about our school and Roseville City School District's policies and procedures as well as your responsibilities as they relate to safety, participation and the expectations of our school. We hope it answers your questions and addresses any concerns as we have tried to touch on every aspect of our school. This Guidebook is a supplement to our [RCSD Handbook](#).

In an effort to conserve paper, we are 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 email, 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 ensure an appropriately challenging, productive and enjoyable learning experience for all. Thank you for taking the time to read through and discuss this Grizzly Guidebook with your child. We are looking forward to an amazing year!

Sincerely,

Brandei Smith,  
Principal

## VENCIL BROWN SCHOOL

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

[School Website](#)

[District Website](#)

School Opened - 1996

Principal – Brandei Smith  
Email: [bsmith@rcsdk8.org](mailto:bsmith@rcsdk8.org)

School Colors – Blue and Gold

School Mascot – The Grizzly

School Office Hours - 7:15 AM - 3:15 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 2023-2024 Bell Schedule

**Office Hours 7:15-3:15**  
**Breakfast 7:23-7:43**

**7:35 Gates Open for 1st-5th grade students not having breakfast (Warning Bell at 7:43)**

**Transitional Kindergarten 7:45-12:47 Daily**

**REGULAR SCHEDULE: M, Tu, Th & F (Grades 1-5 ONLY)**

<b>REGULAR SCHEDULE</b>	<b>Grade 1 &amp; 2</b>	<b>Grade 3-5</b>
<b>Instruction</b>	<b>7:45-9:35</b>	<b>7:45-9:55</b>
<i>Recess</i>	9:35-9:47	9:55-10:07
<b>Instruction</b>	<b>9:47-11:30</b>	<b>10:07-12:00</b>
<i>Lunch/Recess</i>	11:30-12:10	12:00-12:40
<b>Instruction</b>	<b>12:10-2:00</b>	<b>12:40-2:00</b>

<b>Kindergarten Regular Schedule M, Tu, Th &amp; F</b>
Instruction 7:45-1:50 Lunch 11:20-12:00

**P L C WEDNESDAY (Grades 1-5 ONLY)**

<b>WEDNESDAY PLC</b>	<b>Grade 1 &amp; 2</b>	<b>Grade 3-5</b>
<b>Instruction</b>	<b>7:45-9:35</b>	<b>7:45-9:55</b>
<i>Recess</i>	9:35-9:47	9:55-10:07
<b>Instruction</b>	<b>9:47-11:30</b>	<b>10:07-12:00</b>
<i>Lunch/Recess</i>	11:30-12:10	12:00-12:40
<b>Instruction</b>	<b>12:10-12:47</b>	<b>12:40-12:47</b>

<b>Kindergarten PLC Schedule</b>
Instruction 7:45-12:37 Lunch 11:20-12:00

<b>TK PLC Schedule</b>
Instruction 7:45-12:47 Lunch 11:20-12:00

\*\*May 28, 29, and 30th

**CONFERENCE WEEK SCHEDULE: NOVEMBER 13-17 Grades 1-5 ONLY)**

<b>CONFERENCE WEEK</b>	<b>Grade 1 &amp; 2</b>	<b>Grade 3-5</b>
<b>Instruction</b>	<b>7:45-9:35</b>	<b>7:45-9:55</b>
<i>Recess</i>	9:35-9:47	9:55-10:07
<b>Instruction</b>	<b>9:47-10:35</b>	<b>10:07-11:05</b>
<i>Lunch/Recess</i>	10:35-11:05	11:05-11:35
<b>Instruction</b>	<b>11:05-11:35</b>	

<b>TK &amp; Kindergarten Conference Schedule</b>
Instruction 7:45-11:23 Lunch 10:00-10:30

MINIMUM DAYS/PLC WEDNESDAYS

**2022-2023**

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

**MINIMUM DAYS:**      **K, 1<sup>st</sup> – 5<sup>th</sup>: 7:15 AM – 12:47 PM**

\*\*\***Kindergarten will use the following minimum day times every *Wednesday*.**

\*\*\***PLC Mondays, all Kindergarten students attend 7:45-12:47**  
while all **Transitional Kindergarten** Student schedules remain the same

**Minimum days are currently scheduled for the following dates during 2022-2023 school year:**

**Every Wednesday beginning 8/16/23**  
**8/22/2023 (*Back to School Night Preparation*)**  
**DATE TBD (*Open House*)**  
**5/28/24, 5/29/24, 5/30/24 (*Last Days of School*)**

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## 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", reflection laps 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:

Conflict Resolution, 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 causes 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, follow 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!**

For safety and supervision reasons, students are not permitted to play on the grass areas after school.

