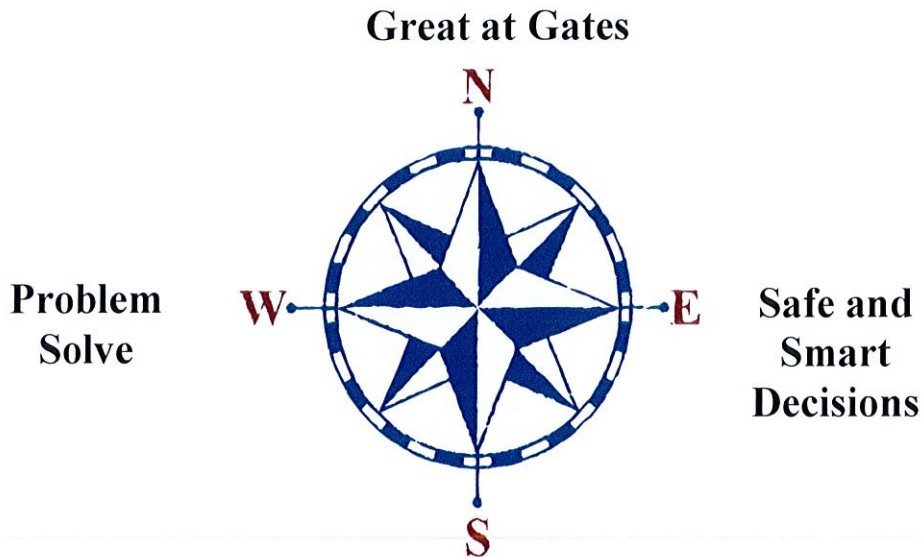


Catheryn Gates Elementary

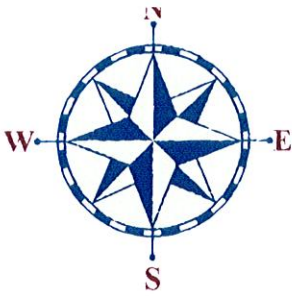
“Home of the Explorers”



Learning in
All Directions

PARENT-STUDENT HANDBOOK 2019-2020

Catheryn Gates Elementary School
1051 Trehowell Drive
Roseville, California 95678
Telephone: (916) 771-1780



CATHERYN GATES ELEMENTARY SCHOOL



Mary Patrick, Principal ✧ Derk Garcia, District Superintendent

August 8, 2019

Dear Catheryn Gates Elementary Families:

Welcome to the 2019-2020 school year at Catheryn Gates Elementary School! The staff of Catheryn Gates is dedicated to providing your child with an outstanding educational environment that includes high standards and accountability, academic and character development and school and family partnerships.

Family support is crucial in our school wide efforts to provide your child with an enriching and successful educational experience. We want to work with you in order to support and enrich your child’s learning because the strong foundation you provide at home enables your child to take advantage of the learning opportunities available at school. When we work together great things happen for our kids!

Another way to become involved in school is through volunteerism. It is wonderful to see parents and family members on campus in any capacity whether helping in the classroom, participating in PTC events, chaperoning field trips or just visiting. You are always welcome and needed. You can keep informed about upcoming school events by:

- | | | |
|--|---|--------------------------|
| Reading our e-newsletter | Checking our School Website | Classroom Communications |
| Becoming committee representatives | Joining PTC/Attending PTC Meeting | |
| Checking the PTC website/Facebook page | Keeping email addresses updated for school emails | |
| Reading our marquee | Listening to our automated phone messages | |
| Calling the office at 771-1780 ext. 6 | Checking out our RCSD-GATES Facebook Page | |

Access to this handbook is provided to every family through our school website. We ask that you and your child review the handbook together and sign and return the signature slip.

With your cooperation and continued support, Catheryn Gates will bring out the best in your child and provide another year of exceptional education programs.

Sincerely,

Mary Patrick
Principal
Catheryn Gates Elementary School

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Mission Statement

The purpose of our school is to provide an outstanding educational environment for all of our students.

School Vision

Provide success in all directions for every child with

- High standards and accountability
- Academic and character development
- School, family, and community partnerships

Academic Honors

5th grade students are honored for outstanding academic achievement. An awards ceremony will be held to recognize students in the areas of Language Arts, Math or both.

Assessments

All students are regularly assessed to ensure they are meeting grade level, district, and state standards. Teachers will discuss with parents if a child is failing to meet benchmarks and standards for each grade level.

Attendance

Students are required to attend school on a daily basis and remain in school the entire instructional day. Students who are tardy or leave early miss important instruction, disrupt other students who arrive on time ready to learn, and lose class time when instruction must be repeated. We appreciate it when you are able to limit appointments to before or after school hours. Absences are only excused for health reasons, attendance at an immediate family member's funeral, court appearances or religious holidays.

