

Roseville City School District  
Derk Garcia, Superintendent

# Kaseberg School

‘Home of the Hawks’



2024-2025

## Procedures for Students and Parents

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### BELL SCHEDULES

| Begin       | End          | Monday-Friday REGULAR DAYS<br>TK-5th Grade           |
|-------------|--------------|--|
| <b>7:35</b> | <b>7:45</b>  | School Begins at 7:45 am for ALL                     |
| 9:10        | 9:20         | (10 min) Recess-TK & ASD                             |
| 9:30        | 9:40         | (10 min) Recess- K                                   |
| 9:30        | 9:40         | (10 min) Recess - 1st-2nd Grades                     |
| 9:45        | 9:55         | (10 min) Recess - 3rd-5th Grades                     |
| 11:05       | 11:45        | (40 min) LUNCH 1st-2nd (Eat first/recess at 11:30)   |
| 11:35       | 12:15        | (40 min) LUNCH TK-K (Eat first/recess at 12:00)      |
| 12:05       | 12:45        | (40 min) LUNCH 3rd - 5th (Eat first/recess at 12:30) |
|             | <b>12:47</b> | (262 min) School Ends Transitional Kindergarten      |
|             | <b>1:48</b>  | (313 min) School Ends grades K                       |
|             | <b>1:58</b>  | (323 min) School Ends grades 1st-5th                 |

# BELL SCHEDULES

(Continued)

| Begin | End          | Wednesday – PLC DAYS<br>TK-5th Grade                 |
|-------|--------------|--|
| 7:35  | 7:45         | School Begins at 7:45 am for ALL                     |
| 9:10  | 9:20         | (10 min) Recess- TK & ASD                            |
| 9:30  | 9:40         | (10 min) Recess- K                                   |
| 9:30  | 9:40         | (10 min) Recess - 1st-2nd Grades                     |
| 9:45  | 9:55         | (10 min) Recess - 3rd-5th Grades                     |
| 11:05 | 11:45        | (40 min) LUNCH 1st-2nd (Eat first/recess at 11:30)   |
| 11:35 | 12:15        | (40 min) LUNCH TK-K (Eat first/recess at 12:00)      |
| 12:05 | 12:45        | (40 min) LUNCH 3rd - 5th (Eat first/recess at 12:30) |
|       | <b>12:47</b> | (262 min) School Ends Transitional Kindergarten      |
|       | <b>12:35</b> | (240 min) School Ends Kindergarten                   |
|       | <b>12:45</b> | (250 min) School Ends grades 1st-5th                 |

| Begin | End          | NOVEMBER CONFERENCE DAYS              |
|-------|--------------|---------------------------------------|
| 7:35  | 7:45         | School Begins at 7:45 am for ALL      |
| 9:00  | 9:10         | (10 min) Recess ALL ASD TK-2nd        |
| 9:15  | 9:25         | (10 min) Recess - (TK-5th) General Ed |
| 10:15 | 10:45        | (30 min) LUNCH TK & K                 |
| 10:30 | 11:00        | (30 min) LUNCH 1st & 2nd              |
| 11:00 | 11:30        | (30 min) LUNCH 3rd-5th                |
|       | <b>11:23</b> | (188 min) School ends TK-K            |
|       | <b>11:33</b> | (188 min) School ends grades 1st-5th  |

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## School Procedures

### ARRIVALS

For students not buying breakfast, adult supervision does not begin on campus until 7:35am when our campus opens. No supervision is provided by the office staff. Students having breakfast should not be on campus before 7:20 am.

TK-5th grade students must wait behind the gate until the bell rings to release them to their classrooms. After the 7:35 am bell rings, all students will enter the campus through designated areas.

#### **Car Drop-Off Line:**

The car drop off line is for student drop-off ONLY. There is no parking permitted in the drop-off line and **parents should not get out of their car while in the drop off line.** If your child needs assistance getting out of the car, please find a parking spot to assist your child.