### **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 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 the yellow curb, before letting students out of the car or picking them up. Please don't leave your car in either loop at pick-up or drop-off times. If you would like to walk your child to the gate, you will need to park.**

### **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 training sessions 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 either bring a written excuse from home stating the cause of the absence, parents may call the Attendance Hotline at Brown, 771-1710, and press 1 for verbal absence reporting, or parents may email the absence by clicking on the "Absence Reporting Email" on the top of the Brown Elementary School website. 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 7:45 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 hardship for themselves and their teacher. Please review the [RCSD Handbook](#) for more information on attendance and when to keep your student home for an illness.

See [Independent Study Procedures](#) in the District Policies, Procedures section of this Handbook for absence due to vacations which are 3 days or longer. **Independent Study is not approved to begin until August 17, 2023**, and the last day out is **May 16, 2024**.

### **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 7:15 A.M. to 3:30 P.M. daily while school is in session. Students may come on campus at 7:35 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.

### **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

Parents or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. All Roseville City School District schools are responsible for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. The dress code aims to optimize a productive learning environment, protect all students' health, safety, and welfare, allow for self-expression, and ensure all students are treated equitably.

### GENERAL DRESS CODE POLICY:

Clothing worn on campus must promote a safe atmosphere conducive to learning. Certain body parts and undergarments must be covered for all students at all times.

### Students Must Wear:

- A shirt (with opaque fabric in the front, back, and on the sides under the arms) that covers the majority of the torso
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

**Students May Wear**, as long as these items do not violate the General Dress Code policy above:

- Hoodies and hats (including beanies) must allow the face to be visible to staff and may be worn indoors at the discretion of the adult supervisor
- Religious headwear
- Ripped jeans, as long as underwear and certain body parts are not exposed
- Tank tops and shorts
- Slides or sandals, as long as appropriate footwear for PE is worn

### Students Cannot Wear:

- Images or language that depict weapons or violence
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity
- Hate speech, profanity, or images or language that are overly sexual in nature
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or for health purposes)
- Blankets in replacement of jackets or sweatshirts

If a student's attire, clothing, jewelry, accessories, or appearance violates the dress code outlined above, or becomes a distraction to the learning environment, they may be asked to

change and/or a parent/guardian may be contacted. Repeated offenses may result in disciplinary action.

### **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 volunteer on field trips may do so with the teacher's permission. All volunteers need to be Category II cleared. All Category II volunteers must be fingerprinted, submit a current TB clearance, and complete a volunteer form. More information can be viewed at the [RCSD Handbook](#). Field trip volunteers may be asked to ride the bus to and from the field trip destination or may be asked to drive themselves.. **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**

All visitors to a school site must check in at the front office. Visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Upon reading the information, the Raptor Visitor Management System will check the national database to identify sexual offenders. Once the entry is approved, the Raptor system will issue a badge that identifies the visitor, the date, and the purpose of their visit.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item or pick up paperwork. All visitors who enter the school intending to travel beyond the main office, or stay for a meeting in the office, etc., will be issued a badge and screened. The visitor badges must be returned to the office after the visit.

It is important to note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered, nor is the system connected to any other system, such

as the Department of Motor Vehicles. Therefore any additional information connected to the visitor's driver's license is not part of the system and is not accessible to any users.

The safety of our students is our highest priority, and the Raptor Visitor Management system provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. In the event of a drill or emergency, the Raptor Management System also allows the school site to know who to account for on campus.

### **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.

### **Breakfast & Lunch Procedures**

California has implemented a Universal Meals Program for students. This program allows RCSD to provide free breakfast and lunch each school day to any student who requests them, regardless of their free or reduced-price meal eligibility. You can find monthly RCSD breakfast and lunch menus at [rcsdk8.org/nutrition-services](https://www.rcsdk8.org/nutrition-services).

All students will eat lunch in the "Grizzly Den" multi-use room between 11:20 and 12:20 on a regular daily schedule. Students may bring lunch or any student can be provided lunch by the school district. All lunches must be ordered by each school in advance, on a daily basis. Lunch menus are available to print and view on the district website <https://www.rcsdk8.org/menus>.

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.**

California has implemented a Universal Meals Program for students. This program allows RCSD to provide free breakfast and lunch each school day to any student who requests them, regardless of their free or reduced-price meal eligibility. You can find monthly RCSD breakfast and lunch menus at [rcsdk8.org/nutrition-services](https://www.rcsdk8.org/nutrition-services).

At 7:35am, 1st-5th Grade students will be allowed to the playground where they will be supervised and given assistance to find their teacher's name and room number to line up behind.