If your child is absent from school you must call the attendance line or notify office personnel by e-mail or phone of the absence and reason for absence. If a student is absent 14 days or more for illness in a school year, further absences will need to be verified by a physician. Students with three or more unexcused absences are considered truant. Education Code 48260 requires that a pupil who is absent from school more than three days without a valid excuse or who is tardy in excess of more than three days in a school year and shall be reported to the school administrator. Excessive unexcused absences will be reported to the Student Attendance Review Board.

Students will be recognized each trimester and at the end of the year if they maintain perfect attendance. Perfect means perfect, perfect attendance means no absences, no tardies or leaving early marks whether they are excused or not. Students on independent study are not eligible for perfect attendance.

Behavior - Explorer Expectations

Students are expected to: be **Great at Gates, Problem Solve, and Make Smart and Safe Decisions** in every area on campus. All students will be given a tour of campus and behavior expectations for each area will be reviewed and reinforced with our Character Education program.

Bicycles – Skateboards - Scooters

Students who ride bicycles to school must park them in our bicycle racks. Bicycles should be locked and be ridden on the school grounds by parents or students. Students are reminded to be sure to wear helmets follow safety rules. Students who ride scooters or skateboards to school must walk them when they arrive. Scooters and skateboards are to be folded up and set off to the side of the classroom door for safety reasons.



are never to
and always
on campus.

Roller blades and Heelies are not allowed at school.

Cafeteria Expectations

Students are expected to demonstrate good eating habits and manners while in the Multi Purpose Room (MPR). Throwing food or purposely annoying/bothering other students while eating will constitute grounds for a behavior citation and/or disciplinary action by school staff as deemed appropriate. Students will speak in low tones, keeping noise to a minimum to insure the safety of all students. Students will: walk to and from the MPR, remain seated unless given permission by a staff member, keep the noise level down, keep hands, feet, food and other items to themselves and clean table area before being dismissed, which includes throwing garbage away in the garbage can.

Cafeteria Procedures

Lunches are provided for all students every school day. Lunches are \$3.00 each. Students are expected to bring payment for the meals, or have a positive balance on their account.

Elementary school students receive reminders when account balances are \$5.00 or less and will receive a hand stamp when the account has been depleted. An elementary student will only be allowed to charge once. Parents will be called after the one charge and payment will have to be made for that lunch and any future lunches. For your convenience you have the option to pay online at www.EZSchoolpay.com and this will allow you to check your child's balance also. You will need your child's Personal Identification Number (PIN). You may call Food Services (771-1675) for the PIN number.

Your child(ren) may qualify for free meals based on your household size and income. Complete the application for free or reduced cost meals, in your Back to School folder or in the office, and if you qualify, you will be notified. Children that qualify for free or reduced cost meals receive the same meal that is available to all students. **A new application must be submitted each year even if your child qualified for free meals last school year.**

Questions regarding school meals can be directed to the Child Nutrition Department at (916)771-1675.

Celebration Recess

We believe it is important to reward positive behavior. All students who have not received any Level Two Behavior Citations in a trimester will participate in a school-wide celebratory event at the end of each trimester. For example, your student may have received a Level 2 citation in Trimester 1, but not Trimester 2. Therefore, he/she would be able to participate in celebration recess for Trimester 2.

Character Education

Our Character Education Program is centered on the following creed.

Life Skills

To guide students toward achieving their personal best, each month we will practice the following life skills:

Problem solving
Common Sense
Effort

Responsibility
Cooperation
Perseverance

Caring
Initiative

Individual students will be recognized during our Friday Sing sessions, which typically take place every other Friday.

Part of everyone's education is learning how to behave responsibly in society. We have developed a behavior plan that includes problem solving and life skills. This plan affords the students the right to learn and play in a peaceful and safe environment. Goals for students are to learn to:

- Behave responsibly in society.
- Respect self and others.
- Learn and practice problem-solving skills and self-discipline.
- Take responsibility for one's own actions/behavior.

When you learn not to bite, you learn to swim free!

These are the strategies students use to help prevent conflicts.

Compromise

Use your words



Get help

Humor



Do very little



Stay away



In each classroom, students review school rules and appropriate behavior choices remembering to respect others, cooperate, and behave in a safe manner. At this age, teaching and modeling for students on how to solve problems is very important. Catheryn Gates Elementary School students are taught problem-solving steps. Charts are also displayed in the classrooms. We recommend reinforcement at home.