### ABSENCES AND TARDIES

Students in grades TK-5th who are not in their classroom at 7:45 am are tardy. All students who are late to school must check in at the school office for a tardy slip. Repeated unexcused tardies will be handled as a discipline concern. Parent contact will be made by the Principal.

Medical, dental or orthodontic appointments, mandatory court appearances or illnesses are the only acceptable reasons for excused tardies and/or absences. Absences are excused with a phone call or note from the parent/guardian or a note from the doctor or dentist indicating one of the reasons stated above.

### Attendance Protocols

#### **Unexcused Absences**

|                         |  |  |
|-------------------------|--|--|
| <b>Truant</b>           | 3rd Unexcused Absence/Tardy  | 1st Truancy Letter   |
| <b>Habitual Truancy</b> | 4th Unexcused Absence/Tardy<br>5th Unexcused Absence/Tardy                       | 2nd Truancy Letter, School Meeting<br>3rd Truancy Letter, District Meeting |
| <b>Chronic Truancy</b>  | 10% or more Unexcused Absence/Tardy<br>of total current and enrolled school days | Referral to SARB   |

Tardy must be 30 minutes or longer to be considered truant.

#### **Excused Absences**

|   |  |   |
|---|--|---|
| <b>Excessive Absence</b>                | 5% to 7% or higher of days enrolled  | 1st Excessive Letter  |
| <b>Chronic Absence</b>                  | 10% or higher of days enrolled<br>Any further unverified absences  | 2nd Excessive Letter, Dr. Verification<br>Will be marked as unexcused absence |
| <b>Arrive Late/<br/>Leave Early</b>     | 5th Occurrence<br>7th Occurrence   | 1st Early/Late Letter<br>2nd Early/Late Letter, Meeting with parents          |
| <b>Verifying Absences</b>               | After three attempts to contact on three separate days absence becomes unexcused. If a legitimate excuse is later received, the absence may change from unexcused to excused.  |   |
| <b>Early Drop-off/<br/>Late Pick-up</b> | Fifteen minutes after the last bell is a late pick-up.<br>School staff are on duty for fifteen minutes after school – for safety reasons please be sure you make arrangements for your child to be cared for after school. Continual late pick-up may be a student welfare issue and may require mandated reporting to child welfare institutions. |   |
| <b>School Behavior</b>                  | Series of Letters – Case by Case   |   |

### DEPARTURES

All students are to go home or to the parent designated child-care when dismissed. The school day for K - 5th grade students ends promptly at 1:58 pm, unless the student is attending an after school program or is under the supervision of a teacher. There is no supervision provided by the office staff. All children who walk to or from school must use the sidewalks and crosswalks. They are not to take short cuts through fields, yards, or private property.

## **EMERGENCY CARD INFORMATION**

The online registration process created a current emergency card within our system for your student. If any information changes during the course of the school year, please visit the Kaseberg school office so your student's information can be updated. Your child cannot receive adequate care in an emergency if we have out-of-date information.

## **RELEASING STUDENTS FROM SCHOOL**

Students are released from school during the school day through the school office only. An authorized adult (those over 18 listed on the student's emergency card) must sign the student out of school, and accompany the student from school. The adult should report to the office where the student will be waiting or called from class. The adult must be prepared to show photo identification if asked by the office staff.

## **VISITORS**

Parents are encouraged to visit the school at any time during the regular school day. Since the class may be having a test or be involved in some other school routine that should not be interrupted, Classroom observations will be limited to 30 minutes, and must be prearranged with the teacher and Principal prior to the visit.

Visitors coming to school while school is in session are required by law to check in through the office so that we know who is on the school grounds at all times. Visitors will sign in and be given a pass to wear while on campus. Any visitor not wearing a pass or badge will be asked to report to the school office. This is a protective measure to ensure the security of campus and the safety of all students.