Future district funding for school meals is tied to the [federal free meal application](#). The District is requesting all parents take a moment and fill out the [application](#) regardless of income status to ensure vital programs continue in RCSD.



## Medication at School

Students may not have medications (including over-the-counter medications such as Tylenol and cough drops) in their possession on school grounds or during any school-sponsored event unless indicated by the student's physician on the RCSD medication form (please see information below). District policy requires that medications must be stored in the school office and that both parent/guardian and physician sign a form specifying dosage and administration time. Forms are available on the [website](#) or in the office. Trained staff members will administer or supervise medication administration.

### Self-Carry Medications:

Some medications (e.g., inhalers for asthma) may be carried by the student if indicated by the student's physician on the RCSD medication form and cleared by the school nurse.

## 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 – 7:00P.M. in the front office Staff Room. Watch the school bulletins for meeting dates and times and for PTC sponsored events.

## Parking At School

Remember that "Safety" is our #1 priority at Vencil Brown Elementary 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.** 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.

All 1st through 5th grade students transported to and from school by private vehicle are to be dropped off and picked up in the large parking lot (North parking lot)- nearest the Grizzly Den & Adventure Club. Please don't use the front parking lot as it is designated for Kindergarten and students in our ASD program only (placard required to enter). A friendly reminder students must use the crosswalk, or have an adult escort to cross the parking lot at all times. 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 into parking spaces facing Trestle Road. 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.

Only Kindergarten, ASD students and those from licensed day care providers are to drop off and pick up students in the small 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 the yellow curb, before letting students out of the car or picking them up. Parents will pull forward to the front of the school and drop off in a consecutive line. Please don't leave your car in either loop at pick up or drop off times. If you would like to walk your child to the gate, you will need to park. Our TK and Kindergarten teachers will be in the front of school to assist you and your child.

### **Parking lot Drop off procedure**

The drop off 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 Drop off 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 warning bell rings at 7:43 and seat time is 7:45. 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 composed 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.**

Personal property, such as toys, stuffed animals, trading cards, etc., may disrupt the learning environment and are not allowed at school or on the bus unless specifically authorized by the classroom teacher or principal. If brought to school without permission, these may be held in the classroom or school office for parent/guardian pick-up.

The student is responsible for backpacks, book bags, purses, and contents, including Chromebooks, chargers, cell phones, and electronic devices. The school and district accept no financial liability for lost or damaged personal property and valuables. **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 following lifeskills each month.

- **August** - "The Grizzly Way" & Growth Mindset
- **September** - I Can Be a Successful Learner
- **October** - I Can Manage Myself
- **Nov/Dec** - I Can Show Integrity
- **January** - I Can Set Goals
- **February** - I Can Be a Good Friend
- **March** - I Can Be a Responsible Decision Maker
- **April** - I Have Good Sportsmanship
- **May** - I Can Be a Leader!

## **Vencil Brown Elementary School** **General Rules For A Safe Playground**

1. Students not eating breakfast are permitted on school grounds after 7:35 am.
2. Follow the Grizzly Way “I can be safe, respectful and responsible”
3. Play games by school rules.
4. Always follow playground supervisors directions during recess. When you hear a whistle, stop, look, and listen. If you’re in the bark box or on the monkey bars, climb out of the box or come down from the bars and freeze.
5. Respond to the bell by freezing. If you have equipment, quickly put it in the ball can and then freeze. Hold the ball, don’t bounce or throw it.
6. Freeze when the bell sounds; wait for the whistle.
7. Walk to your line up when the whistle blows. Use your recess time for drinks or bathroom breaks.
8. Use restrooms appropriately – Our school rules for the restrooms are “Hush, rush, flush and wash!”
9. “Closed” games are against school rules; any student is allowed to play if they request.
10. Balls are not to be kicked or bounced against walls of a building – use ball walls only.
11. Leave personal sports equipment and balls smaller than a playground ball at home.
12. Use balls for their designated games, soccer on the field, 4 square or sock out on the blacktop, basketball on the courts, etc.
13. Students must check in with an adult before going to the office from the playground.
14. Do not leave the fenced playground or grass field without permission.
15. No gymnastics allowed, stay on your feet at all times.
16. Please do not walk or stand on concrete benches/planter boxes, or hang from or climb trees.
17. Have pride in our school! Clean up after yourself!
18. No riding of scooters, skateboards, bikes, or “heelies” on school grounds.\*
19. Students are to play in designated play areas.