Problem Solving Steps - When a student has a problem, we ask them to:

1. Use "I Statements" to state problem.
2. Use active listening; tell the truth; respect differences.
3. Brainstorm and discuss solutions
4. Agree on a solution.
5. Problem ends, try another solution or record on classroom agenda.

Problem solving meetings may be held in the classrooms in order to address certain issues. All students will be taught the four "R's" of problem solving to use during formal and informal problem solving situations. All solutions and problem solving interactions must be: **Related, Reasonable, Respectful, and Responsible.**

Citation System

In order to insure a safe and peaceful campus, a citation system is used to monitor student misbehavior. When a student chooses to not follow the aforementioned expectations, a citation may be given. There are two levels of citations - A Level 1 citation may be given for important but less serious behaviors and a Level 2 citation may be given for more serious behaviors or chronic level 1 behaviors. The citation explains the misbehavior and is filled out by the adult on duty, signed by the student and given to the classroom teacher. A copy of the citation is sent home for a parent signature. The citation is intended to facilitate home and school communication. Parent signature on the citation indicates awareness of the citation. A parent signature is not required for validation of the citation. Citations are valid and enforceable at the time they are issued. The teacher may initiate further consequences such as missing an activity or recess depending upon the nature of the behavior. If the behavior is of a more serious or chronic nature students will be given an office referral to the Principal.

Crossing Guards/Gates Greeters

Our 5th grade students serve as Gates Greeters, ensuring our students get to school safely while exiting the vehicle in the large loop. Please follow the direction of the Gates Greeters, along with the adult on duty. This adult supervisor works with these students to ensure their safety.

Daily Schedule

School begins at 8:45 for all first through fifth grades. Adult supervision begins at 8:30. Students are unsupervised before 8:30 am. Please respect and honor this safety issue of supervision. Students are not allowed on school grounds until adult supervision begins at 8:30. All 1st – 5th grade students need to enter campus through the front gate, located by the flag pole. Below is a quick synopsis of the bell schedule – the full schedule is included on pages 9 and 10.

Grades 1 – 5 - Tuesday-Friday

8:30 a.m. – Students may enter grounds
8:42 a.m. – 1st bell
8:45 a.m. – Class begins – students in seats
11:45 – 12:24 p.m. Lunch – 2nd/3rd grade recess
12:15 – 12:54 p.m. Lunch – 1st grade recess
12:45 – 1:29 p.m. 4th & 5th grade recess - Lunch
3:00 p.m. – Dismissal



Monday Dismissal for Grades 1-5 is 1:45 p.m.
Conference Week Dismissal for Grades 1-5 is 12:25 p.m.

Kindergarten - Tuesday – Friday

Early 9:00 a.m. – 2:00 p.m. – Lunch 12:14
Late 10:00 a.m. – 3:00 p.m.

Conference Week Schedule for Kindergarten

Early/Late 9:00 a.m. – 12:40 p.m. – Lunch 11:05

Monday and Minimum Day Dismissal for Kindergarten

Early/Late 9:00 a.m. – 2:00 p.m. – Lunch 12:10

Transitional Kindergarten

8:00 a.m. – 11:20 a.m.

Dogs on Campus

In order to maintain a safe environment for our students, no dogs, other than service dogs will be allowed on campus. We have many students who are extremely fearful of dogs, for a variety of reasons, and we do not want them to feel unsafe on campus. If there is a dog on campus, please alert the front office.

Dress Code

In order to maintain a safe learning environment, students must be dressed for success. This includes, and may not be limited to the following: Clothes are to fit appropriately and not sag, no hanging belts or chains, skirts and dresses must be fingertip length or longer, no low-cut or revealing shirts, no bare-midriffs, halter tops or spaghetti straps, underclothes should be concealed and essential body parts covered, no sandals without straps-thongs-high heeled shoes, appropriate shoes (tennis shoes preferred) need to be worn for participation in PE activities, head coverings are not permitted inside the classroom or cafeteria, cannot depict gang writing or lettering, and must be worn forward at all times, clothes are to be neat, clean and in good repair, inappropriate buttons, pins, jewelry, clothing, patches, backpacks, or other items bearing profanity, advertising sex, drugs, alcohol, tobacco gangs or violence are not allowed, and makeup is not appropriate for elementary students. If you have any questions, or would like more information, regarding the school dress code, please contact the office at (916) 771-1780

Field Trips

Students may have the opportunity to participate in field trips throughout the school year. Parents are required to sign a permission slip for each event and have the form returned prior to the trip. Student conduct and expectations remain the same on or off school campus. All parents and adults will be required to complete a volunteer information sheet before they will be allowed to go on any field trips. If you choose for your child not to attend a field trip, they must come to school and will be assigned to another classroom.