## **BREAKFAST AND LUNCHES**

Kaseberg's breakfast program begins at 7:20 am. If your child would like to eat breakfast at school, s/he may do so anytime between 7:20 am and 7:40 am in the Multipurpose Room.

Students may bring lunch from home or select a hot lunch from the school cafeteria each day. A hot lunch count will be taken with attendance each morning in the classroom. All Breakfast and Lunch menu options are available to all students at no cost as part of an ongoing State and Federal program. Please apply for the program with the following link: [EZMealApp](#). Monthly menus are available online at <https://www.rcsdk8.org/menus>. Please do not bring canned or bottled drinks, or sodas to school. If you have lunch to drop off for your child, please stop by the office.

## **DROPPING OFF ITEMS FOR STUDENTS**

All items, including lunches that need to be delivered to students, should be dropped off in the school office. All items should be labeled with the student's name and room number and left on the office counter. Lunch money should be put into a labeled envelope. Please inform your child when you will be dropping off their lunch or other items so they can come to the office to pick them up during non-instructional time.

## **TELEPHONE CALLS AND STUDENT MESSAGES**

The telephone in the office is a business phone and may be used by students with permission only. Students will not be permitted to use the phone for personal business or non-school related telephone calls.

The school office will attempt but cannot guarantee and cannot take responsibility for the delivery of messages to students during the day.

## **ABSENCES AND INDEPENDENT STUDY CONTRACTS**

Education Code Section 48260 requires that a pupil who is absent from school without a valid excuse three (3) or more days in one school year, or tardy in excess of thirty (30) minutes on three (3) or more days in one school year is truant, and will be so reported. In keeping with that policy, Kaseberg School will begin the SARB (School Attendance Review Board) process on any student who violates this policy.

In addition, Kaseberg School will abide by the Roseville City School District and State's policy regarding identification of 'chronic truants.' Chronic Truant is defined as a student who has missed 10% or more of days that school has been in session where a doctor's note has not been provided. Parents will be so notified and a doctor's note for all future absences will be required. From this point forward, if a doctor's note is not provided, the absence will be unexcused and subject to the SARB process.

Please contact the school office at 916-771-1790 when your child is absent from school; press 1 for the Absent Hotline. Medical, dental or orthodontic appointments, mandatory court appearances or illness are the only acceptable reasons for excused absences or lates.

If you know in advance that your student will be away from school three (3) or more days for an unexcused reason, you may request an Independent Study contract from the teacher. Complete the request online at [Short-Term Independent Study - Roseville City School District](#). Please give the teacher as much notice as possible. The teacher will provide materials and assignments to be completed during the period of absence. Absences between 3 and 15 school days will be excused provided the terms of the contract are met; the maximum cumulative days for the year is 15 school days.

## **BICYCLES, SCOOTERS, SKATEBOARDS AND ROLLER-BLADES**

Bicycles are parked at the bike racks. Students should lock their bicycles to the rack. The area around the bicycle racks is off limits to students during the school day.

Students are permitted to ride scooters, skateboards and roller-blades to and from school if the student's teacher approves storing them in the classroom. Students will bring these items at their own risk.

All students riding bicycles, scooters, skateboards or rollerblades are required to wear a helmet, and have the helmet buckled properly. Students using any form of transportation to school must abide by all laws i.e., helmet and directional laws, or privileges will be revoked. Students must walk their bicycles and may not ride their scooters, skateboards or roller-blades on school grounds.

## **SCHOOL RULES AND STUDENTS' STANDARDS OF BEHAVIOR**

1. Show Respect
2. Make Good Decision
3. Solve Problems

EVERYONE has the right to learn. Behavior that interferes or interrupts the educational process is not acceptable. Classroom rules and a pre-established warning system and consequences are established and posted in each classroom by the teacher. Individual class rules are sent home at the beginning of the school year. Office Referrals will be issued to those violating these rules.