*\*School grounds include the playground, Project Fit equipment, all grass areas, sidewalks and parking lots.*

### **Barkbox Rules**

1. No tag games, running or games with closed eyes in the bark boxes.
2. Two hands on bars at all times.
3. Throwing or kicking bark is prohibited
4. No pushing, rough-housing or dangerous play.

## **Vencil Brown Playground Rules**

### **General Rules**

1. All games are played by Grizzly Rules
2. Walk in the The Walking Zone. It is the upper area by the bathrooms and library.

3. Play stops immediately
  - a. when you hear the bell or whistle
  - b. when a player is down in any game
4. Stay in the recess area and do not go past the red lines
5. No lying on the ground in areas of play (stay on your feet)
6. Teams will always have an equal number of players + or - one
7. Win three times and you're out

### **Conflict Resolution**

1. Walk
2. Talk
3. Ro-Sham-Bo - ONE TIME ONLY!

(Unresolved disputes must be taken to the yard duty immediately, not at the end of recess.)

### **Use of Equipment**

- Return recess equipment when you are finished playing with it and at the end of recess
- Share with others
- You may not bring equipment from home

### **Barkbox**

- No running, tag games or games with closed eyes
- Two hands on bars at all times
- No throwing or kicking bark
- No pushing, rough-housing, or dangerous play
- Twirling on bars is limited to 3 times
- Do not climb on top of the bars

### **End of Recess**

When bell rings:

- Students freeze on blacktop and return equipment if they have it
- In the bark box, students safely come down from equipment and exit the box. Stand outside the box.
- When whistle blows, students walk directly to classroom lines
- No drinking fountain or bathrooms after bell

## **Hula Hoops and Jump Ropes**

### **Hula Hoops**

- Can spin hoop around the arm, leg, waist, neck, knees
- Can be rolled forward or backward or spun on the ground
- No throwing hoops in the air

### **Jump Ropes**

- Make sure there is a safe space to turn the rope
- Rope is turned around the body

- Rope may NOT be spun in a circle over the head like a helicopter
- \*Hula Hoops and jump ropes may not be tied together or put around a person's body, or used as a lasso.

### **Switch Rules**

1. 4 players stand on the 4 corners of a 4 square court.
2. The new player stands on the middle cross line.
3. When ready, the new player says "switch".
4. Everyone on the corners and the new player must run to a new corner, they cannot stay where they are and they can't return to the same corner where they started.
5. The last person to get to a corner is out, and the new player is the next in line.
6. The person who is out goes to the end of the line
7. Anyone who slides or falls is automatically out
8. If you both get to a corner at the same time, RoShamBo determines the winner.

### **Sensory Path Rules**

The sensory path is a color coded agility course.

Start at the "start" path.

When the person in front of you has finished the first color, the next person may go.

The point is to touch on every different task you're asked to do.

### **JUPITER SWING RULES**

1. Wait your turn on the painted red wall
2. Grades 1,2,3, up to 3 kids can swing at a time.
3. Grades 4 and 5, up to 2 kids can swing at a time.
4. If people are waiting, you may not swing alone.
5. People pushing the swing stand on the sides of the swing, not in front or back.
6. All body parts must be on the swing and you must hold on to a small blue rope.
7. Riders get to the count of 20, counting like this: Forward and back = 1,2
8. People who have ridden can be the next to push.

### **JUPITER CLIMBING RULES**

1. On blue bouncy straps, no one may be directly above you.
2. 2 hands on to the Jupiter at all times
3. When you reach the top, count to 10 and then climb down
4. The single bar is used for twirling. You may twirl 3 times and then you must dismount.  
2 hands must be on the twirling bar at all times. You may hang upside down with both hands on the bar. Wait your turn immediately to the right of the twirling bar.
5. One at a time going down the slide. The slide is only for going down.
6. When the recess bell rings, climb down through the nearest opening and exit the bark box.

7. One person on the climbing ladder bars at a time. Wait in line by sitting on the wall near the monkey bars. Go across bars one time and drop if there is a line.

### **State Tag**

1. The last person to arrive at California at the beginning of the game is it. The person who is it then calls the state and the students must try to arrive there without being tagged. If you are tagged then you are it.
2. CA serves as a base throughout the game, therefore you may not call CA when you're it. If you do, or if you call the same state twice in a row, everyone gets a free walk and they can't be tagged
3. Once a state is called you must move from the state you are standing on within 5 seconds.
4. Students are not allowed to call timeout.