Healthy Choices

Roseville City School District has a Board Policy on **Healthy Foods in the Schools**. This RCSD Board Policy is based on the California Healthy Schools Bill SB12, which has been passed by the state lawmakers. This Healthy Foods Policy focuses on serving only healthy foods at school, both in the cafeteria and in the classrooms. The intent is to educate students to make healthy food choices. Catheryn Gates School will support this policy by implementing the following procedures concerning distribution of foods in the classroom, both by the teachers and students.

- We will not be allowing students to bring in any food items to share with the class on birthdays or other special occasions.
- If you would still like to honor your child's birthday, check with your child's teacher on suggestions for non-food items (pencils, stickers, erasers, etc.) that could be shared with the class.
- Teachers will not be using non-nutritious foods (candies, cookies, etc.) as a reward for students' academic performance or classroom behavior.
- Teachers will still hold occasional class parties during the year (Harvest Party, Valentine's Day, Winter Break, and End of the Year, events.) This will be the time to enjoy those special treats, along with some healthy snacks.

We trust that you will support us in teaching our students the importance and benefits of healthy eating. With childhood diabetes, obesity, and dental health concerns on the rise, we have an obligation to provide our children with the best physical and academic environment.

Independent Study Contracts

Students who are going to be out of school for five or more days for reasons other than illness or injury may be eligible for independent study. Independent Study Contract length is not to exceed fifteen (15) school days. There is a specific set of district criteria for independent study. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An independent study contract **must be requested more than three days prior to a planned absence** so that teachers can prepare materials for the student. Independent Study forms are available in the school office.

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

****Students on Independent Study are not eligible for perfect attendance****

Messages and Deliveries

In order to preserve instructional time, no messages or deliveries will be taken to classrooms. You may leave a voicemail for your child's teacher and it will be returned within 24 hours with the exception of Fridays – messages left on Friday will be returned the next working day. Balloons, flowers, and/or other distracting items will not be delivered to classrooms.

Office Referrals and Administrative Consequences

Students may be sent to the office for more serious behavior infractions, which include but are not limited to the following: Attempted, threatened or caused injury to another person, possession of a dangerous weapon (knife, gun, explosive, etc.), Possession of a controlled substance, Theft or damage to school or private property, Inappropriate physical contact (horse play, play fighting, etc.), Sexual Harassment, Use of profanity, vulgarity or committed obscene act, and Disruption of school activities/defiance of authority. Administrative consequences for office referrals may result in a conference with the student, home contact either in writing or by phone, student placed on contract, time out in the office or another classroom, loss of recess privileges, suspension on site for remainder of the day in a supervised alternative setting, suspension from school for a designated number of days in accordance with Ed Code 48900, expulsion from district requiring School Board action, and other logical consequences deemed related, reasonable, responsible and respectful by the school principal.

Personal Property

We cannot guarantee the safety of personal property brought to school. We recommend students leave non-school related items at home. In accordance with district policy, radio/cassette/cd player, ipods, computer games, toys (**including Kendamas**) or another other item which may cause a disruption to the student's learning environment are not allowed. Toys or items that depict violence or cause aggressive behavior will not be permitted. Cell phones must be stored in a backpack in the off position during school hours or they will be taken away and held in the office until a parent is able to pick them up.

Pick-up and Drop-off Procedures

Kindergarten - 5th Grade

1. Students must use the crosswalk.
2. Parking your car: If you want to leave your car we ask you to park in designated parking spaces by the office and kindergarten rooms. Please stay in your car if you are not in a designated space.
3. Street parking: Please be aware of and adhere to the red curbs and signage. You may be ticketed if you do not obey traffic laws.
4. Loading and Unloading Areas
Large Loop: The large loop is in front of the McKinley Summit multi-purpose room. Form a single line and continue to move forward as the car line progresses. Enter the loop from the west side.
Note: Parents, please do not walk your child across this loop during pick-up or drop off times, use sidewalks.
Small Loop: The small loop is in front of the Kindergarten classrooms. Please use this loop only if you have Kindergarten or 1st grade student(s). Form a single line and continue to move forward as the car line progresses.
Note: Please do not back up traffic on Trehowell Drive waiting to turn left into the lot.
 - Both loops are for loading or unloading only.
 - Do not leave your car unattended at arrival or dismissal times for any reason.
 - When leaving the parking lots or loops you may only turn right.
 - We ask that everyone, even parents with children, use the crosswalks.
 - The staff lot (off the large loop) is for staff and Special Education busses only. Please do not park or drop off in this area.