The following specific guidelines are listed in an effort to inform students what is expected of them:

1. Respect for other people's feelings, rights and property is expected of everyone.
2. Follow all school rules.
3. Students are expected to move through the school campus in a safe and orderly manner. Students will walk on sidewalks and play in designated areas. Students will not be in the halls without adult permission.
4. Students are expected to respond to adult authority in a courteous manner. Disrespect or defiance to school personnel (teachers, substitutes, instructional aides, meal duty supervisors, secretaries, custodians, bus drivers, or administrators) will not be tolerated.
5. Obscene, profane, or vulgar language, behavior or gestures will not be permitted at any time at school, including on clothing and personal property.
6. Fighting, teasing, threatening, or verbal/physical abuse of another person, either in anger or in fun, will not be tolerated.
7. Inappropriate gestures of affection are not permitted.
8. Gum, sunflower seeds, candy, canned or bottled drinks or sodas are not to be brought to school.
9. All play equipment is to be used at a reasonable distance from the building. Balls are not to be bounced against the building or along the walkways. There is no ball slamming or ball kicking allowed on the blacktop. On the playground the students will play games according to the school rules and use equipment safely and for the use which it is intended. Students are not allowed to bring their own playground equipment (such as soccer balls, baseball, footballs, etc.) to school.
10. Students are not allowed to bring personal toys, electronics and computer games, trading cards or any other item which may cause a disruption to the educational environment.

11. Bathrooms are for bathroom use ONLY. They are not a play area. Students are expected to keep bathrooms clean by throwing papers away in the garbage.
12. Students are not to leave money or valuables in their desks.
13. Rocks, bark or other objects are not to be thrown at any time at school. Slingshots, bean shooters, water pistols or similar items are not to be brought to school.
14. Possession of weapons or dangerous objects of **any** kind including but not limited to guns of any type (including air soft guns), knives, firecrackers, matches, lighters, sharp or pointed objects or anything resembling a weapon are not permitted on the school grounds. The police will be notified when deemed appropriate by the school Administration (Education Code 48900 and 48915). Violation results are mandatory suspension and possible expulsion. (Education code 48900 and 48915).
15. Students will not bring or use tobacco or tobacco related smoking devices, alcohol or any controlled substances to school or be under the influence of such controlled substances. Students violating this will be suspended from school.
16. Kaseberg School will be a safe place for all students. Gangs and other groups that intimidate or distract students and staff pose a threat to school safety and disrupt learning. Gang-like behaviors, apparel, grooming, writing or other attributes will not be tolerated. Students who violate this policy will be subject to appropriate disciplinary action including suspension from school and possible expulsion.

**Cell phones and smartwatches are not to be a distraction from learning. Please follow your teacher's classroom policy regarding the acceptable use and misuse of a cell phone during the instructional day.**

All students are urged to ask an adult at school when they are unsure of what to do.

Serious infractions and dangerous acts will be immediately referred to the Principal. Phone calls to parents and more serious disciplinary action will be taken. Severe behaviors include but are not limited to: fighting, threatening or harassing others, stealing, gambling, disrespect or defiance of school personnel, or possession of dangerous objects. Possession of weapons will be dealt with by the Principal according to the Education Code. Disciplinary consequences that may result from referral to the Principal include: Time out, student conference, call home, restricted recess privileges, conference with parents, In-School Suspension, Off-Site Suspension, referral to Law Enforcement, and/or Expulsion.

Teachers have the prerogative to adjust the consequences for individuals who do not respond to the pre-established consequences. Please assist your child in understanding the importance of following the rules. The rules outlined above are designed for the students' safety and success in the classroom and on the playground.

### **ELECTRONIC BULLYING**

**The following are causes for suspension and/or expulsion as defined by the referenced Education Code:**

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).

### **STUDENT DRESS GUIDELINES**

In order to maintain a conducive environment for learning, Kaseberg School has adopted the following guidelines regarding student dress. These guidelines are intended to define appropriate student attire and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, eliminate disturbances among students in attendance, and minimize student distraction so not to interfere with the educational process. It is also intended to help protect the health, safety and welfare of our students. Any student wearing clothing that is inappropriate based upon the listed criteria will be expected to call home for a change of clothing.