### **Tetherball Rules**

- One player stands in each zone.
- Server is the first person to the court or the person who wins the game.
- Server puts the ball in play by hitting the ball the direction he chooses.
- As the ball is hit back and forth, each player tries to hit the ball so the attached rope winds completely around the pole.
- Only first-graders may use the ropes at any time.
- If a player wins 3 times, then the next person in line serves.
- When the bell rings at the end of recess or a teacher blows the whistle, play stops immediately and all players STEP OUT OF THE COURT
- When the whistle blows to walk around the tetherball circle, no one is allowed to touch the tetherballs

### **Fouls**

Hitting the ball with any part of the body other than the hands or forearms

Catching or holding ball during play

Touching the pole

Grabbing or hitting the rope

Stepping across players zone line

Kicking the ball

### **Four Square Rules**

1. One player in each quadrant
2. The objective of the game is to get to square A and become the server
3. To serve the ball, the player drops the ball and then hits it using an underhand motion after the ball bounces up from the ground

4. The serve must be playable. Server gets 2 attempts to serve a legal serve if the first serve is no good. Server out if unable to successfully serve after the second try.
5. No player may get out on the serve.
6. The player then hits the ball to any square after it bounces once.
7. The objective of the game is to get to square A and become the server. (out after 3 wins)
8. The line is considered in or good
9. New players will enter at square D and attempt to move up to C, B, then A.
10. Players are out if they commit one of the following violations
  - Hit the ball out of a square
  - hold the ball
  - hit the ball before it bounces in their square
  - ball bounces twice before they hit the ball

### **Sock Out Rules**

1. You can play doubles or singles (must play doubles when more than 2 people in line)
2. Start with a fair serve into the opponent's court
3. The ball must be hit with a fist
4. The ball must bounce in the receiver's court on the serve before it is hit back
5. The ball must hit the ground on your own side before going into the opponent's side.
6. The ball can only bounce once on any side
7. The line is considered in or good
8. Players waiting in line must stay outside of courts
9. Next player is ALWAYS the first in line
10. Only "sockout" courts can be used for the game ( you may not use two 4 square courts)

### **Fouls:**

- Hitting the ball before it bounces ON THE SERVE
- Ball bounces more than once in the receiver's square before being hit.
- Ball landing outside the line
- Double hits
- No open hands, must use fist

### **Wall Ball**

- Only one ball per court & 2 - 4 players
- The new person to the court is always server
- Servers get 1 redo.
- Ball must bounce one time on the ground before it reaches the wall.
- The receiving player must let the ball hit the wall and bounce once before returning it.
- The player can then return the ball by hitting it and reaching the wall in one bounce off the ground.
- Can play teams of 2 where everyone has to rotate hitting the ball
- Player is out if:
  - the ball bounces outside of the sideline or back line or outside the boundaries
  - Bounces twice before it is returned.



- the player does a bullet, baby bounces, and rainbows (any special plays)
- a player catches the ball
- The next person in line is the server.
- When a player has 3 wins, the next player in line is the new server.

## **KICKBALL RULES**

- The kicking team is assigned a kicking order.
- The fielding team is assigned positions: catcher, pitcher, first, second, third, shortstop, left, center, and right field positions.
- Outfield team becomes kickers when they get 3 outs. Kicking order is followed so all players get a chance to kick.
- The kicker gets 3 fair pitches.
- When the ball is kicked, the kicker runs as far as possible, touching all bases in order
- Kicker is out if:
  - not successful kicking the ball, after 3 fair pitches
  - kicks 2 foul balls
  - kicked ball is caught in the air before it bounces
  - or the ball thrown to a base ahead of the runner who is off base. The runner is also out if s/he leaves a base before the fly ball is caught, is hit by a kicked ball, fails to touch a base while running or touches a base occupied by another runner.
- Runners are out if:
  - the base is tagged before the runner gets there
  - If they slide
  - lead off the base or try to steal a base
  - they are hit by a kicked ball
- When the pitcher gets the ball, play is over.
- Tag base to get the runner out. DO NOT tag the runner.

## **BASKETBALL COURT**

- ***No throwing/shooting the ball from half court or farther.***
- Share the ball with others when shooting baskets.

## **BASKETBALL GAME RULES:**

- Divide players into two evenly matched teams. No more than 5 players on a team. If more than 5 on a team, rotate in after every basket.
- Each basket scored is 2 points unless shot behind the 3 point line.
- Possession of the ball goes to the other team after a basket is made.
- In defense, only go after the ball-- do not touch or push the person with the ball.
- There are no jump balls. (Alternate possessions each time)
- All other fouls should result in the fouled team taking the ball out of bounds.
- Once dribble has ceased, the player must pass or shoot.

## 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 for 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 [Grizzly Guidebook](#) 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 14, 2023.**

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.