Kindergarten

Kindergarten drop off and pick up directions are specific to the classroom your student attends. Please work with your teacher to get the specifics to their classroom. Below are the most important things to remember:

Most important, be patient and polite.

Drive slowly and carefully for all our children's safety.

Always pull forward in the loops – never leave your car.

Positive Behavior Student Awards

We believe that students will choose to behave in an appropriate way at all times. In an effort to give recognition for appropriate behavior, teachers and other staff may choose to recognize this behavior by providing the following: Character Trait Awards, recognition at assemblies, Gates Positive Student award (GPS), Rewards for individual students or whole class, Earned Preferred Activity Time, Classroom incentives, Explorer of the Month Lunch with the Principal and others as deemed appropriate by the teacher and school administration.

Safe Routes to School

Parents, please instruct your children in the rules of safety and the safest routes to use when walking to and from school. In addition remind your child to:

- Use the sidewalks when walking to school.
- Use the crosswalks and signals when crossing the streets.

Students riding bicycles are reminded to follow the rules and regulations of the California Vehicle Code, which include wearing a helmet.

The Sylvia Besana Park is never supervised! If you choose to drop your children at the park before school or have them wait there after school, you are doing so at your own risk.

Student Technology Use – Students shall follow the RCSD Student Acceptable Technology Use Agreement, which is listed as an attachment to this handbook.

Visiting or Leaving the School Grounds

Students may *not* leave the school grounds alone at any time while school is in session.

Parents coming to school during the day for any reason are required to check in at the office before going on campus. All volunteers, parents and visitors must check in through the office and wear “visitor” identification during their time on campus. **No one is allowed to interrupt the classroom during instructional time.**

If you need to pick up your child during the school day, you must check him/her out through the office. Parents/guardians picking up students will be asked to show photo identification and be checked against names filled out on students’ emergency cards. If at all possible a parent’s note should be sent to school informing the classroom teacher that the student will leave before the end of the school day.

Definition of Bullying by Means of an Electronic Act

Education Code section 48900 (r) now identifies bullying via an electronic act to include: (1) a “burn page,” (an internet website created for the purpose of having one or more effects of bullying); (2) a “credible impersonation of a pupil,” (knowingly and without consent impersonating a pupil for the purpose of bullying that pupil and such that another pupil would or has reasonably believed that the pupil was or is the pupil who is being impersonated); and/or (3) a “false profile,” (creating a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile). New bill confirms that student may be disciplined for either creating or sending electronic bullying content.

Catheryn Gates Elementary School 2019 – 2020 Bell Schedule

Grade 1 Monday (PLC)

8:45 a.m. – 10:20 a.m. (95 instructional minutes)
10:20 a.m. – 10:37 a.m. Recess (17 minutes)
10:37 a.m. – 12:15 p.m. (98 instructional minutes)
12:15 p.m. – 12:50 p.m. – Lunch (35 minutes)
12:50 p.m. – 1:45 p.m. (55 instructional minutes)
1:45 p.m. – (248 total instructional minutes)

Grades 2-3 Monday (PLC)

8:45 a.m. – 10:20 a.m. (95 instructional minutes)
10:20 a.m. – 10:37 a.m. Recess (17 minutes)
10:37 a.m. – 11:45 a.m. (68 instructional minutes)
11:45 a.m. – 12:20 p.m. – Lunch (35 minutes)
12:20 p.m. – 1:45 p.m. (85 instructional minutes)
1:45 p.m. – (248 total instructional minutes)

Grades 4-5 Monday (PLC)

8:45 a.m. – 10:35 a.m. (110 instructional minutes)
10:35 a.m. – 10:52 a.m. Recess (17 minutes)
10:52 a.m. – 12:45 p.m. (113 instructional minutes)
12:45 p.m. – 1:20 p.m. – Lunch (35 minutes)
1:20 p.m. – 1:45 p.m. – (25 instructional minutes)
1:45 p.m. – (248 total instructional minutes)

Grades 1 – 5 Conference Week Schedule

8:45 a.m. – 11:05 a.m. (140 instructional minutes) 1st Grades
8:45 a.m. – 10:30 a.m. (105 instructional minutes) 2nd/3rd Grade
8:45 a.m. – 11:40 a.m. (175 instructional minutes) 4th/5th Grades
10:30 a.m. – 11:04 a.m. Lunch 2nd/3rd Grade (34 minutes)
11:05 a.m. – 11:39 a.m. Lunch 1st Grade (34 minutes)
11:40 a.m. – 12:14 p.m. Lunch 4th/5th Grade (34 minutes)
11:39 a.m. – 12:25 p.m. (46 instructional minutes) 1st Grades
11:04 a.m. – 12:25 p.m. (81 instructional minutes) 2nd/3rd Grade
12:14 p.m. – 12:25 p.m. (11 instructional minutes) 4th/5th Grades
12:25 p.m. – (186 total instructional minutes) – 1st – 5th Grade