Students are expected to wear clean, neat and well-maintained clothing.

Students are not allowed to wear clothing that has references to sex, drugs, tobacco, alcohol, violence, or gang activity. Sagging pants, ill-fitting tank tops, short-shorts, short skirts, short dresses, strapless tops, halter tops or dresses, backless tops, tube tops, spaghetti strap tops, off-the-shoulder tops or dresses, low-cut tops, bare midriffs, visible underwear, or other inappropriate items may **NOT** be worn. Please reinforce that school is a learning environment for your child.

Shoes must be worn on school grounds at all times. Shoes must have back straps (**NO** flip flops), and shoe heels must be an appropriate height for playground activities and PE. Open-toed shoes are discouraged. High-heeled shoes are not appropriate school dress for elementary children.

A student may be asked to modify their distractible appearance if they come to school with visible temporary tattoos, face-painting, hair that is dyed or streaked an unnatural hair color (including colored feathers), or hair that is arranged in a distracting fashion.

The wearing of caps / hats indoors is at the discretion of the teacher, or adult supervisor.

If a student's attire or appearance causes disruption to the learning environment or violates the dress code, they will be asked to change. The administration reserves the right to decide the appropriateness of the student's attire and to review and change the dress code to ensure the learning environment.

### **POSITIVE PLANS**

Students are rewarded and acknowledged individually for appropriate behavior through "Caught 'Cha Being Good" slips for following our School Rules as well as Classroom Character Award. Students "caught" being good are recognized and rewarded during school-wide celebrations.

### **CLASSROOM PARTIES**

In accordance with District policy, classroom parties may be held in fall, winter and spring. In addition, many classes also have end-of-the-year celebrations. Parties are usually coordinated with the assistance of a volunteer Room Parent. If you are interested in helping with class parties, please let your child's teacher and/or PTC know.

In keeping with District policy, **balloons are not permitted on campus** and must be left at home, or given to the student after school.

### **NUTRITION INFORMATION**

The passage of the Child Nutrition and WIC Reauthorization Act of 2004 at the Federal level, and SB 12 at the State level mandate that school districts establish a wellness policy to address growing health concerns among children.

The main areas addressed by the policy are child nutrition, physical education, and health education. District schools will be focusing on key points in these areas. They include ensuring that the food service program meets the nutritional standards required for the National School Lunch and School Breakfast Programs; encouraging parents/guardians to consider nutritional quality and support the district's nutrition efforts when selecting snacks for class parties; ensuring that foods and beverages sold to students during the school day promote student health; developing a comprehensive program that promotes healthy eating and physical activity and teaches personal responsibility for one's own lifelong health, and continuing a physical education program that builds interest and proficiency in movement skills and

encourages students' lifelong fitness through physical activity.

It is important to take these steps in order to provide the healthiest environment possible for our students and to begin training them to make responsible choices for themselves as they get older. To support these efforts at school, it is critically important that students are supported in making good choices at home as well. **We encourage students and staff to celebrate a child's birthday at school, but we ask that NO FOOD ITEMS are brought to school for birthdays. Students can bring non food items for their class, such as pencils, stickers, etc. Thank you for supporting our nutritional program at school.**

### **KASEBERG PTC**

Our school Parent Teacher Club is a vital part of our total school community. The PTC meets approximately once a month. All parents, grandparents or other adults interested in supporting the students and staff of Kaseberg School are invited to attend. Meeting notices and agendas will be sent home throughout the year. BUSINESS SOLICITATIONS FOR DONATIONS MUST BE DISCUSSED WITH, AND APPROVED BY THE PRINCIPAL, and are limited to PTC-sponsored events only.

Thank you for your cooperation, and have a *great* year! 😊