Kindergarten Monday (PLC)

9:00 a.m. – 12:10 p.m. (190 instructional minutes)
12:10 p.m. – 12:50 p.m. – Lunch (40 minutes)
12:50 p.m. – 2:00 p.m. (70 instructional minutes)
2:00 p.m. – (260 total instructional minutes)

Kindergarten – Tuesday - Friday

Early Start 9:00 a.m. – 12:14 p.m. (194 instructional minutes)
Late Start 10:00 a.m. – 12:14 a.m. (134 instructional minutes)
Lunch 12:14 p.m. – 12:54 p.m. (40 minutes)
Early Start 12:54 p.m. – 2:00 p.m. (66 instructional minutes)
Late Start 12:54 p.m. – 3:00 p.m. (126 instructional minutes)

Grade 1 Tuesday - Friday

8:45 a.m. – 10:20 a.m. (95 instructional minutes)
10:20 a.m. – 10:35 a.m. Recess (15 minutes)
10:35 a.m. – 12:15 p.m. (100 instructional minutes)
12:15 p.m. – 12:54 p.m. – Lunch (39 minutes)
12:54 p.m. – 3:00 p.m. (126 instructional minutes)
3:00 p.m. – (321 total instructional minutes)

Grades 2-3 Tuesday - Friday

8:45 a.m. – 10:20 a.m. (95 instructional minutes)
10:20 a.m. – 10:35 a.m. Recess (15 minutes)
10:35 a.m. – 11:45 a.m. (70 instructional minutes)
11:45 a.m. – 12:24 p.m. – Lunch (39 minutes)
12:24 p.m. – 3:00 p.m. (156 instructional minutes)
3:00 p.m. – (321 total instructional minutes)

Grades 4-5 Tuesday - Friday

8:45 a.m. – 10:35 a.m. (110 instructional minutes)
10:35 a.m. – 10:45 a.m. Recess (10 minutes)
10:45 a.m. – 12:45 p.m. (120 instructional minutes)
12:45 p.m. – 1:29 p.m. – Lunch (44 minutes)
1:29 p.m. – 3:00 p.m. (91 instructional minutes)
3:00 p.m. – (321 total instructional minutes)

Kindergarten Conference Week

9:00 a.m. – 11:05 a.m. (125 instructional minutes)
11:05 a.m. – 11:39 a.m. Lunch (34 minutes)
11:39 a.m. – 12:40 p.m. (61 instructional minutes)
12:40 p.m. (186 instructional minutes)

Indoor Lunch Schedule – No Overlapping Lunches

Grade 1 Monday (PLC)

8:45 a.m. – 10:20 a.m. (95 instructional minutes)
10:20 a.m. – 10:37 a.m. Recess (17 minutes)
10:37 a.m. – 12:10 p.m. (93 instructional minutes)
12:10 p.m. – 12:45 p.m. – Lunch (35 minutes)
12:45 p.m. – 1:45 p.m. (60 instructional minutes)
1:45 p.m. – (248 total instructional minutes)

Grades 2-3 Monday (PLC)

8:45 a.m. – 10:20 a.m. (95 instructional minutes)
10:20 a.m. – 10:37 a.m. Recess (17 minutes)
10:37 a.m. – 11:30 a.m. (53 instructional minutes)
11:30 a.m. – 12:05 p.m. – Lunch (35 minutes)
12:05 p.m. – 1:45 p.m. (100 instructional minutes)
1:45 p.m. – (248 total instructional minutes)

Grades 4-5 Monday (PLC)

8:45 a.m. – 10:35 a.m. (110 instructional minutes)
10:35 a.m. – 10:52 a.m. Recess (17 minutes)
10:52 a.m. – 12:45 p.m. (113 instructional minutes)
12:45 p.m. – 1:20 p.m. – Lunch (35 minutes)
1:20 p.m. – 1:45 p.m. – (25 instructional minutes)
1:45 p.m. – (248 total instructional minutes)

Kindergarten Monday (PLC)

9:00 a.m. – 12:05 p.m. (185 instructional minutes)
12:05 p.m. – 12:45 p.m. – Lunch (40 minutes)
12:45 p.m. – 2:00 p.m. (75 instructional minutes)
2:00 p.m. – (260 total instructional minutes)

Kindergarten – Tuesday - Friday

Early Start 9:00 a.m. – 12:05 p.m. (185 instructional minutes)
Late Start 10:00 a.m. – 12:05 p.m. (125 instructional minutes)
Lunch 12:05 p.m. – 12:45 p.m. (40 minutes)
Early Start 12:45 p.m. – 2:00 p.m. (75 instructional minutes)
Late Start 12:45 p.m. – 3:00 p.m. (135 instructional minutes)
Total for both Early/Late (260 instructional minutes)

Transitional Kindergarten Monday - Friday

(Regular, PLC Monday & Minimum Days/Conference Week)

8:00 a.m. – 11:20 a.m. (200 instructional minutes)

Grade 1 Tuesday - Friday

8:45 a.m. – 10:16 a.m. (91 instructional minutes)
10:16 a.m. – 10:35 a.m. Recess (19 minutes)
10:35 a.m. – 12:10 p.m. (95 instructional minutes)
12:10 p.m. – 12:45 p.m. – Lunch (35 minutes)
12:45 p.m. – 3:00 p.m. (135 instructional minutes)
3:00 p.m. – (321 total instructional minutes)

Grades 2-3 Tuesday - Friday

8:45 a.m. – 10:16 a.m. (91 instructional minutes)
10:16 a.m. – 10:35 a.m. Recess (19 minutes)
10:35 a.m. – 11:30 a.m. (55 instructional minutes)
11:30 a.m. – 12:05 p.m. – Lunch (35 minutes)
12:05 p.m. – 3:00 p.m. (175 instructional minutes)
3:00 p.m. – (321 total instructional minutes)

Grades 4-5 Tuesday - Friday

8:45 a.m. – 10:35 a.m. (110 instructional minutes)
10:35 a.m. – 10:45 a.m. Recess (10 minutes)
10:45 a.m. – 12:45 p.m. (120 instructional minutes)
12:45 p.m. – 1:29 p.m. – Lunch (44 minutes)
1:29 p.m. – 3:00 p.m. (91 instructional minutes)
3:00 p.m. – (321 total instructional minutes)

The Roseville City School District ("RCS" or "District") Governing Board intends that technological resources provided by the district be used in a safe, responsible and proper manner in support of instructional programs, and for the advancement of student learning. In this agreement, the student and his/her parent/guardian shall agree not to hold the district, or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The District agrees to allow the student identified above ("Student") to use the district's technology resources to access the Internet and/or Intranet (referred to collectively as "the Internet") under the following terms and conditions:

1. **Conditional Privilege.** The Student's use of the district's resources, including access to the Internet ("District Technology Resources") is a privilege conditioned on the Student's agreeing to the district policies and terms of this agreement and on the Student's abiding by the same. Specifically, no student may use the District's access to the Internet (District Internet Access) unless the Student and his/her parent or guardian have read and signed this agreement.
2. **Acceptable Use.** The Student agrees that he/she will use the District's Internet Access for educational purposes only. In using the Internet through the District Internet Access, the Student agrees to obey all federal and state laws and regulations, and district policies. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral. District policies may be updated from time to time, and updates will be available for review through the school or the district's web site.
3. **Penalties for Improper Use.** If the Student violates this agreement and misuses the District's Internet Access, the Student may be subject to disciplinary action, revocation of the Student's user account and access to the Internet, as well as legal or criminal action where appropriate.
4. **"Misuse of the District's access to the Internet"** includes, but is not limited to, the following:
 - a. use of the district's access to the Internet for other than approved educational purposes;
 - b. gaining intentional access or maintaining access to materials which are obscene, pornographic, or containing inappropriate language.
 - c. using the Internet for any illegal activity, including: computer hacking, plagiarism (or intellectual property law violations) and/or copyright infringement;
 - d. causing congestion or disruption of the network through lengthy downloads of unapproved large files or other activities, including the intentional introduction of viruses to the system and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so called "hacking;"
 - e. accessing instant messages, chat rooms, forums, e-mail, message boards, social media, or host personal web pages, except school approved, authorized by the instructor for a class activity directly supervised by a staff member;
 - f. participating in "Cyber Bullying". Cyber bullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any other student or school personnel. (Board Policy 5131 (a))
 - g. Student shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, ethnicity, national origin, sex, gender, sexual orientation, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and which depicts, in a patently offensive way, sexual content and which lacks serious literary, artistic, political, or scientific value for minors (Penal Code 313)
 - h. using encryption software without district authorization;
 - i. use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations;
 - j. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - k. gaining unauthorized access to resources, files or data of any type, including access to student records, grades, or files, or other users' files;
 - l. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

- m. using the network for personal, financial or commercial gain without district permission;
 - n. theft or vandalism of data, equipment, or intellectual property;
 - o. invading the privacy of individuals;
 - p. creating a web page or associating a web page with the school or school district without proper authorization;
 - q. providing District Internet Access to unauthorized individuals. " Students are responsible for all activity that occurs with their accounts";
 - r. failing to obey school or classroom Internet use rules; or
 - s. taking part in any activity related to Internet use which creates a clear and present danger or the substantial disruption of the orderly operation of the district or any of its schools.
 - t. circumventing or disabling security measures;
 - u. use personal mobile technology to access resources or information without teacher direction or approval.
 - v. unless instructed by school personnel for education purposes only, students shall not disclose, use or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication in compliance with Children's Online Privacy Protection Act (COPPA). Students shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.
5. **No Expectation of Privacy.** The Student and parent signing below agree that if the Student uses District technology resources including but not limited to computers, network, and internet service, the Student waives any right to privacy the Student may have for such use. The Student and parent agree that the district may monitor the Student's use of District Technology Resources and Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents.
6. **No Guarantees.** The district will make good faith efforts to protect children from improper or harmful matter that may be on the Internet in compliance with Children's Internet Protection Act (CIPA). At the same time, in signing this agreement, the parent and Student recognize that the district can make no guarantees about preventing improper access to such materials on the part of the Student.
7. **District Held Harmless and Promise Not to Sue.** In order to protect itself from future lawsuits where a student or parent alleges that the student suffered some kind of injury because the student used the District's Internet Access or other technology resources, the district requires that the student and parent promise to forego such claims against either the District or its employees in return for being allowed to use the resources. Therefore, the Student and parent agree to hold the district and its employees harmless from any claim or liability arising out of or resulting from the Student's use of the District's Internet Access, even though the nature, extent, and seriousness of such claims are currently unknown. In other words, the student and parent agree that they will not sue the school district or any district employee over any claim that comes about as a result of the Student's using the district's Internet and intranet access. By signing this agreement the parent and student waive any such claims that may occur in the future, whether they are now aware of how the student could be injured by using the Internet, or the extent of such alleged injury. In doing so the student and parent waive any protection they have under Civil Code section 1542 with regard to claims arising from the student's use of District Internet Access. That law reads as follows:
- A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.*
8. **Bring Your Own Device (BYOD).** Students who wish to use a personally owned electronic device within the Roseville City School District learning environment must, along with their parents, read and sign this agreement. A student will be directed by staff when it is appropriate to use his or her device, or other electronic device during instruction. Internet content used through the District's BYOD secure network is filtered for appropriate content.
- a. Students shall take full responsibility for their device and keep it with them at all times. The District shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
 - b. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
 - c. The District assumes no responsibility and shall not be liable for any loss of data, damage, or viruses/malware that may infect your device on account of your access to, or use of the District's network connection.
 - d. Personal devices shall be charged prior to bringing them to school and shall be capable of running off their own battery while at school.

- e. Students should have working knowledge of their personally owned device prior to bringing it into the learning environment.
 - f. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using the device.
 - g. Students must comply with request of a staff member to shut down the computer/device or close the screen.
 - h. Current virus protection is recommended on devices that utilize the guest wireless network
 - i. The District recommends that personal devices not have credit card information entered into them. The school/district shall not be responsible for any financial information that is accessible on a personal device.
9. **Signatures.** We, the persons who have signed, have read this agreement and agree to be bound by the terms and conditions of this agreement, give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above. As the parent and/or guardian of this student, I have read the "Student Acceptable Use Agreement" (in accordance with Children's Internet Protection Act) and I have read and explained this information to my student. I understand that this access is designed for educational purposes. I also recognize it is impossible for RCSD to restrict access to all controversial materials, and I will not hold the RCSD responsible for materials acquired on the network. Further, I understand that RCSD accepts no responsibility for supervision if and when my child's use is not in a school setting.

The student understands that if they fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, the student may be subject to disciplinary action. The student also agrees to report any misuse of the information system to the teacher/principal. All the rules of conduct described above apply when the student is on the network.

If you have any questions, please contact your child's teacher or principal.

Parent/Guardian Receipt of 2019-2020 Parent-Student Handbook

The 2019-2020 Parent-Student Handbook is now available for your review online at: <http://www.rcsdk8.org> - Click on Catheryn Gates Elementary School and then scroll down to the 2019-2020 Parent-Student handbook.

- I hereby acknowledge receipt of the Parent-Student Handbook for Catheryn Gates Elementary School for the 2019-2020 school year. I have read/reviewed with my student.

Student Name: _____

Student's Teacher: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Please return this completed and signed form to your students' classroom teacher immediately. Thank you!